



Australian Government
Australian Industrial Registry

Level 36, 80 Collins Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7777
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Dr Ute A Mueller
Secretary
NTEU WA Division
School of Engineering and Mathematics
Edith Cowan University
JOONDALUP WA 6027

Dear Dr Mueller

RE: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule) Financial Reports for year ended 30 June 2005 – FR2005/398

I acknowledge receipt of the financial reports of the National Tertiary Education Industry Union – Western Australian Division for the year ended 30 June 2005. The documents were lodged in the Australian Industrial Registry on 3 January 2006.

The documents have been filed.

Although the documents have been filed, I would like to comment on some issues arising out of the reports. I make these comments to assist you when you next prepare financial reports. You do not need to take any further action in respect of the financial reports already lodged.

1. Accounting Officer's Certificate

The certificate under the title "Accounting Officer's Certificate 2004 - 2005" appears to be the accounting officer's certificate previously required under former provisions of the Act. Please note that there is no requirement under the RAO Schedule to lodge an accounting officer's certificate.

2. Auditors Report

Subsection 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion on whether the GPFR is presented fairly in accordance with applicable Australian Accounting Standards and other requirements of the RAO Schedule. The following wording would satisfy the requirements:

"In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996."

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 (Mon-Tues) or by email at dimitra.doukas@air.gov.au.

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 www.airc.gov.au. Alternatively, you may send an email with the documents attached to riateam3@air.gov.au.

Yours sincerely,

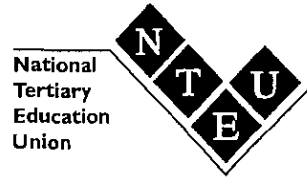


Dimitra Doukas
Statutory Services Branch

21 March 2006

FR 2005/198

Dr Ute A Mueller
Secretary NTEU WA Division
School of Engineering and Mathematics
Edith Cowan University
Joondalup WA 6027



21 December 2005

The Industrial Registrar
Australian Industrial Relations Commission
Level 35 Nauru House
80 Collins Street
Melbourne Vic 3000

Dear Sir or Madam

Please find enclosed the documentation for the financial return for the financial year 2004/2005 of the National Tertiary Education Union, West Australian Division .

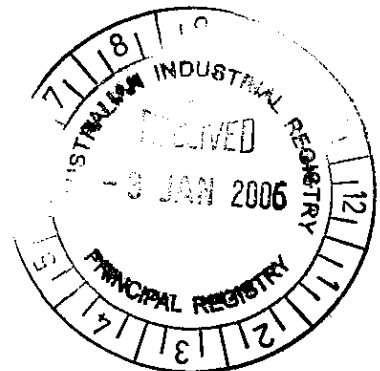
The documents enclosed are

1. The Committee of Management statement
2. the General Purpose Financial Report
3. the Operating Report
4. the Auditor's Report
5. and the Secretary's Certificate

Sincerely yours

Ute A Müller

Ute A. Mueller



Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *Dr Ute Anja Mueller* being the *Secretary* of the *National Tertiary Education Union, West Australian Division* certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the *full report*, was provided to members on *18 November 2005*; and
- that the full report was presented to a *meeting of the committee of management* of the reporting unit on *19 December 2005* in accordance with section 266 of the RAO Schedule.

Signature: *Ute A Mueller*

Date: *19-12-2005*

***NATIONAL TERTIARY
EDUCATION INDUSTRY UNION***

WA DIVISION

Financial Statements for the year ended

30 June 2005


NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)

EXECUTIVE COMMITTEE'S STATEMENT

FOR THE YEAR ENDED 30 JUNE 2005

We, being two members of the Executive of the National Tertiary Education Industry Union (WA Division), do declare on behalf of the Executive and in accordance with a resolution passed by the Executive, that in the opinion of the Executive:

1. The financial statements and notes comply with the Australian Accounting Standards;
2. The financial statements comply with the reporting guidelines of the Industrial Registrar;
3. The financial statements and notes give a true and fair view of the financial performance, financial position and cashflows of the Division for the financial year to which they relate;
3. There are reasonable grounds to believe that the Division will be able to pay its debts as and when they become due and payable; and
4. During the year ended 30 June 2005 and since the end of that year:
 - i. Meetings of the Division were held in accordance with the rules of the National Tertiary Education Industry Union; and
 - ii. The financial affairs of the Division have been managed in accordance with the rules of the National Tertiary Education Industry Union; and
 - iii. The financial records of the Division have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - iv. The information sought in any request of a member of the Division or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - v. There has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.


