



# Fair Work Australia

17 July 2009

Natalie Bourne  
Executive Assistant  
Australian Higher Education Industrial Association  
By email: [aheia@aheia.edu.au](mailto:aheia@aheia.edu.au)

Dear Natalie,

## **Re: Financial Report for the year ended 31 December 2008 – FR2008/598**

I acknowledge receipt of the financial report of the Australian Higher Education Industrial Association for the year ended 31 December 2008. The documents were lodged in the Industrial Registry on 29 June 2009.

The documents have been filed.

You do not need to take further action in relation to the financial report lodged, but I make some comments below to assist with future lodgements of financial reports.

### **Timescale Requirements**

Reporting units are required to undertake their financial reporting obligations in accordance with specified timelines (see attached diagrammatic summary of timelines). The timelines have not changed under the *Fair Work (Registered Organisations) Act 2009* (RO Act). The documents were presented to a General Meeting on 19 May 2009 but were not lodged in the Industrial Registry until 29 June 2009. In future financial years the documents should be lodged with Fair Work Australia within **14 days** of the meeting at which they were presented.

### **Extraneous Documents**

I note that the statement by members of the committee on page 30 of the financial report is no longer required to be included in the documents lodged.

### **Employee Benefits**

The Reporting Guidelines require the disclosure of employee benefits to holders of office (item 11(g)) and employee benefits to other employees (item 11(h)).

I note that the income statement does not distinguish between employee benefits for office holders and other employees. In future years please separately disclose employee benefits for office holders and other employees.

The Reporting Guidelines also require either the balance sheet or the notes disclose any liability for employee benefits in respect of office holders and other employees (items 14(c) and 14 (d)). Note 11 discloses these liabilities but does not distinguish between provisions for office holders and other employees. Provisions for office holders and other employees should be separately disclosed.

## **Operating Report – review of principle activities**

Subsection 254(2)(d) of the RO Act requires an operating report to contain an extensive review of the principle activities of the organisation, the results of those activities and any significant changes in the nature of those activities. I note that the operating report provides a review of the principle activities; however it does not note the results nor whether there were any significant changes. Future operating reports should advise the results of the principle activities and whether there were any significant changes.

## **Material Disclosures**

I note that the income statement discloses \$208,574 as other unidentified revenue which represents a 3 fold increase from 2007 and is in excess of more than 10% of the total revenue. This would appear to be a material item according to the Australian Accounting Standards (AASB 1031). In future years please separately disclose any material items (AASB 101 para 29).

Should you have any queries in relation to the above matters, I may be contacted by email at [sokwei.ho@fwa.gov.au](mailto:sokwei.ho@fwa.gov.au) or on (03) 8661 7882.

Yours Sincerely,

Sokwei Ho  
Tribunal Services and Organisations  
Fair Work Australia

Telephone: (03) 8661 7882  
Facsimile: (03) 9654 0410  
Email: [sokwei.ho@fwa.gov.au](mailto:sokwei.ho@fwa.gov.au)



Australian  
Higher  
Education  
Industrial  
Association

18 June 2009

Margaret Williams  
Statutory Services Branch  
Australian Industrial Relations Commission  
GPO Box 1994  
MELBOURNE VIC 3001

Dear Margaret

**Re: Australian Higher Education Industrial Association  
Full Report 2008**

I now enclose the original signed Designed Officer's Certificate and Full Report of the Association for 2008, for lodgement. The Full Report consists of the Association's audited Financial Reports and Operating Report.

I commence annual leave for three weeks on 17 June so please contact Bianca Zarafa on 03 8611 0516 should you have any queries.

Thanks once again for your assistance.

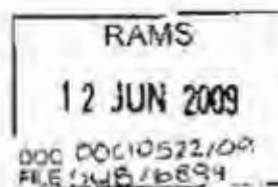
Yours sincerely

Natalie Bourne  
Executive Assistant

one attachment

AHEIA File Ref: 2003/148

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Australian  
Higher  
Education  
Industrial  
Association

## MINUTES

### ANNUAL GENERAL MEETING

Monday, 10 November 2008

An Annual General Meeting of the Australian Higher Education Industrial Association was held on Monday, 10 November 2008 in the Heritage Room, Intercontinental Hotel, 117 Macquarie Street, Sydney, commencing at 4.08 p.m.

#### REPRESENTATIVES (CHIEF EXECUTIVE OFFICERS) PRESENT:

##### New South Wales

Professor P Clark  
Professor N Saunders  
Professor R Milbourne  
Professor G R Sutton

Southern Cross University  
University of Newcastle  
University of Technology, Sydney  
University of Wollongong

##### Northern Territory

Professor H Garnett

Charles Darwin University

##### Queensland

Professor J Rickard  
Professor P Coaldrake  
Professor B Lovegrove  
Professor P Thomas

Central Queensland University  
Queensland University of Technology  
University of Southern Queensland  
University of the Sunshine Coast

##### South Australia

Professor P Hoj

University of South Australia

##### Victoria

Professor S Walker  
Professor D Battersby

Deakin University  
University of Ballarat

##### Western Australia

Professor J Hackett  
Professor K Cox (President)

Curtin University of Technology  
Edith Cowan University

##### Delegates

Dr Tony Mardini  
(Registrar & Head of Staff & Student Services)  
Mr Colin McAndrew  
(Pro Vice-Chancellor (Administration))  
Dr Muyesser Durur  
(Executive Director, People & Culture)

Batchelor Institute of Indigenous  
Tertiary Education  
Griffith University  
La Trobe University

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www.aheia.org.au



Tim Sprague (Director, Human Resources)	Macquarie University
Professor Ian Thomas (Deputy Vice Chancellor (Academic))	Murdoch University
Professor David Rich (Deputy Vice-Chancellor (Academic) & Provost)	University of Tasmania
Greg Hansen (Associate Director, HR Business Services)	University of Western Sydney
John Hickman (Deputy Vice Chancellor, Capital & Management Services)	Victoria University

#### **AHEIA Officers in Attendance**

Mr I Argall	Executive Director
Mr D Wedgwood	Manager, Sydney Office
Ms S Khan	Research Officer

### **1. WELCOME, APOLOGIES AND DELEGATIONS**

A quorum being assembled, at 4.08pm the President, Professor Cox, welcomed those assembled to the Meeting.

Apologies from Professor G Craven (Australian Catholic University), Professor I Goulter (Charles Sturt University), Professor M Barber (Flinders University), Professor S Harding (James Cook University), Professor M Gardner (RMIT University), Professor I Young (Swinburne University), Professor S Parker (University of Canberra) and Professor A Pettigrew (University of New England) were received and noted.

Delegations were noted.

