



**Australian Government**

**Australian Industrial Registry**

Level 4, 11 Exhibition Street  
Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6812

Ms Angela Briant  
Branch Secretary  
Tasmanian Catholic Education Employees Branch  
Independent Education Union of Australia  
PO Box 572  
NORTH HOBART TAS 7002

Dear Ms Briant,

**Independent Education Union of Australia  
– Tasmanian Catholic Education Employees Branch  
Financial Reports for the Year Ending 30 June 2005 - FR2005/248  
& Year Ending 30 June 2006 – FR2006/415  
Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)**

Thank you for the financial report of the Tasmanian Catholic Education Employees Branch of the Independent Education Union of Australia for the year ended 30 June 2005 & 30 June 2006. The documents were lodged in the Industrial Registry on 28 November 2005 & 13 November 2006 respectively.

The documents have been filed.

I make the following comments to assist you in preparing financial documents in the future. You do not need to take any further action in respect of the documents which have been lodged.

**Secretary's Certificate – Circulation of Documents to Members**

Paragraph 3 of the Secretary's Certificate (dated 10 November 2006) states that the financial statements were circulated to members "at least 8 days prior to the AGM on 14<sup>th</sup> October 2006". This raises two concerns:

1. Since the Auditor's Report is dated 11<sup>th</sup> October, 2006 and the documents were circulated by 6<sup>th</sup> October 2006 at the latest, it appears that the documents that were circulated may not have included the Auditor's Report? Section 265(1)(a)(i) of the RAO Schedule requires the Branch to provide to members a 'full report' consisting of 'a copy of the report of the auditor...'
2. If the Auditor's Report had been circulated on the 6<sup>th</sup> October, there was not sufficient time between the date of circulation and the date of the general meeting at which the documents were presented. Section 265(5)(a) of the RAO Schedule requires a period of at least 21 days between the date upon which documents were circulated to members and the date of the general meeting at which they were presented.

You are requested to ensure in future both that the Auditor's Report is circulated to members and that there is at least a 21 day period between the date of circulation and the date of the general meeting.

It would also be helpful if, in future, the Secretary's Certificate included the precise date upon which documents were circulated to members. This will assist us in verifying that documents have been prepared, circulated and presented to a meeting in accordance with the timeline requirements of the RAO Schedule.

**General Purpose Financial Report (GPFR)**

When preparing a GPFR, section 253(2) of the RAO Schedule requires a reporting unit to provide information that is specified in the Industrial Registrar's Reporting Guidelines. In particular, Guideline 11 sets out in detail those items of expense that must be disclosed by a reporting unit either in the notes to, or on the face of, a financial statement. Included are such items as:

- fees and/or allowances paid for attendance at conferences (11(i));
- conference and meeting expenses (11(k));

Each of these items must be *separately* disclosed. It is therefore insufficient to provide one figure for 'Accommodation, Travel & Meetings'. In future years this figure must be divided up into, on the one hand, fees and/or allowances paid for attendance at conferences and, on the other, conference and meeting expenses.

### **Operating Report – Number of Members**

A minor comment relates to the way in which the number of members of the Branch is presented in the Operating Report.

The Report states the number of members 'at the time of this report' (that is, at the date upon which the report was signed). Regulation 159(a) of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003, however, requires the Operating Report to contain the number of members 'at the end of the financial year to which the report relates' (that is, as at 30 June).

### **Timing of Financial Documents - Lodgement of Documents in the Registry**

Section 268 of the RAO Schedule requires the Branch to lodge its financial documents with the Registry within 14 days of the date of the meeting at which they were presented. You are requested to lodge documents within the 14 day period in future.

Please do not hesitate to contact me by email at [robert.pfeiffer@air.gov.au](mailto:robert.pfeiffer@air.gov.au) or on (03) 8661 7817 if you wish to discuss this letter.

A copy of the financial report has been placed on the website maintained by the Industrial Registry at <http://www.e-airc.gov.au/130ntcee>.