.....
Member of Committee


.....
Member of Committee

18 November 2005
at Joondalup

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – WESTERN AUSTRALIA DIVISION**STATUTORY STATEMENT****FOR THE YEAR ENDED 30 JUNE 2005****ACCOUNTING OFFICER'S CERTIFICATE**

I, Dr. Ute Mueller, being the Division Secretary of the National Tertiary Education Industry Union – Western Australia Division, certify that as at 30 June 2005:

1. The attached financial statements show a true and fair view of the financial affairs of the Division as at 30 June 2005.
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 Division.
5. Before any expenditure was incurred by the Division, approval of the incurring of the expenditure was obtained in accordance with the Rules of the Division.
4. With regard to funds of the Division raised by compulsory levies or voluntary contributions from members or funds other than the National Fund operated in accordance with the Rules, no payments were made out of 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 Division were authorised in accordance with the Rules.
6. The register of members of the Division was maintained in accordance with the Act.



Dr Ute Mueller

18th November 2005
at Joondalup

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – WESTERN AUSTRALIA DIVISION

OPERATING REPORT

FOR THE YEAR ENDED 30 JUNE 2005 (Continued)

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Division was 3.8 employees 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 Union at the beginning of the financial year were:

| | |
|--|--------------------|
| President | Mick Champion |
| Vice President (Academic) | Doug Yorke |
| Division Secretary | Ute Mueller |
| Assistant Secretary (General) | Gabe Gooding |
| Assistant Secretary (Academic) | Paula Baron |
| National Councillor | Valerie Jackson |
| National Councillor | Allan Barton |
| National Councillor | Thelma Koppi |
| National Councillor (Indigenous Staff) | Chris Heelan |
| National Councillor | Clive Whitehead |
| National Councillor | John May |
| National Councillor | Alan Needham |
| Member: National Executive | Lyn Bloom |
| Member: National Executive | Tom Stewart |
| Alternate Councillor | Stuart Bunt |
| Alternate Councillor | Steve Errington |
| Alternate Councillor | Jan Sinclair-Jones |

There were the following changes to the composition of the Committee of Management during the financial year. With effect of 17 September 2004, following the biennial NTEU elections, the composition of the Committee of Management was

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – WESTERN AUSTRALIA DIVISION

OPERATING REPORT

FOR THE YEAR ENDED 30 JUNE 2005 (Continued)

Manner of Resignation – s254(2)(c)

Members may resign from the Division 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 Division
 - (i) on the day on which the notice is received by the Division; 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 Division; 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 Division in a court of competent jurisdiction, as a debt due to the Division.
- 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.
- 11.5 A notice of resignation that has been received by the Division 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 Division 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 Division.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED 30 JUNE 2005

| | NOTE | 2005 \$ | 2004 \$ |
|-----------------------------------|------|----------------|----------------|
| CURRENT ASSETS | | | |
| Cash assets | 4 | 118,685 | 120,266 |
| Receivables | 5 | <u>3,550</u> | <u>3,046</u> |
| TOTAL CURRENT ASSETS | | <u>122,235</u> | <u>123,312</u> |
| NON CURRENT ASSETS | | | |
| Property, plant & equipment | 6 | <u>4,169</u> | <u>7,875</u> |
| TOTAL NON CURRENT ASSETS | | <u>4,169</u> | <u>7,875</u> |
| TOTAL ASSETS | | <u>126,404</u> | <u>131,187</u> |
| CURRENT LIABILITIES | | | |
| Payables | 7 | 15,133 | 26,907 |
| Provisions | 8 | <u>12,888</u> | <u>11,276</u> |
| TOTAL CURRENT LIABILITIES | | <u>28,021</u> | <u>38,183</u> |
| NON CURRENT LIABILITIES | | | |
| Provisions | 8 | <u>26,767</u> | <u>24,588</u> |
| NON CURRENT LIABILITIES | | <u>26,767</u> | <u>24,588</u> |
| TOTAL LIABILITIES | | <u>52,788</u> | <u>62,771</u> |
| NET ASSETS | | <u>71,616</u> | <u>68,416</u> |
| EQUITY | | | |
| Accumulated surplus / (deficit) | 9 | 55,567 | 52,367 |
| Reserves: temporary staff reserve | | <u>16,049</u> | <u>16,049</u> |
| TOTAL EQUITY | | <u>71,616</u> | <u>68,416</u> |

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2005

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are a general purpose financial report prepared in accordance with applicable Accounting Standards, Urgent Issues Group Consensus Views and the requirements of the Workplace Relations Act 1996.