### **2. MINUTES OF THE PREVIOUS GENERAL MEETING**

In accordance with the procedure approved at the 1990 Annual General Meeting that: *"draft minutes of all General Meetings, Extraordinary and Annual, be circulated to Members shortly after the Meeting and confirmed at the next General Meeting of the Association"*, the draft Minutes of the Extraordinary General Meeting held on Wednesday, 11 June 2008 had earlier been circulated and had accompanied the Agenda.

It was resolved that:

The Minutes of the Extraordinary General Meeting held on Wednesday, 11 June 2008 be confirmed.

**Resolution AGM08/01**

Moved: Professor Lovegrove; Seconded: Professor Clark.  
Motion carried.

### 3. MATTERS ARISING FROM THE MINUTES

NIL

### 4. ELECTION OF OFFICERS

The President drew attention to the Declaration of Election made by the Returning Officer which were appended to the Paper concerning this Item circulated with the Agenda and noted that the successful candidates were Professors Milbourne and Griffin, Ms Hawkins and Mr McAndrew

**It was resolved that:**

The Annual General Meeting receive the report of the Returning Officer and ask the newly elected Executive Committee members to take up their positions.

**Resolution AGM08/02**

Moved: Professor Rickard; Seconded: Professor Hackett.  
Motion carried Unanimously.

### 5. AHEIA FUTURE DIRECTIONS

The Executive Director drew attention to the background paper and the attached Strategic Plan for AHEIA 2009-2012 circulated with the Agenda, and explained the main elements of the Strategic Plan, adding that the 2009 action plan would be considered by the Executive Committee.

Discussion then took place on the Strategic Plan and the matters raised therein. Speakers included Professors Walker, Sutton, Cox, Coaldrake, Harman, and Hackett, and the Executive Director. Issues raised included that the Key Performance Indicators for the 4 Key Strategic Objectives should be clearly measurable, possible additional membership services, the intersection between AHEIA and Universities Australia, AHEIA's contribution to the analytical capacity of the sector on employment matters, support for skills development and the necessary budget to support such additional services, and the fact that strategic initiatives would be developed over the years covered by the plan.

**It was resolved that:**

The Annual General Meeting endorse the AHEIA Strategic Plan 2009-2012

**Resolution AGM08/03**

Moved: Professor Sutton; Seconded: Professor Walker.  
Motion carried.

## 6. BUDGET AND SUBSCRIPTIONS FOR 2009

At the request of the President, the Executive Director spoke to the proposed Budget and proposed membership subscriptions for 2009 as endorsed by the Executive Committee, the details of which had been circulated with the Agenda as the Paper concerning this item. Mr Argall explained that the Operating Budget would be balanced in 2009, and it was expected that investment income would return to positive in 2009, following the unanticipated negative result now expected for 2008 caused by the global financial crisis.

Discussion occurred about the overall 7.5% increase in fees, that the increase in the maximum fee to \$85,000 was about 8.3%, that the increased fees above CPI would enable AHEIA to increase services in accordance with the approved Strategic Plan, that the proposed increased services were the result of broad consultation with AHEIA members, the need to ensure that AHEIA continues to provide value for money in its services, and that performance could be assessed by KPIs. Speakers included Professors Cox, Saunders, Coaldrake, Milbourne, Hoj, Rickard, Clark, and Garnott, and Messrs McAndrew, Sprague, Hickman, and Argall.

It was resolved that:

1. The Annual General Meeting approve the proposed AHEIA budget for 2009; and
2. The Annual General Meeting approve the proposed schedule of membership subscriptions for 2009.

**Resolution AGM08/04**

Moved: Mr McAndrew; Seconded: Professor Milbourne

Motion carried

## 7. APPOINTMENT OF AUDITOR

The Executive Director drew to attention the quotation received from HLB Mann Judd, a copy of which accompanied the Paper concerning this item circulated with the Agenda. The issue of the length of time AHEIA had had the current auditors was raised and it was suggested that AHEIA should test the market in 2009.

It was resolved that:

HLB Mann Judd of 160 Queen Street, Melbourne, Victoria be appointed auditors to AHEIA in respect of its 2008 financial accounts.

**Resolution AGM08/05**

Moved: Professor Saunders; Seconded: Professor Hackett

Motion carried unanimously.

## 8. AWARD MODERNISATION

The Executive Director spoke briefly to the background paper circulated with the Agenda, noting that the final versions of the Modern Awards were to be issued shortly. He pointed out that issues raised during the consultation included the restoration of the HECE Award restrictions, the scope of the Higher Education Modern Awards, and the issue of academic annual leave accrual and acquittal; and that AHEIA had sought advice from Counsel in relation to the inclusion of the HECE Award.

## 9. ENTERPRISE BARGAINING

The Executive Director drew attention to the background paper on this item circulated with the Agenda. Discussion followed, with matters raised including the Bradley Review and the new workplace relations legislation and their impact on EB, the payment of administrative increases at a number of universities, the NTEU's previous assessment of the likely sequence of bargaining outcomes, possible industrial action, the recent AIRC decision in the Victoria University case, issues in bargaining (including academic workloads, redundancy, semester arrangements, and the quantum of increases), media reporting, and the level of interest among staff. Speakers included Professors Rickard, Walker, Harman, Coaldrake, Cox, Garnett, and Lovegrove, and Messrs Argall, Hickman, and Sprague.

## 10. OTHER BUSINESS

The President noted that this would be Professor Garnett's last meeting, and he thanked her for her participation in AHEIA during her membership while Vice-Chancellor of Charles Darwin University. Also, the President acknowledged the contribution and guidance of members of the Executive Committee over the past year, especially Dr Gould, who had not sought re-election. In addition, he acknowledged the work of the Executive Director and the AHEIA staff.

Professor Garnett thanked the President for his remarks, and noted the unique nature of Charles Darwin University and its current agreement arrangements, which include VET staff.

There being no further business, the Meeting concluded at 5.19 p.m.

Confirmed: .....



Dated: .....





*Workplace Relations Act 1996*

*Section 268 (RAO Schedule)*

AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

CERTIFICATE

I, **Professor Kerry O Cox**, President of the Executive Committee of the **Australian Higher Education Industrial Association**, an organisation of employers registered under the Act, declare and certify as follows:

- 1) Pursuant to the Rules of the organisation I have been elected to the office of President of the organization, an office as defined in section 9(1)(b) of the RAO Schedule to the Act.
- 2) For the purposes of Chapter 8 of the RAO Schedule the organisation is a single reporting unit.
- 3) I certify that the documents attached hereto are copies of the documents comprising the full report of the organisation in relation to the financial year concluding on 31 December 2008.
- 4) I further certify that copies of the documents referred to in paragraph 3 were provided, free of charge, to each member of the organization on 28 April 2009 and, in accordance with section 266 of the RAO Schedule, presented at the Extraordinary General Meeting of the members of the organisation held on 19 May 2009.