Yours sincerely,



for  
Robert Pfeiffer  
Statutory Services Branch (Melbourne)

25 January 2007



22nd November 2005

*Rec'd 28/11/05*  
Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE Vic 3000

FR2005/248

Dear Sir,

RE: IEU-TCEE BRANCH FINANCIAL REPORTING OBLIGATIONS  
UNDER THE WORKPLACE RELATIONS ACT 1996

I, Christopher Gerard Smallbane, Secretary/Treasurer of the above Union state that:

- Financial documents were prepared, audited, provided to members and presented to the required meetings of its members within the stated time scales as follows:
  1. The Committee of Management Meeting 18<sup>th</sup> August 2005 at which statements by the President, Vice President and Secretary as per pages 2,3 and 4 of the Financial Report were tabled and subsequently signed and dated. This properly constituted the first meeting.
  2. Auditor's opinion signed and dated the 7<sup>th</sup> September 2005.
  3. Financial statements circulated to members on the 30<sup>th</sup> September at least 21 days prior to the A.G.M. November 12<sup>th</sup>.
  4. Accounts and Auditor's Report presented to a General Meeting of members at the A.G.M. held at 379 Elizabeth Street, North Hobart commencing at 10.00 a.m. on the 12<sup>th</sup> November. This properly constituted the second meeting.

Herein please find a copy of the A.G.M. booklet, which contains the financial report for the year ended 30 June 2005.

I further declare that I, Christopher Gerard Smallbane, Secretary/Treasurer of the above union, do certify that the required financial report was presented to a duly constituted General Meeting of members on Saturday the 12<sup>th</sup> November 2005 at which a quorum of members passed the motion to accept the audited financial report as contained in the A.G.M. booklet.

Yours sincerely,

C.G. Smallbane  
SECRETARY.

**TCEEA**

**22ND**  
**Annual General Meeting**

**379 ELIZABETH STREET, NORTH HOBART**

**12<sup>th</sup> NOVEMBER 2005**

**COMMENCING AT 10.00 A.M.**

## COMMITTEE OF MANAGEMENT 2005

- President:** Mr Paul Boutchard – Mt Carmel College
- Vice President:** Mrs Mary Owen – Our Lady of Lourdes School
- Secretary/Treasurer:** Mr Chris Smallbane – TCEEA
- C.O.M Members:** Ms Louise Briant – MacKillop College
- Ms Jill Holloway – Sacred Heart School,  
Immaculate Heart of Mary Campus
- Mr Barry Nas – Sacred Heart School, Launceston
- Ms Robyn McKenzie – St Patrick’s College
- Mr John Waldock – St Virgil’s College
- Ms Angela Briant – TCEEA
- Members of Executive:** Mr Paul Boutchard
- Mrs Mary Owen
- Mr Chris Smallbane
- Negotiating Team:** Mr Paul Boutchard
- Ms Angela Briant
- Mr Chris Smallbane
- Ms Jill Holloway

## TCEEA School Reps - 2005

### South:

Sacred Heart School, Geeveston	-	Ruth Johnson
Dominic Primary Schools - Glenorchy	-	Nicki Shanny
Holy Rosary School - Claremont	-	Helen Thomas
Dominic College - Glenorchy	-	Philip Kirkham
Sacred Heart College - New Town		Luciano LaPaglia / Noel Swan/ Helen Duggan
Sacred Heart College - Primary	-	Eric Monaghan/Margi McGarry
John Paul II School - Rokeby		Anna Maria Puli
Guilford Young College - Glenorchy		Ros Hey
St Virgil's College - Austins Ferry		John Waldock
St Cuthbert's School - Lindisfarne		Jeremy Oliver
St Virgil's Jnr School - Hobart	-	Helen Fielding
Corpus Christi School - Bellerive	-	Erica Halley/Paul Egan
St Therese's School - Moonah	-	Cathrine Montgomery/ Lisette Noonan
Mt Carmel College, Sandy Bay	-	Virginia Jacobs
St Aloysius School, Kingston Beach		Sue Heyward/Anna Bombardieri
St Paul's School, Bridgewater		
St Brigid's School, New Norfolk	-	Anne Healey
St John's School - Richmond		Michael Casey
St Mary's College - Hobart	-	Jane Clarke / Kate Gillespie
St James College - Cygnet	-	Sally Broadribb
Guilford Young College - Hobart	-	Sally Healey
Sacred Heart School IHOM Campus		Casey Mullen (Contact Person)
MacKillop College	-	Louise Wright/Corey Peterson

### North:

St Thomas More's School - Newstead	-	Rosemary O'Brien
St Finn Barr's School - Invermay	-	Joan Williams
Larmenier School - St Leonards	-	Ludwig Stuttgen
Sacred Heart School - Launceston		Kerri Best
St Anthony's School - Riverside	-	Annette Shelverton-Choveaux
St Patrick's College, Kings Meadows	-	Wendy Kurth
Star of the Sea College, George Town	-	Karen Tame
Our Lady of Mercy School, Deloraine	-	Rosemary Silvestri