1. Basis of Accounting

The financial statements have been prepared on the basis of historical costs and do not take into account changing money values or current valuations of non-current assets. The accounting policies are consistently applied.

(a) Revenue Recognition

(i) Membership Capitation Fee

The membership capitation fee revenue represents 0.23% (2004: 0.23%) of members' salary. The dues are collected by the Branches and remitted to the Division by the middle of the month after they fall due and at this point recognised in the Division's accounts.

(ii) Other Revenue

Other revenue comprises revenue earned from the provision of products or services and interest on monies deposited. These revenues are recognised when the goods or services are provided, or when the fee in respect of services provided is receivable.

(b) Property, Plant & Equipment

Property, plant and equipment are recorded at cost. Depreciation of property, plant, and equipment is calculated on the straight-line basis in order to write the assets off over their estimated useful lives.

(c) Allowance for Doubtful Debts

Allowance for doubtful debts is recognised when collection of trade debtors in full is no longer probable. Collectability of overdue accounts is assessed on an ongoing basis.

(d) Employee Benefits

(i) Wages and Salaries and Annual Leave

Liabilities for wages and salaries and annual leave are recognised, and are measured, as the amount unpaid at the reporting date at current pay rates in respect of employee's services up to the balance date. The provision has been calculated at nominal amounts based on current wage and salary rates and includes related on-costs.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2005

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D...)

(h) Financial Instruments

Financial Assets

Term deposits (Note 4)

Term deposits are valued at cost. Interest is recognised as it accrues. Total weighted average interest rate at balance date was 3.24%.

Receivables (Note 5)

Receivables are carried at the nominal amounts due less any allowance for doubtful debts when applicable. Receivables are unsecured and credit terms are usually up to 30 days.

Financial Liabilities

Payables (Note 7)

Liabilities are recognised for amounts to be paid in the future for goods or services received as at balance date, whether or not invoices have been received. Payables are unsecured, not subject to interest charges and are normally settled within 30 days of invoice receipt.

(i) Adoption of Australian Equivalents to International Financial Reporting Standards

As from 1 July 2005, the Australian Accounting Standards that apply to the preparation of this financial report will cease and the financial reporting requirements of the Australian equivalents to International Financial Reporting Standards (IFRSs) will become operative. The Union will apply these new Standards when preparing its financial report for the year ending 30 June 2006. That report will also include IFRS based comparative information for the financial year ended 30 June 2005. The development of this comparative information requires the establishment of opening balances for the financial year commencing 1 July 2004 based on the new IFRS equivalent Australian Accounting Standards. The AASB (Australian Accounting Standard Board) released the AASB equivalents of the IFRS Standards on 22 July 2004.

The Union's management, along with its auditors, are assessing the significance of these changes and preparing for their implementation. To date, no material changes to current accounting policies have been identified. However, assessments are still in progress and will continue throughout 2004-2005 financial year. All changes to accounting policies will apply from 1 July 2004 in the determination of the opening balances required under Accounting Standard AASB 1 "First-time Adoption of Australian Equivalents to International Financial Reporting Standards."