Declared at Perth in the state of Western Australia this 16<sup>th</sup> day of June 2009 by:



Professor Kerry O Cox

# AHEIA ANNUAL REPORT 2008

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## President's Message

During 2008 AHEIA engaged in a strategic planning exercise designed to increase its value to member institutions. Reflecting the wishes of members, implementation of the strategic plan has already begun to involve the Association in a broader range of employment related issues – moving AHEIA beyond being merely an industrial relations organisation.

A handwritten signature in black ink that reads "K O Cox".

Professor Kerry O Cox



## Executive Director's Report

In 2008 AHEIA responded to its members' wishes and commenced planning a range of additional employment related services, and a more effective use of its position as the higher education industry employers' association to advance members' interests. AHEIA has already begun offering learning and development support in employment-related matters to members. Debate on new industrial relations legislation, award modernisation and enterprise bargaining were other key focuses during 2008.

A handwritten signature in black ink that reads "Ian Argall".

Ian Argall

## Industrial relations in the higher education sector

During 2008 AHEIA continued preparing member institutions through publications and forums to engage in a further round of enterprise bargaining. Members have been kept informed of developments in the field and advised about specific aspects of draft agreements. The pace of bargaining has

been measured during 2008, with few member institutions minded to accede to the union claims for two short agreements over a 3 year period. Members have preferred to wait until the shape of the new

industrial relations reforms are clear, as well the outcomes of the Bradley and Cutler reviews. Little industrial action was taken in the sector overall during 2008, despite the occasional threats that were issued. The Higher Education Workplace Relations Requirements (HEWRRs) were also abolished during the year, allowing institutions some further flexibility in considering their agreement making options.

The first attempt to hold a "protected action ballot" in this round of bargaining, at Victoria University, was defeated following AHEIA representations to the AIRC that the union was pursuing prohibited content. This success forced the unions to amend their claims, and they were subsequently successful, as expected, in pursuing an amended application. This was however a significant tactical victory for members as the threat of industrial disruption during the 2008 student examination period was removed.

The award modernisation process for higher education was another area of significant activity in 2008. AHEIA represented member institutions in AIRC hearings on this matter, which involved the reduction of at least 58 awards with some containing many underlying Schedules representing provisions from old State awards, to just 2 modern higher education awards:

*Higher Education Industry—Academic Staff—Award 2010 (MA000006)*

*Higher Education Industry—General Staff—Award 2010 (MA000007)*

The awards will come into effect on 1 January 2010 and will cover employees in the higher education industry defined as "educational institutions providing undergraduate and post graduate teaching leading to the conferring of accredited degrees and performing research to support and inform the curriculum".



The new Government also proceeded with drafting and revealing its new industrial relations legislation "Forward with Fairness". AHEIA made submissions on behalf of members to the Government in relation to the content of the National Employment Standards. Following release of the draft Fair Work Bill 2008, the Association made presentations about the content and effect of the Bill to member meetings in each State.

AHEIA published discussion papers for information of members in relation to four key aspects of agreements:

- Consultation and change management
- Employment types
- Remuneration flexibility
- Disciplinary processes

These were developed by AHEIA staff and consultative working parties drawn from member institutions to identify university interests and recommend "best practice" for each of these areas.

During 2008 AHEIA delivered customised workplace relations training to human resources staff at a number of member institutions.

The training focused on particular industrial relations issues in the higher education sector, and the legislative changes brought about by "WorkChoices" and, more recently, the "Forward with Fairness" transitional legislation.

A learning and development needs survey was sent to all member institutions; the survey results provided valuable information to assist with training program design and development.

After the survey results were analysed, AHEIA commenced the design and delivery of three training programs:

- The New Higher Education Workplace Relations Practitioner
- The Higher Education People Manager Program
- Disciplinary Investigations

AHEIA plans to offer these programs to staff of all member institutions during 2009.

# OPERATING REPORT

FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2008



## Principal Activities

AHEIA's principal activities during the reporting period involved assisting members by providing industrial relations information, advice and representation both on an industry basis and individually, as well as advocacy to Government and media comment on matters affecting industrial relations in the higher education sector. During 2008, AHEIA began offering training programs on relevant employment related matters for staff of member institutions.



Kath Clarke, Director Human Resources, University of Auckland

## National Activities

### AHEIA Conference 2008

This year AHEIA was joined by the Group of Eight HR Directors in organising the combined Higher Education HR Conference 2008, held at the Amora Hotel in Sydney. The Conference brought together practitioners from all Australia's public universities, the Batchelor Institute of Indigenous Tertiary Education and universities from New Zealand, Sri Lanka and South Africa (including two sponsored by the Association of Commonwealth Universities).

The keynote address was given by The Hon Brendan O'Connor MP this year in his new role as Minister for Employment Participation in the Rudd Government.

The Education Revolution challenges were addressed by Dr Glenn Withers AO, Chief Executive Officer of Universities Australia together with Professor Greg Craven as Vice-Chancellor of the Australian Catholic University.

Kath Clarke, Director of Human Resources from University of Auckland, Liz Baré, Vice-Principal & Head of University Services at the University of Melbourne, and Ian Argall, the Executive Director of AHEIA presented international perspectives on changing academic employment in Universities.

The final word was heard from the esteemed Professor Ron McCallum AO.

Feedback from participants confirmed that this was the biggest and best conference ever held by the sector.



Participants at Conference 2008

## Meetings with members

Regular meetings were held with human resources and industrial relations staff of member institutions on a State basis, to facilitate information sharing and networking.

2008	NSW / ACT	Victoria	Queensland	Western Australia	South Australia
February	8th February AHEIA Sydney Office	No Meeting	No Meeting	19 February Murdoch University	No Meeting
March	28 March University of Technology, Sydney	13 March La Trobe University	6 & 7 March University of Queensland	No Meeting	27 March University of South Australia
April	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting
May	23 May University of Technology, Sydney	No Meeting	8 & 9 May Griffith University	27 May Murdoch University	29 May University of South Australia
June	27 June AHEIA Sydney Office	No Meeting	No Meeting	No Meeting	No Meeting
July	No Meeting	16 July Swinburne University	23 & 24 July Charles Darwin University	15 July Murdoch University	No Meeting
August	29 August AHEIA Sydney Office	No Meeting	No Meeting	No Meeting	8 August University of South Australia
September	No Meeting	11 September Deakin University	11 & 12 September Central Queensland University	2 September Murdoch University	25 September Flinders University
October	17 October AHEIA Sydney Office	No Meeting	No Meeting	No Meeting	No Meeting
November	No Meeting	13 November University Of Melbourne	20 & 21 November Queensland University of Technology	No Meeting	27 November Flinders University
December	5 December AHEIA Sydney Office	No Meeting	No Meeting	9 December Murdoch University	No Meeting

## Publications

A major part of AHEIA's services to its members is the provision of information and advice through a range of regular publications.