### North-West:

St Joseph's School, Queenstown	-	Carmel Woolley
St Joseph's School, Rosebery		Mary Grundy (Contact Person)
Marist Regional College, Burnie	-	Stephen Walsh
St Brendan Shaw College, Devonport	-	Helen Smialek/Cathy Hartigan/ Judy McIver
Stella Maris School, Burnie	-	Tony Smith/Rhonda Kirkpatrick
Our Lady of Lourdes School, Devonport-		Rebecca Parker
Sacred Heart School, Ulverstone	-	S Riley / V Graham-Jones / M Miller
St Peter Chanel School, Smithton	-	Jacqueline Lyons
St Brigid's School, Wynyard		Denise Troughton
St Patrick's School, Latrobe		Dianne Saltmarsh

## TCEEA Collective Bargaining - 2005

### South:

Sacred Heart School, Geeveston	-	Ruth Johnson
Dominic Primary Schools - Glenorchy	-	Brent Scanlon
Holy Rosary School - Claremont	-	Helen Thomas
Dominic College - Glenorchy	-	John Bermingham
Sacred Heart College - New Town		Kris Reeve
Sacred Heart College - Primary	-	Eric Monaghan/Margi McGarry
John Paul II School - Rokeby		Anna Maria Puli
Guilford Young College - Glenorchy		Ros Hey
St Virgil's College - Austins Ferry		John Waldock
St Cuthbert's School - Lindisfarne		Jeremy Oliver
St Virgil's Jnr School - Hobart	-	Helen Fielding
Corpus Christi School - Bellerive	-	Paul Egan
St Therese's School - Moonah	-	Cathrine Montgomery
Mt Carmel College, Sandy Bay	-	Virginia Jacobs
St Aloysius School, Kingston Beach		Carol Hues
St Paul's School, Bridgewater		
St Brigid's School, New Norfolk	-	Anne Healey
St John's School - Richmond		Mike Green
St Mary's College - Hobart	-	Jane Clarke / Kate Gillespie
St James College - Cygnet	-	Sally Broadribb
Guilford Young College - Hobart	-	Maryanne Vaughan
Sacred Heart School IHOM Campus		Casey Mullen
MacKillop College	-	Richard Lawler

### North:

St Thomas More's School - Newstead	-	Denise Morgan
St Finn Barr's School - Invermay	-	Margaret Tulich
Larmerier School - St Leonards	-	Trish Bourke
Sacred Heart School - Launceston		Barry Nas
St Anthony's School - Riverside	-	Annette Shelverton-Choveaux
St Patrick's College, Kings Meadows	-	Stephen Boag
Star of the Sea College, George Town	-	Olive McIntosh
Our Lady of Mercy School, Deloraine	-	Michelle Donohoe

### North-West:

St Joseph's School, Queenstown	-	Damian Williams
St Joseph's School, Rosebery		Elizabeth Scales
Marist Regional College, Burnie	-	Oma Rodger
St Brendan Shaw College, Devonport	-	Helen Smialek/Cathy Hartigan/Judy Mciver
Stella Maris School, Burnie	-	Brendan Keeling
Our Lady of Lourdes School, Devonport-		Adrian Zolati
Sacred Heart School, Ulverstone	-	Jenny Willoughby
St Peter Chanel School, Smithton	-	Nicole Parsons
St Brigid's School, Wynyard		Denise Troughton
St Patrick's School, Latrobe		Helen Jaffray

## TCEEA HISTORY

The TCEEA came into being at its inaugural meeting held at St Finn Barr's School on the 10<sup>th</sup> December 1983.

At that meeting an interim Committee of Management was set up consisting of Chris Shirley (President), Michael Tong-Lee (Vice President), Chris Smallbane (Secretary/Treasurer), Dorothy Herbert, John Crowson, Bev James, Elaine Doran, Marlene Hanlon, Sr Majella Kelly and Tony Webb. On medical advice Mr John Crowson resigned and his place was taken by Andrew Naylor.

The first elections for positions on the C.O.M. for the TCEEA were held in March 1984 and as a result the following took office:

Chris Shirley (President), Tony Webb (Vice President), Michael Tong-Lee (Secretary/Treasurer) and seven C.O.M. ordinary members Sr Majella Kelly, Dorothy Herbert, Chris Smallbane, Michael Tong-Lee, Bev James, Chris Shirley and Michael Gill.

Subsequently Andrew Naylor and Peter Bevilacqua filled the vacancies for the ordinary members of the C.O.M. left by Chris Shirley and Michael Tong-Lee.