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2005

| | 2005 | 2004 |
|--|----------------|----------------|
| | \$ | \$ |
| 4. CASH ASSETS | | |
| Cheque account | 53,733 | 67,517 |
| Term deposits | 64,952 | 52,749 |
| | <u>118,685</u> | <u>120,266</u> |
| 5. RECEIVABLES | | |
| Net GST receivable | 449 | 544 |
| Prepayments | 3,101 | 2,502 |
| | <u>3,550</u> | <u>3,046</u> |
| 6. PROPERTY, PLANT & EQUIPMENT | | |
| Plant & equipment | 16,602 | 16,602 |
| Less: accumulated depreciation | 12,433 | 8,727 |
| | <u>4,169</u> | <u>7,875</u> |
| 7. PAYABLES | | |
| Trade creditors and accruals | 13,133 | 26,436 |
| Other | 2,000 | 471 |
| | <u>15,133</u> | <u>26,907</u> |
| 8. PROVISIONS | | |
| Current | | |
| Employee benefits: annual leave | 12,888 | 11,276 |
| Non Current | | |
| Employee benefits: long service leave | 26,767 | 24,588 |
| 9. ACCUMULATED SURPLUS / (DEFICIT) | | |
| Accumulated surplus/(deficit) at the beginning of the financial year | 52,367 | (13,281) |
| Net operating surplus/(deficit) for the year | 3,200 | 65,648 |
| Accumulated surplus/(deficit) at the end of the financial year | <u>55,567</u> | <u>52,367</u> |

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2005

12. FINANCIAL INSTRUMENTS

12.1 Terms, conditions and accounting policy

| Recognised Financial Instruments | Note | Accounting Policy | Terms and Conditions |
|--------------------------------------|------|--|--|
| 12.1.1. Financial Assets | | | |
| Bank Term Deposits | 4 | Valued at cost. Interest recognised as it accrues. | The rates at balance date were 0.75% and 5.3%. |
| Receivables | 5 | Receivables are carried at nominal amounts due less any allowance for doubtful debts. An allowance for doubtful debts is recognised when collection in full is no longer probable. Collectability of overdue accounts is assessed on an ongoing basis. | General debtors are unsecured and interest free. Credit terms are usually up to 30 days. |
| 12.1.2. Financial Liabilities | | | |
| Payables | 7 | Liabilities are recognised for amounts to be paid in the future for goods received and services provided to the Union as at balance date whether or not invoices have been received. | General creditors are unsecured, not subject to interest charges and are normally settled within 30 days of invoice receipt. |

12.2. Interest Rate Risk

The Division's exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities at balance date are as follows:

| | Note | 2005 | | | Carrying Amount \$ | Weighted Average Interest Rate % |
|------------------------------|------|---------------------------|------------------------------|----------------------------|-----------------------|----------------------------------|
| | | Fixed Interest Rate \$ | Floating Interest Rate \$ | Non Interest Bearing \$ | | |
| Financial assets | | | | | | |
| Receivables | 5 | - | - | 449 | 449 | - |
| Prepayments | 5 | - | - | 3,101 | 3,101 | - |
| Cash assets | 4 | - | 118,685 | - | - | 3.24% |
| Total | | - | 118,685 | 3,550 | 3,550 | |
| Financial liabilities | | | | | | |
| Payables | 7 | - | - | 13,133 | 13,133 | - |
| Total | | - | - | 13,133 | 13,133 | - |



INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)

Chartered Accountants
Level 5 30 Collins Street
Melbourne Vic 3000
Telephone 03 9654 0100
Fax 03 9654 0122
www.avenirgroup.com.au

Scope

The financial report and Executive Committee's responsibility

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements, and the Executive Committee's statement of the National Tertiary Education Industry Union (WA Division) for the year ended 30 June 2005.

The Executive Committee of the Division is responsible for the preparation and fair presentation of the financial report in accordance with the Workplace Relation Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect frauds and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

We conducted an independent audit in order to express an opinion to the members of the Division. 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 misstatements. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitation 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 Accounting Standards and other mandatory financial reporting requirements in Australia and the Workplace Relations Act 1996, a view which is consistent with our understanding of the Division's financial position, and of its performance as represented by the results of its operations and the cash flows.

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

- 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 Executive Committee.

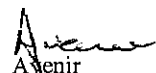
While we considered the effectiveness of management internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance of internal controls.

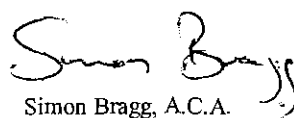
Independence

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

Audit Opinion

In our opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional requirements in Australia and Workplace Relations Act 1996 the financial position of the National Tertiary Education Industry Union (WA Division) as at 30 June 2005, and its financial performance and its cash flows for the year then ended.


Avenir
Chartered Accountants


Simon Bragg, A.C.A.
Partner
Registered Company Auditor, Registration Number: 291536

Melbourne
18 November 2005