*In brief* (23 issues published in 2008) is a frequently-published summary of caselaw and legislative changes relevant to industrial relations in the higher education sector.



*in confidence* (35 issues published in 2008) is the name given to internal memoranda from AHEIA to its members containing either confidential advice or matters of strategic importance requiring the attention of Vice-Chancellors or other senior university officers.

*in sight* (17 issues published in 2008) memoranda are internal communications from AHEIA to its members containing less sensitive communications directed at human resources and industrial relations managers in member universities.

*in touch* (1 issue published in 2008) is a magazine designed to keep human resources and industrial relations staff of AHEIA member universities around Australia in communication with each other. University staff are encouraged to contribute news from their own institutions.

## Institutional activities

AHEIA provides advice and representation to members on an institutional basis as required and requested. Written or telephone advice is provided in relation to the full spectrum of industrial relations matters. AHEIA industrial officers represent members in matters before Federal and State industrial tribunals, often involving termination of employment matters or disputes over certified agreements. AHEIA officers also act as advocates for universities on internal committees set up to investigate misconduct allegations, or to review decisions on matters such as redundancy, poor performance or probation.

Outcomes in matters involving individual institutions which set a precedent or otherwise have a sector-wide significance are shared with the membership as a whole, through AHEIA publications and state-based meetings.

## Changes in financial affairs

There was one significant change in AHEIA's financial affairs during 2008 caused by a decline in the value of investments due to the global financial crisis. The operating result for the year ended 31 December 2008 was a deficit of \$318,088, largely attributable to an unrealised loss in the value of investments of \$414,236.



## Manner of resignation

Rule 11 of AHEIA's rules provides for the process of resignations, as follows:

1. A Member may resign from the Association by written notice addressed and delivered to the Executive Director.
2. Except as provided for in sub-Rule 11(3), a written notice of resignation shall take effect:
  - a) at the end of two weeks after the notice is received by the Association; or
  - b) on the day specified in the notice: whichever is later.
3. Where a Member ceases to be eligible to become a Member of the Association, a written notice of resignation addressed and delivered to the Executive Director shall take effect:
  - a) on the day on which the notice is received by the Association; or
  - b) 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.
4. Upon the resignation becoming effective the Member shall cease to have any interest in or claim upon the funds of the Association.
5. A Member who ceases to exist as a separate legal entity shall thereupon be deemed to have resigned.
6. Any dues payable but not paid by a former Member of the Association, in relation to a period before the Member's resignation from the Association took effect, may be sued for and recovered in the name of the Association, in a court of competent jurisdiction, as a debt due to the Association.
7. A notice delivered to the Executive Director pursuant to sub-Rule 11(1) shall be taken to have been received by the Association when it was delivered.
8. A notice of resignation that has been received by the Association is not invalid because it was not addressed and delivered in accordance with sub-Rule 11(1).
9. A resignation from membership of the Association 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 Association that the resignation has been accepted.

## Superannuation Trustees and Directors

There is no superannuation entity or exempt public sector superannuation scheme which requires that any trustee or member be an officer or member of AHEIA.

## Membership

AHEIA's membership as at 31 December 2008 stands at 30 and comprises the following institutions:

Australian Catholic University	RMIT University
Batchelor Institute of Indigenous Tertiary Education	Southern Cross University
Central Queensland University	Swinburne University of Technology
Charles Darwin University	University of Ballarat
Charles Sturt University	University of Canberra
Curtin University of Technology	University of New England
Deakin University	University of Newcastle
Edith Cowan University	University of South Australia
Flinders University of South Australia	University of Southern Queensland
Griffith University	University of the Sunshine Coast
James Cook University	University of Tasmania
La Trobe University	University of Technology, Sydney
Macquarie University	University of Western Sydney
Murdoch University	University of Wollongong
Queensland University of Technology	Victoria University

## Meetings of members

An Extraordinary General Meeting of AHEIA was held in Sydney on 11 June 2008. The Annual General Meeting of the Association was held in Sydney on 10 November 2008.

## Employees

As at December 31st 2008 AHEIA employed 9 staff.



## The Executive Committee

### Membership

During 2008, the membership of the AHEIA Executive Committee has been as follows:



**President**  
**Professor Kerry O'Con**  
 Vice-Chancellor  
 Edith Cowan University  
 13 November 2007  
 to November 2009



**Vice-President**  
**Professor Joanna Haukoja**  
 Vice-Chancellor  
 Curtin University of  
 Technology  
 13 November 2007 to  
 November 2009



**Member**  
**Professor Gerry Griffin**  
 Pro Vice-Chancellor  
 University of South Australia  
 13 November 2006 to  
 November 2008  
 10 November 2008 to  
 November 2010



**Member**  
**Mr Colin McAndrew**  
 Pro Vice-Chancellor  
 Griffith University  
 13 November 2006 to  
 November 2008  
 10 November 2008 to  
 November 2010



**Member**  
**Professor Russ Milbourne**  
 Vice-Chancellor  
 University of Technology,  
 Sydney  
 10 December 2007 to  
 November 2008  
 10 November 2008 to  
 November 2010



**Member**  
**Dr Sue Goslé**  
 Deputy Vice Chancellor  
 University of Newcastle  
 13 November 2006 to 10  
 November 2008



**Member**  
**Mrs Rhonda Bawhinn**  
 Deputy Vice-Chancellor  
 University of Western  
 Sydney  
 10 November 2008 to  
 November 2010

The Executive Committee is responsible to the members of AHEIA for all matters to do with the Association's operations.

## AHEIA Executive Committee Members and Elections

During 2008 an election was held for 4 members of the Executive committee. Of the 5 nominations received only 1 Vice Chancellor was nominated.

**Professor Ross Milbourne** was therefore declared elected, unopposed, to the position of member. The 4 remaining nominations were put to a ballot resulting in the successful election of Mr Colin McAndrew, Professor Gerry Griffin and Ms Rhonda Hawkins.