The first office space leased by the TCEEA in June 1984 was Room 11 at the Trades Hall, 'Carolside' managed by the then T.T.L.C. Secretary Mr Robert Watling later Commissioner Watling.

The TCEEA affiliated as a member of the Independent Teachers Federation of Australia (ITFA) in July 1990 and subsequently affiliated as a branch of the Independent Teachers Federation (ITF) in March 1993 which became the Independent Education Union of Australia (IEU) on the 10<sup>th</sup> September 1993.

At present the IEU's affiliated branches consist of:

The Queensland Independent Education Union (QIEU)  
The New South Wales/ACT Independent Education Union NSW/ACT (IEU)  
The Victorian Independent Education Union (VIEU)  
The Independent Education Union of South Australia (IEU SA)  
The Independent Education Union of Western Australia (IEU WA)  
The Tasmanian Catholic Education Employees Association (TCEEA)  
The Tasmanian Independent Schools Teachers Association (TISTA)



2005 ANNUAL GENERAL MEETING  
Saturday 12<sup>th</sup> NOVEMBER 2005  
COMMENCING AT 10:00 AM  
379 Elizabeth Street, North Hobart

# AGENDA

1. Chairperson declares the meeting open;
2. Apologies
3. Reading and Confirmation of the Minutes of the previous Annual General Meeting
4. Matters Arising from the Minutes
5. The President's Report
6. The Secretary / Treasurer's Report
7. The Industrial Officer's Report
8. The Auditor's Report
9. General Business
10. Closure

**IEU/TCEEA**  
**Annual General Meeting**  
**6<sup>th</sup> November 2004**  
**379 Elizabeth Street, North Hobart**

**Opening:** The President opened the meeting and welcomed members.

**Apologies:** Clare Smallbane, Nicki Shanny, Kevin Crowe, Susie Kealy, Kim Schade, Robyn McKenzie, Lou La Paglia, Sharyn Wilson and Chris Scanlon and Ivano del Pio.

**Present:** Chris Smallbane, Angela Briant, Paul Boutchard, Peter Bevilaqua, Louise Briant, John Waldock, Michael Kelly, Ruth Johnson, Barry Nas, Michael Thomson, Mary Owen, Jill Holloway, Margi McGarry, Stacey Prior, Anne Healy, Kate Gillespie, Hilary Foley, Dorothy Lincoln, Michael Casey, Michael Kelly, Erica Halley, Dorothy Lincoln, Michael Casey, Helen Thomas, Phillip Kirkham and Stacey Pryer.

**Minutes of the Previous AGM:** The Secretary presented the Minutes of the 2003 AGM.

Motion: 010

“That the minutes of the A.G.M. of 2003 be accepted”

Moved: Kate Gillespie,                      Seconded: Michael Thomson.

CARRIED

**Business Arising:** There was no business arising.

**Presidents Report:**

- The President commented on the Strategic Planning Process, which necessitated more frequent COM meetings involved monthly COM meetings, including teleconferences. This was a very useful way of dealing with issues that arose during the year.
- The Collective Bargaining process commenced in March, but has not been proceeded as planned or been completed due to other pressing matters. The union hopes to have discussed all items on the Log of Claims with the employers by the end of the year. There were a huge number of issues included in the Log of Claims as there are many issues out there in the workplace. The employers has 11 issues the TCEEA had 118. The union hopes to achieve significant improvements in conditions.
- Vision statement. The COM consulted with members and finalised a clear statement of what we stand for in terms of values and what is important to our organization & our members
- The TCEEA is committed to a shift away from a servicing union to an organising union where members and the COM drive the direction of the union, not the paid officers. The servicing model has been reactive, in the future the union aims to be well organised & to have the issues out there.

- Thanks were extended to the COM members for their commitment. The Secretary and Industrial Officer were thanked for their hard work.

Motion: 011

“That the President’s Report be accepted.”