## Meetings – Executive Committee

Since the 2008 Annual General Meeting, the Executive Committee of the Association has met as follows:

Date	Time	Venue
Friday 10 December 2007	1.00 pm	AHEIA Melbourne Office
Monday 1 February 2008	1.00 pm	AHEIA Melbourne Office
Monday 31 March 2008	1.00 pm	AHEIA Melbourne Office
AHEIA EGM Monday 11 June 2008	7.30 am	InterContinental Hotel Sydney
Monday 4 June 2008	4.00 pm	AHEIA Melbourne Office
Monday 7 July 2008	1.00 pm	AHEIA Melbourne Office
Monday 11 August 2008	1.00 pm	AHEIA Melbourne Office
Monday 14 October 2008	2.00 pm	AHEIA Melbourne Office
AHEIA AGM Tuesday 10 November 2008	4.00 pm	InterContinental Hotel Sydney
Monday 8 December 2008	3.00 pm	AHEIA Melbourne Office



Professor Kerry O. Cox  
Dated this 14 day of April 2009



# FINANCIAL REPORT

FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2008

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## Committee's Report



Australian  
Higher  
Education  
Industrial  
Association

### AUSTRALIAN HIGHER EDUCATION INDUSTRIAL ASSOCIATION

#### COMMITTEE OF MANAGEMENT STATEMENT

On the 9 March 2009 the Executive Committee of the Australian Higher Education Industrial Association, being the committee of management of the organisation, adopted the following resolution in relation to the general purpose financial report for the Association for the financial year ended 31 December 2008:

1. The Executive Committee, having been advised accordingly by the executive director in a letter dated 8 March 2009, declares in relation to the general purpose financial report 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 income statement, balance sheet and cash flows if 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 general purpose financial report relates and since the end of that year:
  - (i) meetings of the committee of management were held in accordance with the rules of the organisation; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation; and
  - (iii) the financial records of the reporting unit have been managed in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) the organisation has consisted of a single report unit; and
  - (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; and
  - (vi) there has been compliance with any order for inspection of financial records made by the Commission under Section 273 of the RAO Schedule
- (f) the organisation has not undertaken any recovery of wages activity.

DESIGNATED OFFICER: Kerry D Cox  
TITLE OF OFFICE: President

SIGNATURE

*KD Cox*

DATE:

26/03/09

**HEAD OFFICE**

Level 3  
393 Collins Street  
Melbourne  
Victoria 3000  
Jiro Jiro 225  
Melbourne  
Victoria 3001  
Tel: 03 9443 9999  
Fax: 03 9443 3125

State 1  
210 O'Connell Street  
Sydney NSW 2001  
Tel: 02 9281 1800  
Fax: 02 9281 0720

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## Income Statement

for the year ended 31 December 2008

	Notes	2008 \$	2007 \$
Revenue from ordinary activities	3	1,829,840	1,581,406
Employee benefits expense		(999,036)	(817,048)
Depreciation and amortisation expenses	4	(16,623)	(31,482)
Lease expenses		(28,267)	(22,673)
Travelling expense		(100,696)	(73,841)
Communication expense		(50,854)	(43,886)
Occupancy expense		(117,564)	(113,044)
Printing and stationery expense		(10,402)	(11,515)
Professional fees expense		(92,140)	(74,267)
Legal expense		(2,167)	(2,275)
Information technology expense		(16,896)	(11,096)
Insurance expense		(16,326)	(15,291)
Conference meeting expense		(231,836)	(100,501)
Fees and other allowances paid for attendance at conference		(9,493)	(12,107)
Fair value adjustment for movement in investments	4(b)	(614,236)	-
Motor vehicle expense		(8,631)	(10,991)
Other expenses from ordinary activities		(32,771)	(41,306)
Net (deficit)/surplus for the period		(318,098)	200,083
Net (deficit)/surplus attributable to members of the Association		(318,098)	200,083



## Balance Sheet

as at 31 December 2008

	Notes	2008 \$	2007 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5	699,115	584,806
Trade and other receivables	6	48,827	14,448
Financial assets	8	1,027,379	1,352,458
Other	7	69,123	67,769
<b>TOTAL CURRENT ASSETS</b>		<b>1,843,444</b>	<b>2,019,481</b>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	9	53,238	67,309
<b>TOTAL NON-CURRENT ASSETS</b>		<b>53,238</b>	<b>67,309</b>
<b>TOTAL ASSETS</b>		<b>1,896,682</b>	<b>2,086,790</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	10	151,977	61,810
Employee Benefits	11	133,348	133,046
<b>TOTAL CURRENT LIABILITIES</b>		<b>285,325</b>	<b>194,856</b>
<b>NON-CURRENT LIABILITIES</b>			
Employee benefits	11	63,504	25,983
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>63,504</b>	<b>25,983</b>
<b>TOTAL LIABILITIES</b>		<b>348,829</b>	<b>220,839</b>
<b>NET ASSETS</b>		<b>1,547,853</b>	<b>1,865,951</b>
<b>EQUITY</b>			
Reserves	12	725,000	725,000
Accumulated surplus	13	822,853	1,140,951
<b>TOTAL EQUITY</b>		<b>1,547,853</b>	<b>1,865,951</b>

## Statement of Recognised Income and Expenses

for the year ended 31 December 2008

	Notes	2008 \$	2007 \$
Net (deficit)/surplus for the year		(318,098)	200,083
Total recognised income and expense for the year		(318,098)	200,083



## Cash Flow Statement

for the year ended 31 December 2008

	Notes	2008 \$	2007 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from members		1,821,173	1,659,796
Payments to suppliers and employees		(1,754,651)	(1,615,700)
Interest received		49,339	47,459
Net cash provided by/used in operating activities	15(b)	115,861	(108,445)
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Payment for property, plant and equipment		(2,552)	21
Payment for investments		-	(1,352,458)
Net cash used in investing activities		(2,552)	(1,352,437)
Net increase/decrease in cash held		113,309	(1,460,882)
Cash at beginning of financial year		584,806	2,045,688
Cash at end of financial year	15(a)	698,115	584,806



## Notes to the Financial Statements

for the year ended 31 December 2008

### Note 1: Association Information

The financial report of Australian Higher Education Industrial Association for the year ended 31 December 2008 was authorised for issue in accordance with a resolution of the Executive Committee on the 9 March 2009.

The Australian Higher Education Industrial Association is an incorporated Association.

### Note 2: Statement of Significant Accounting Policies

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporation Act 1981 (Vic) and the Workplace Relations Act 1996 (Cth).

The financial report is for the entity Australian Higher Education Industrial Association as an individual entity. Australian Higher Education Industrial Association is an Association incorporated in Victoria under the Associations Incorporation Act 1981 (Vic) and is registered under the Workplace Relations Act 1996 (Cth).

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, financial assets and financial liabilities for which the fair value basis of accounting has been applied.

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

#### (a) Income Tax

No provision for income tax has been raised as the Association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

#### (b) Property, Plant and Equipment

Each class of property plant and equipment is carried at cost less any accumulated depreciation.

#### Plant and Equipment

Plant and equipment are measured on the cost basis.

#### Depreciation

Depreciation is calculated using the straight line method, commencing from the time the asset was held ready for use.

The depreciation rates and useful lives used for each class of depreciable assets are:

Class of fixed asset	Depreciation rates/useful lives	Depreciation basis
Office Equipment	25%	Straight Line
Furniture Fixtures and Fittings	33%	Straight Line
Computer Equipment	20%	Straight Line

The carrying values of plant and equipment are reviewed for impairment when events or changes in circumstances indicate the carrying value may not be recoverable. For an asset that does not generate largely independent cash inflows, the recoverable amount is determined for the cash-generating unit to which the asset belongs.

If any such indication exists and where the carrying values exceed the estimated recoverable amount, the asset or cash-generating units are written down to their recoverable amount.

The recoverable amount of plant and equipment is the greater of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

Impairment losses are recognised in the income statement.

**(c) Leases**

The determination of whether an arrangement is or contains a lease is based on the substance of the arrangement and requires an assessment of whether the fulfillment of the arrangement is dependent on the use of a specific asset or assets and the arrangement conveys a right to use the asset.

Operating lease payments are recognised as an expense in the income statement on a straight-line basis.

**(d) Financial Assets****Recognition and initial measurement**

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the Association becomes a party to the contractual provisions of the instrument. Trade date accounting (the date on which the Association commits to purchase or sell the asset) is adopted for financial assets that are delivered within timeframes established by marketplace convention.

Financial instruments are initially measured at fair value plus transactions costs where the instrument is not classified at fair value through profit or loss. Transaction costs related to instruments classified at fair value through profit or loss are expensed to operating system immediately.

**Derecognition**

Financial assets are derecognise



## Notes to the Financial Statements

### for the year ended 31 December 2008

#### Impairment

At each reporting date, the Association assesses whether there is objective evidence that a financial instrument or group of financial instruments has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the income statement.

#### (e) Employee Benefits

Provision is made for the Association's liability for employees in respect of wages and salaries, annual leave, long service leave and sick leave when it is probable that settlement will be required and they are capable of being measured reliably.

Provisions made in respect of employee benefits expected to be settled within 12 months, are measured at their nominal values using the remuneration rate expected to apply at the time of settlement.

Provisions made in respect of employee benefits which are not expected to be settled within 12 months are measured as the present value of the estimated future cash outflows to be made by the Association in respect of services provided by employees up to reporting date.

Contributions to defined contribution superannuation plans are expenses when incurred. Superannuation contributions are made to plans based on the relevant rates of each plan.

#### (f) Cash and Cash Equivalents

Cash and short-term deposits in the balance sheet comprise cash at bank, cash in hand, and short term deposits with an original maturity of three months or less.

#### (g) Revenue

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Other revenue is recognised when the right to receive the revenue has been established.

All revenue is stated net of the amount of goods and services tax (GST).

#### (h) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

#### (i) Comparative Figures

Where required by Accounting Standards, comparative figures have been adjusted to conform with changes in presentation for the current financial year.



## Notes to the Financial Statements

for the year ended 31 December 2008

	Notes	2008 \$	2007 \$
<b>Note 3: Revenue</b>			
<b>Operating activities</b>			
- membership subscription		1,482,770	1,446,604
- interest	3(a)	49,339	47,459
- investment income		89,157	26,228
- other revenue		208,574	61,115
		<b>1,829,840</b>	<b>1,581,406</b>
[a] Interest from:			
- other persons		49,339	47,459
<b>Note 4: Profit from Ordinary Activities</b>			
Profit (losses) from ordinary activities before income tax expenses (income tax revenue) has been determined after:			
[a] Expenses			
Depreciation of non-current assets			
- Plant and equipment		16,623	31,487
Remuneration of the auditors for			
- audit or review services		6,800	6,343
Rental expense on operating leases			
- minimum lease payments		28,267	22,673
Rental expense on operating leases		<b>28,267</b>	<b>22,673</b>
[b] Net surplus/(deficit) before fair value adjustment for movement in investments		<b>96,138</b>	<b>200,083</b>
Less: Fair value adjustment for movements in investments		(614,236)	-
Net (deficit)/surplus for the period		<b>(318,098)</b>	<b>200,083</b>
<b>Note 5: Cash and Cash Equivalents</b>			
Cash on hand		1,002	602
Cash at bank		627,113	514,206
Deposits at call		70,000	70,000
		<b>698,115</b>	<b>584,808</b>

## Notes to the Financial Statements

for the year ended 31 December 2008

	Notes	2008 \$	2007 \$
<b>Note 6: Trade and Other Receivables</b>			
CURRENT			
Trade receivables		34,828	16,071
Other debtors		13,999	15,055
		<b>48,827</b>	<b>16,448</b>

The average credit period is 30 days (2007:30 days). No interest is charged on outstanding amounts.

### Note 7: Other Assets

CURRENT			
Prepayments		42,767	41,353
Deposits		26,416	26,416
		<b>69,123</b>	<b>67,769</b>

### Note 8: Financial Assets

CURRENT			
Current investments - Fair value through profit or loss	16	1,027,379	1,352,458

### Note 9: Property, Plant and Equipment

PLANT AND EQUIPMENT			
(a) Plant & equipment			
At cost		483,709	481,157
Less accumulated depreciation		(430,471)	(413,848)
		<b>53,238</b>	<b>67,309</b>
Total plant and equipment		<b>53,238</b>	<b>67,309</b>
Total property, plant and equipment		<b>53,238</b>	<b>67,309</b>

#### (a) Movements in Carrying Amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Plant & equipment 2008 \$	Plant & equipment 2007 \$
Balance at the beginning of the year	67,309	98,791
Additions	2,552	-
Depreciation expense	(16,623)	(31,482)
Carrying amount at end of year	<b>(53,238)</b>	<b>67,309</b>



## Notes to the Financial Statements

for the year ended 31 December 2008

	Notes	2008 \$	2007 \$
<b>Note 10: Trade and Other Payables</b>			
CURRENT			
Unsecured liabilities			
Trade payables		19,097	5,831
Sundry payables and accruals		132,880	55,979
		151,977	61,810

The average credit period is 30 days (2007: 30 days). No interest is charged on outstanding amounts.

## Note 11: Provisions

CURRENT			
Employee benefits	11(a)	133,348	133,046
NON-CURRENT			
Employee benefits	11(a)	63,504	25,983
(a) Aggregate employee benefits liability		196,852	159,029
Number of employees at year end		9	8

## Note 12: Reserves

Legal services reserve	(a)	475,000	475,000
Major contingency reserve	(b)	250,000	250,000
		725,000	725,000

(a) Legal services reserve

The legal services reserve was established in prior years to record amounts set aside to ensure that any unexpected legal costs of a material nature can be paid.

(b) Major contingency reserve

The major contingency reserve was established in prior years to record amounts set aside to ensure that any unexpected costs of a material nature can be paid.