Moved: Michael Kelly

Seconded: Dorothy Lincoln

CARRIED

#### Secretary’s Report:

- The Secretary thanked the Committee of Management for their time & commitment. This has been the most challenging year for the TCEEA since the inception of the union. The COM has drive, enthusiasm and ideas. The COM has met 12 times in the last 12 months.
- New COM member Robyn McKenzie (St Patrick’s College Launceston) was welcomed.
- The TCEEA is represented on various bodies. Those who represent us need to give us a report on their activities so a policy will be developed on this.
- Thanks were extended to school reps for their commitment, skills and support of their union and the members. The TCEEA is very fortunate to have such a quality group of people in the schools.
- The reps have been encouraged to do training through Unions Tasmania courses or the TCEEA Training days and many have welcomed these opportunities.
- The Collective Bargaining process involved wide consultation with members initially but it has proved difficult to sustain this.
- The teacher redundancies at Guilford Young College have proved to be a very difficult and time consuming issue during much of 2004.
- Membership numbers have shown a continued slight increase, with membership numbers being 821, but slipping with density. The TCEEA should be aiming for a density of 60% - that is our aim; i.e. 900 members.
- Minor Fellowships were awarded to five members; Belinda Downward, Megan Howard, Anita Garnham, Tim Horniblow and Jill Holloway.
- The TCEEA sponsored a national conference held in Hobart “Behaviour, Whose Choice”.
- The COM has been involved in a comprehensive Planning exercise.
- Reference was made to the change of name for the IEU West Australian and South Australian branches to IEU W.A. and IEU S.A. The question was posed - Is it time to try to have one branch in Tasmania? Perhaps a name change could help towards this or be a good idea in it’s own right
- Thanks to COM, particularly Paul Boutchard and Mary Owen.
- The Secretary expressed his thanks to the TCEEA administrative staff Natalie and Tracey for all their support and hard work that enhances the work of the union and to Angela Briant, the Industrial Officer for her foresight, preparation and planning

Motion: 012

"That the Secretary's Report be accepted."

Moved: Louise Briant

Seconded: Peter Bevilaqua

CARRIED

### **Industrial Officer's Report:**

The Industrial Officer presented a paper containing statistics for phone enquiries to the TCEEA during the previous twelve months. This provides an effective overview of current industrial and workplace issues and most frequently asked questions.

Motion: 013

"That the Industrial Officer's Report be accepted"

Moved: John Waldock

Seconded: Ruth Johnson

Michael Kelly, the TCEEA rep at Guilford Young College Hobart spoke on behalf of the TCEEA members at GYC in regard to the redundancy situation that has emerged there during 2004.

The GYC members expressed appreciation for the message of support received from TCEEA members at St Patrick's College.

Motion 014

"That the TCEEA members at Guilford Young College formally acknowledge the support the union members at the college received from the TCEEA Committee of Management and specifically from the TCEEA officers, Chris Smallbane and Angela Briant"

Moved: Michael Kelly

Seconded: Stacy Prior

CARRIED

### **Treasurer's Report:**

The Treasurer presented The Audit Report, Profit and Loss Statements, Financial Statements and Balance Sheets and highlighted a few key areas: Reference was made to a new item this year on pages 4 and 5, an Operating Report. It was noted that the TCEEA withdrew from the petrol discount scheme as this was costing the union money and members now have access to other petrol discount schemes

The Statement of Financial Performance for the year ended 30 June 2004 on Page 6 and 7 shows a deficit of \$8,851 compared to \$10,976 in 2003.

This was contributed to by extra costs in accommodation, travel & meetings (partly due to the Collective Bargaining process), long service leave expense, insurance, the new membership system, the website, and the .2FTE organiser in the north

Revenue from subscriptions up as can be seen on page 7. This is due to an increase in membership as well as the new membership category Level 11 and bracket creep.

Page 12 and 13 comprised notes including provisions and plant & equipment and cash flow information.

The Balance Sheet as at June 30, 2004 showed Net Accumulated Members' Funds as \$122, 716. This is a continuing healthy financial situation.

Motion: 014

"That the audited financial report be accepted."

Moved: Kate Gillespie

Seconded: Anne Healy

CARRIED

## General Business:

### 9.1 Rule Changes

Motion: 016

"That the objectives of the union, including the Vision Statement and Values, replace Part 1, the "Philosophy of the Union".

Moved: Chris Smallbane

Seconded: Dorothy Lincoln

CARRIED

The Secretary then tabled the proposed rule changes, highlighting each proposed change and speaking in more detail to the more significant ones, particularly 13.2 - the calling of nominations as an Officer of the union and an Ordinary member of the Committee of Management.

It was noted that "union" had been inadvertently substituted for Association in the index - this will be rectified.

Motion: 017

"That the rules as promulgated be accepted"

Moved: Chris Smallbane

Seconded: Ruth Johnson

CARRIED

There being no other general business the meeting closed at 11.15 a.m.