## Notes to the Financial Statements

for the year ended 31 December 2008

	Notes	2008 \$	2007 \$
<b>Note 13: Accumulated Surplus</b>			
Accumulated surplus at the beginning of the financial year		1,140,951	940,868
Net loss/surplus attributable to members of the entity		(318,098)	200,083
Accumulated surplus at the end of the financial year		822,853	1,140,951

## Note 14: Capital and Leasing Commitments

(a) Operating lease commitments

Non-cancelable operating leases contracted for but not capitalised in the financial statements:

Payable

- not later than 12 months		128,472	156,372
- between 12 months and 5 years		48,544	177,016
		177,016	333,388

Rental leases for the following properties:

- Suite 1 & 2, 210 Clarence Street, Sydney
- Level 2, 303 Collins Street, Melbourne
- 1 parking bay at 303 Collins Street, Melbourne
- Melbourne photocopier lease
- Operating car lease for Mr. Ian Argal
- Melbourne phone system lease

## Notes to the Financial Statements

for the year ended 31 December 2008

	Notes	2008 \$	2007 \$
<b>Note 15: Cash Flow Information</b>			
(a) Reconciliation of cash			
Cash at the end of the financial year as shown in the statement of Cash Flows is reconciled to the related items in the balance sheet as follows:			
Cash on hand		1,002	602
Cash at bank		627,113	514,204
At call deposits with financial institutions		70,000	70,000
		698,115	584,806
(b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax			
(Deficit/Surplus from ordinary activities after income tax)		(318,098)	200,083
Non-cash flows in profit from ordinary activities			
Depreciation		16,623	31,482
Fair value adjustment		325,079	-
Changes in assets and liabilities			
(Increase)/decrease in receivables		(35,732)	1,589
(Increase)/decrease in other assets		-	(26,629)
Increase/(decrease) in payables		90,165	(322,800)
Increase in provisions		37,824	7,831
Cash flows from operations		115,861	(108,445)



## Notes to the Financial Statements

for the year ended 31 December 2008

### Note 16: Financial Instruments

#### **Risk management policies**

This note presents information about the Association's financial instrument risk management objectives, policies and processes for measuring and managing risk.

The Committee of Management has responsibility for the establishment and oversight of the risk management framework to identify and analyse the risks faced by the Association.

The Association's principal financial instruments comprise cash and short-term deposits, fair value through profit or loss assets and accounts receivable/payable. During the 2008 financial year, the Association had investments of \$1,027,379 in managed funds through MLC Masterkey Investment. These funds are managed by third parties to achieve the growth targets set by the Committee of Management, which evaluates the performance of its portfolio based on reports received from the external financial advisor.

The Association's activities expose it primarily to the financial risks of changes in interest rates, price risk, liquidity risk and credit risk. The Association does not enter into or trade financial instruments including derivative financial instruments for speculative purposes. The Committee of Management reviews and agrees policies for managing each of these risks and undertakes regular monitoring of the performance of its financial assets and liabilities.

#### **Significant accounting policies**

Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument are disclosed in note 2 to the financial statements.



## Notes to the Financial Statements

### for the year ended 31 December 2008

#### (a) Interest Rate Risk

The Association'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 classes of financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Non Interest Bearing		Total	
	2008	2007	2008	2007	2008	2007	2008	2007
Financial Assets:	%	%	\$	\$	\$	\$	\$	\$
Cash	4.45	6.55	627,113	514,204	1,002	602	628,115	514,806
Cash Investments	7.50	6.90	70,000	70,000	-	-	70,000	70,000
Investment - Fair value through profit or loss	-	-	1,027,379	1,352,458	-	-	1,027,379	1,352,458
Receivables	-	-	-	-	48,827	14,448	48,827	14,448
Total Financial Assets			1,724,492	1,936,662	49,827	15,050	1,774,321	1,951,732
Financial liabilities:								
Trade and sundry creditors			-	-	151,977	61,810	151,977	61,810

#### (b) Credit Risk Exposure

Credit risk refers to the risk that a counterparty will default on its contractual obligations resulting in financial loss to the Association. The Association has adopted a policy of only dealing with creditworthy counterparties as a means of mitigating the risk of financial loss from defaults. The Association's exposure is continuously monitored and limits reviewed annually.

Trade receivables consist of a large number of members and customers, spread across diverse industries and geographical areas. The Association does not have any significant credit risk exposure to any single party or any economic entity of counter parties having similar characteristics.

The credit risk on liquid funds is limited because the counter parties are recognized banking institutions. Trade receivables are concentrated in Australia. The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount of those assets, net of any provisions for doubtful debts, as disclosed in the balance sheet and notes to the financial statements.

#### (c) Net Fair Values

The Committee of Management consider that the carrying amount of financial assets and liabilities recorded in the financial statements approximate their fair value.



## Notes to the Financial Statements

for the year ended 31 December 2008

### (d) Liquidity risk management

Ultimate responsibility for liquidity risk management rests with the Committee of Management, who has in place a framework to management the Association's short, medium and long term funding and liquidity. The Association manages the liquidity risk by maintaining adequate cash reserves and by continuously monitoring forecast and actual cash flows by matching the maturity profiles of financial assets and liabilities. Given the current surplus cash assets, liquidity risk is considered to be minimal.

### (e) Price risk management

The Association is exposed to equity securities price risk through the managed funds held with MLC Masterkey Investment. This arises from investments held by the Association and classified on the balance sheet as fair value through profit and loss. The Association is not exposed to commodity price risk.

To manage its price risk arising from investments in equity securities, the Association diversifies its portfolio. Diversification of the portfolio is done in accordance with the limits set by the Committee of Management based on advice provided by external financial advisor. The majority of the Association's equity investments are publicly traded funds.

### (f) Sensitivity analysis

The table below details the Association's sensitivity to shift in interest rate and price risk. The exposure is based on management's best estimate of the possible effects of changes in interest rate and price risks as at 31 December 2008 and 2007.

		Interest rate risk				Other price risk			
		(1%)	(1%)	1%	1%	(5%)	(5%)	5%	5%
2008		Net result	Equity	Net result	Equity	Net result	Equity	Net result	Equity
Cash & its equivalent	695,115	[6,981]	[6,981]	6,981	6,981	-	-	-	-
Other financial assets	1,027,379		[10,274]		10,274	-	51,369	-	51,369
Total increase/ [decrease]		[6,981]	[17,255]	6,981	17,255	-	51,369	-	51,369

		Interest rate risk				Other price risk			
		(1%)	(1%)	1%	1%	(5%)	(5%)	5%	5%
2007		Net result	Equity	Net result	Equity	Net result	Equity	Net result	Equity
Cash & its equivalent	584,806	[5,848]	[5,848]	5,848	5,848	-	-	-	-
Other financial assets	1,352,458		[13,525]		13,525	-	[67,623]	-	67,623
Total increase/ [decrease]		[5,848]	[19,373]	5,848	19,373	-	[67,623]	-	67,623



## Notes to the Financial Statements

for the year ended 31 December 2008

### Note 17: Information to be Provided to Members of the Registrar

272(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.

272(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.