## PRESIDENT'S REPORT NOVEMBER 2005

As I write this report the Federal Parliament is debating the Howard Government's new industrial laws. These laws when enacted will change, (despite the spending of nearly fifty million dollars of advertising that is trying to convince us otherwise) the workplace to one that unfairly favours the employer. What these laws mean for employees in Catholic Education is not clear; however a more disputatious environment is a distinct possibility. For more information on these changes I recommend members read the August edition of Newsline as this provided some excellent information on the proposed workplace laws. It is pleasing to see that the leaders of most religious groups have expressed their significant concerns about the impact these laws will have on workers lives. I hope the leaders Catholic Church continue to pressure the government and employer groups, particularly those involved in education, to act in a just way, so we don't have, as Bishop Manning said in 2004, "more and more Australian families joining the ranks of the working poor" (see Newsline February 2005). Your union has been and will continue to be an active supporter of the ACTU's campaign to protect worker's rights.

The collective bargaining process continued throughout 2005 and has recently concluded. Whilst positive results in some claims were not achieved overall the result of these negotiations will see improved conditions for a broad range of members. The process, an improvement on the previous method of trying to improve conditions of employment, was nonetheless, time consuming and a placed a high demand on the union's resources and will need to be reviewed. Certainly this method of negotiation has given more opportunity for member input. On behalf of members I would like to thank the other members of the negotiating team, Jill Holloway, Angela Briant and Chris Smallbane for the many hours of work given to this process.

During 2005 the Committee of Management continued implementing the recommendations of the 2004 review process conducted by Human Resource Management Consultant Janine Brain. The Committee of Management has been meeting on more regular basis. As with many Boards, the COM has found it necessary to meet on a monthly basis to try and keep abreast of the many issues that need to be dealt with, such as industrial, financial management of the union, membership, occupational health and safety, accreditation and teacher registration to name a few. In addition to the business meetings the COM has had additional meetings to plan for the future. The method of members paying subscriptions, the structure of the union office and the development of policy statements are examples of the topics discussed at these meetings. Business and planning meetings been held via teleconferences lasting an average two hours.

I would like to thank the Committee of Management for their tireless work over the year. Without this voluntary work your union would not be able to function. In 2005 the COM was Jill Holloway, Barry Nas, Mary Owen, John Waldock,

Louise Wright, Robyn McKenzie, Angela Briant, Chris Smallbane and Paul Boutchard. I would particularly like to thank Angela Briant for her work over the past year. Angela in her capacity as Assistant Secretary has had to shoulder a significant increase in workload as Chris Smallbane worked part time in 2005. Angela has worked long hours, far beyond what she has had financial recognition for. Angela will be assuming the role of Secretary from December. Your union will be good hands. I would also like to thank outgoing members of the Committee of Management Jill Holloway and Barry Nas. Jill has been on the Industrial Negotiating Team for the last 3 years, not an easy job, but Jill has brought a broad experience to this committee and given many hours to Committee of Management business. Barry has been on the COM for the past 18 years, an outstanding contribution to the Union. I very much appreciate the support Barry has give to me in the time I have been on the committee. Barry's unflappable manner and incisive comments will be sorely missed. I would also like to thank Jill and Tracey for their work in the office. Tracey and Jill are the first point of contact for members and they fulfil that role with efficiency and sensitivity.

At the end of November Chris Smallbane will retire as Secretary. Chris has been involved in the Union since its inception and has filled every role from member to COM member, President and Secretary/Treasurer. Chris's contribution to the union cannot be overstated. Over the years, no doubt, there have been many highs and lows. Chris at times has found himself in the firing line of both the employer group and members. Throughout it all Chris has been unswerving in his support for Catholic Education in Tasmania and he has demonstrated integrity and compassion in dealing with the complex and sensitive issues confronting members. On behalf of the members I would like to thank Chris for his contribution over the last 22 years. I am sure his wife Margaret will be pleased to have more time with Chris.

I am very pleased to be able to inform members that Dino Ottavi and Jill Holloway have been appointed as Organisers/Industrial Officers as from January 2006. Both Dino and Jill will be employed on a .6 FTE basis. I am sure that all members will join me in extending a warm welcome to Dino and Jill.

This week the new TCEEA website has 'gone live' and can be found at [tceea.org.au](http://tceea.org.au). This has been a major undertaking for the union and I particularly thank John Waldoock and Angela Briant for their sustained work on this. The website will be the first point of contact for many members and reps seeking information and current news.

In finishing I would like to wish the incoming Committee of Management, Angela Briant, Mary Owen, John Waldoock, Kate Gillespie, Robyn McKenzie, Louise Wright, Anne Healy, Jeremy Oliver and Adrian Zolati all the best for the next three years. I would encourage all members to support the committee by being involved in the Union and making a contribution in any way that they can.