272(3) A reporting unit must comply with an application made under subsection (1).

### Note 18: Conference Surplus

An amount of \$29,011, being surplus from the 2008 HR conference, is subject to an arrangement that it will be applied to future conferences.

### Note 19: Association Details

The principal place of business of the Association is:  
Australian Higher Education Industrial Association  
Level 2  
303 Collins Street  
Melbourne, Victoria 3000

## Statement by Members of the Committee

### AUSTRALIAN HIGHER EDUCATION INDUSTRIAL ASSOCIATION

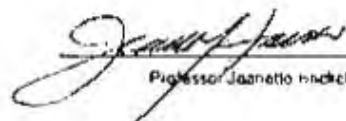
#### STATEMENT BY MEMBERS OF THE COMMITTEE

In the opinion of the committee the financial report as set out on pages 2 to 13

1. Presents a true and fair view of the financial position of Australian Higher Education Industrial Association as at 31 December 2008 and its performance for the financial year ended on that date in accordance with the Australian Accounting Standards and other mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that Australian Higher Education Industrial Association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the Committee by

  
\_\_\_\_\_  
Professor Kerry Cox

  
\_\_\_\_\_  
Professor Jaanette Hackett

Dated this 26 day of March 2009



## Independent Audit Report



Accountants | Business and Financial Advisors

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AUSTRALIAN HIGHER EDUCATION INDUSTRIAL ASSOCIATION

#### Report on the financial report

We have audited the accompanying financial report of the Australian Higher Education Industrial Association (the Association), which comprises the balance sheet as at 31 December 2008, the operating statement, statement of recognised income and expenses, cash flow statement for the year ended on that date, a summary of significant accounting policies, other explanatory notes and the Executive Committee declaration.

#### Executive Committee's Responsibility for the Financial Report

The Executive Committee is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Associations Incorporation Act (Vic) 1981 and the requirements imposed by Part 3 of Chapter 8 of the RAO Schedule of the Workplace Relation Act 1996 (Cth). This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Executive Committee, as well as evaluating the overall presentation of the financial report.

Our audit did not involve an analysis of the prudence of business decisions made by the Executive Committee or management.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

HLB Mann Judd (VIC Partnership)

Level 11, 100 Collins Street, Melbourne, Victoria 3000, Australia

Telephone: +61 (0)3 9246 2000

Facsimile: +61 (0)3 9246 2001

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Accountants | Est. 1901 | 100 Financial Centre

**Independence**

In conducting this audit, we have complied with the applicable independence code in effect at the time of our professional engagement.

**auditor's Opinion**

In our opinion, the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 2 of Chapter 8 of the F&O Schedule of the Workplace Relations Act 1996.

For and on behalf of  
**HLB MANN JUDD**

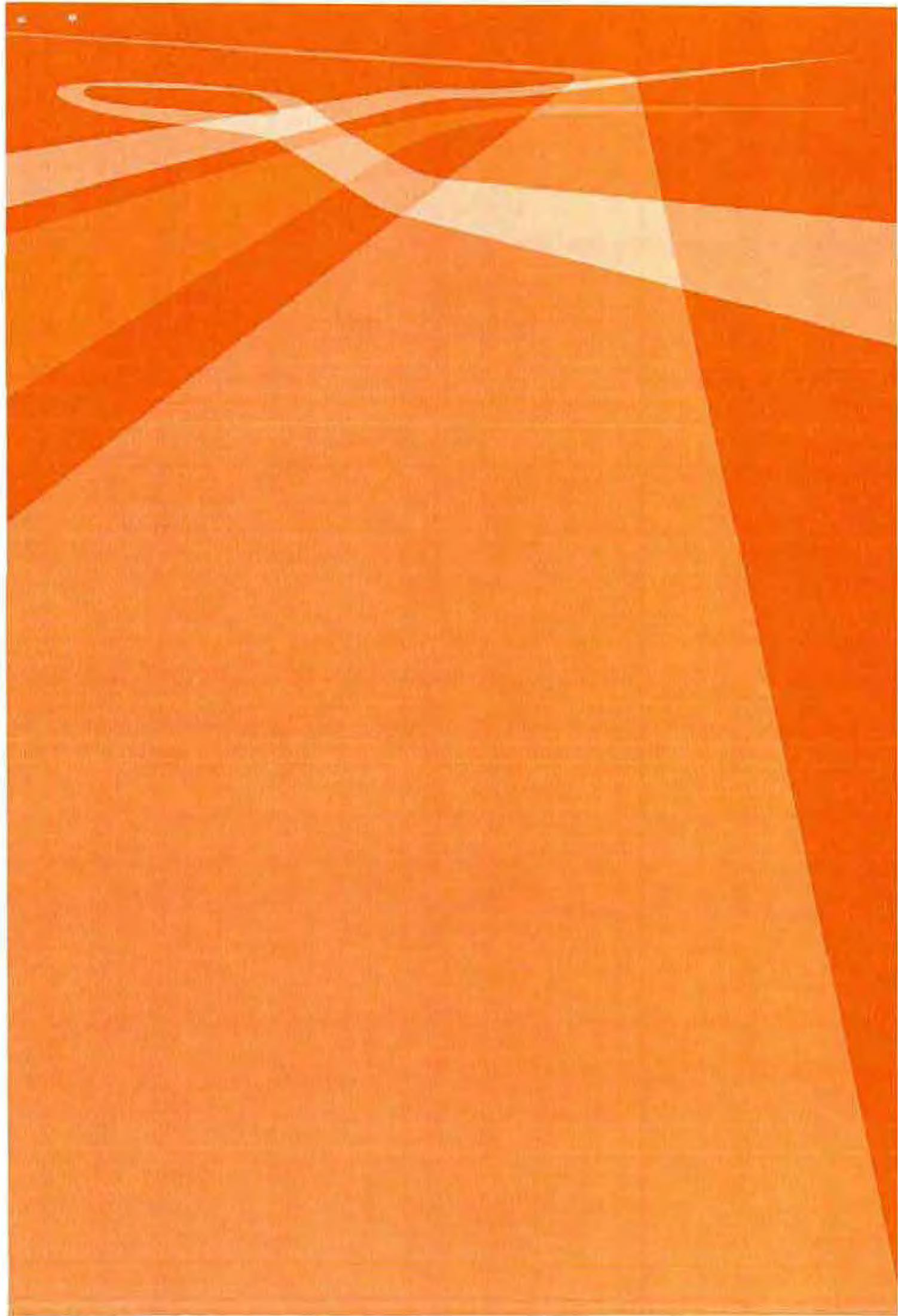
A handwritten signature in black ink, appearing to read 'Mark Peters', written over a horizontal line.

**MARK PETERS**  
Partner

CMA Australia – Member no. 1241407  
Public Practice Certificate holder

2 April 2009  
Melbourne





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