Paul Boutchard

## Secretary / Treasurer's Report Annual General Meeting – 12<sup>th</sup> November 2005

It is with gratitude to a host of colleagues that I present my eighth and final report as Secretary of the TCEEA. To those who have worked with me since December 1983 when the Association came into being I thank them for their forbearance, co-operation and inspiration. It has been my privilege to work with them and for them in my various roles as COM member, President and Secretary Treasurer.

### Committee of Management

Your COM for 2004/05 listed on the first page of this booklet have worked assiduously throughout the last twelve months meeting on no less than 16 times. I commend them for their sense of responsibility, enthusiasm and ideas. You the members are extremely fortunate in having this band of dedicated and loyal leaders.

During September nominations were called for a new COM and at the declaration the Australian Electoral Office declared the following as elected

President:	To be filled
Vice President:	Mary Owen (Our Lady of Lourdes School)
Secretary/Treasurer	Angela Briant (TCEEA Office)
COM:	Louise Briant (MacKillop College)
	Kate Gillespie (St Mary's College)
	Anne Healey (St Brigid's School NN)
	Robyn McKenzie (St Patrick's College)
	Jeremy Oliver (St Cuthbert's School)
	John Waldock (St Virgil's College)
	Adrian Zolati (Our Lady of Lourdes School)

With 5 of the 9 COM members from the South, it can be reflected that the north is currently a little under represented. It is not always easy to get the balance right at the nomination/elections process.

I congratulate Mary Owen on her continuance as Vice President and on behalf of members thank her for her generosity.

I also congratulate Angela Briant who will take over the reigns of Secretary/Treasurer. She has performed in a most capable manner as Acting Secretary for 3 days a week for all of this year. I am sure you will give to her the same level of confidence and loyalty shown to me over these many years.

On your behalf may I also thank retiring members Paul Boutchard (President) Jill Holloway and Barry Nas (COM members). Paul has most ably led the Association over the last three years and his 'retirement' is a big blow to the



Association. His presence at both COM members and Negotiation Team meetings will be missed.

Barry has served on the COM since 1988. His input into the affairs of the Association is incalculable and will be recognised in a fitting manner.

Jill has served on the COM and the Negotiating Team since 2003 and made herself a valuable presence.

#### **Representation on other bodies**

The TCEEA has been formally represented on various boards/committees and these include:

Kris Reeve (Sacred Heart College) Teachers Registration Board

Angela Briant (TCEEA) Schools Registration Board/Tasplan (Unions Tas) and Negotiating team

Barry Stubbs (GYC) RE Accreditation Council

Paul Boutchard (Mt Carmel College) Negotiating Team

Chris Smallbane (TCEEA) Negotiating Team

Jill Holloway (Sacred Heart College Primary) Negotiating Team

Their commitment to their work for and on behalf of the members of the TCEEA is acknowledged and appreciated.

#### **Schools Representatives**

Without doubt our Association would cease to function without the energy and goodwill of our school reps. Their names are printed within this AGM booklet and I wish to publicly thank each and everyone.

This year we conducted two separate Training Days for our school reps – one for the South on the 3<sup>rd</sup> May and one for the North/North West on the 30<sup>th</sup> September.

Both were well attended and we received valuable feedback on a number of areas particularly the Collective Bargaining Agreement 2005.

#### **Collective Bargaining**

After nearly two years we have reached the end point and final documentation is being prepared. Of course in hindsight we can say it has taken for too long and of course we have not achieved many of the things we had hoped for. However this does not take away from the many things that have been achieved and the learning from the process which has touched not only the office holders of the Association but right down to the ordinary member.

We sincerely thank all those members who acted as Collective Bargaining Reps throughout this longer-than-expected period.

### Minor Fellowships

The following Minor Fellowships of \$300 were granted by the COM during the preceding 12 months.

Julie Love - St Thomas More's School

Denise Morgan - St Thomas More's School

Julie and Denise provided a short resume of their experience of "Working With Boys Fine Young Men" for 'Newslines' and undertook to pass on to colleagues the benefit of their experience through appropriate mechanisms.

May I remind members that the COM can grant up to five Minor Fellowships each year and they welcome all applications. The Criteria is set out in this AGM booklet.

### Membership

Membership of the TCEEA has been fairly static over the last four years. What is more alarming however is that our density is not as good as it could be as the following table indicates:

Year	Employees	Members 30/6	Density
2000	1409	727	51.6%
2001	1435	755	52.6%
2002	1458	796	54.6
2003	1509	794	52.6%
2004	1522	821	53.9%
2005	1567	795	50.7%

Greater recruitment particularly in the school support area is required as well as intensive membership campaign at the beginning of each year. A union such as ours should have a density of at least 60% which would require a membership of over 940.

### COM Planning

As well as several teleconference during the year, the current COM met on the 10<sup>th</sup> March and 14<sup>th</sup> September to continue TCEEA Planning. On the latter occasion they were joined for the day by the new COM who acted as observers. Some of the areas covered were:

- TCEEA Resources Review - need for 2006 and beyond
- Role of the COM

### Independent Education Union

As can be seen by reading the history of the TCEEA and the names of the present State branch affiliates, there is only one branch affiliate per state apart from Tasmania. The question arises as to whether the interests of workers in the independent sector in Tasmania is best served by a stronger united voice speaking for the whole of the independent sector or in its present more factionally aligned but numerically weaker two sector approach.

Certainly the experience of all the other states has shown that where the different representative groups have amalgamated they have become stronger and speak authoritatively for the whole of the independent sector.

For this reason we need to continue to consider whether our name (TCEEA) is suitable or whether it is somewhat of a hindrance in order to facilitate an eventual union of the independent sectors. There has been a strong bid to consider changing our name to Tasmanian Catholic Independent Education Union (TCIEU) or Tasmanian Independent Education Union (TIEU). What do you think?

### Teachers Federation Health

We are pleased to see that our members are continuing to join this organization in increasing numbers and benefit from not only exceptionally low premiums but also high benefits with a quick response to any inquiry or to applications for refunds. We unreservedly recommend this organization to you and invite you to see for yourself by accessing their website [www.teachershealth.com.au](http://www.teachershealth.com.au)

### Conclusion

In conclusion I would want to convey my special thanks to the Committee of Management for their support and advice. I would particularly thank your President, Paul Boutchard and your Vice President, Mary Owen.

Finally, my job would be impossible without the hard work, dedication and enthusiasm of Angela Briant, Jill Sturges and Tracey Connolly

**Chris Smallbane**

### Industrial Officer's Report

Members continue to contact the TCEEA on a regular basis for information, advice and advocacy.

Over the last twelve months enquiries have been received by phone, email, fax, in person, by mail and even as text messages!

We have logged in excess of 1400 phone calls from members, a significant number of these being out-of-hours.

In terms of advocating for individual members about workplace issues or disputes there have been approximately 120 members who have needed this more intense level of support. The TCEEA has supported and represented these members either in discussions with principals or employers or at the level of conciliation or a dispute hearing with the Tasmanian Industrial Commission.

#### Key issues in the last twelve months have been:

- Salary entitlements
- Leave entitlements
- Workplace health and safety issues
- Worker's compensation
- Part time work, including return after Maternity Leave
- Letters of Appointment
- Superannuation
- Maternity Leave
- Discrimination and harassment
- Workplace bullying
- Appointments to Positions of responsibility
- Breaches of the Award requirement for Hours of Work
- Lack of lunch and comfort breaks
- Disputes concerning disciplinary procedures
- Compassionate Leave
- The rights of replacement employees
- Kindergarten staff hours of work issues
- Teacher Appraisal

In some cases the member with union support seeks further legal advice through our solicitors, *Wallace, Wilkinson & Webster* or *McLean, McKenzie & Topfer*.

TCEEA members are entitled to one visit without charge on any personal or workplace matter and this has proved to be a very valuable and well used service.

Other issues for which we consistently receive enquiries are:

- Days of work
- Award clarification/use
- Teacher Exchange
- Maternity Leave
- Part time staff - hours of work
- Workload
- Membership Benefits
- Annual Leave
- Job Share
- Long Service Leave
- Meetings with the Principal
- Extra and co curricular expectations
- Duty of care/legal responsibility
- Teacher Registration
- Accreditation
- Teacher Assistant workload issues
- Sick Leave
- Leave without pay
- Holiday pay
- Minor Fellowships
- Termination/Dismissal
- VET teachers qualifications and out of hours work issues
- Teachers Federation Health
- Emergency leave
- Parental Leave
- Relief Staff rates
- School Camps
- Sick Leave

**A number of schools are 'over-represented' in terms of enquiries and/or disputes:**

- Guilford Young College
- St James College
- St Brigid's New Norfolk
- MacKillop
- Sacred Heart College
- Stella Maris
- Star of the Sea College
- St Virgil's College
- Dominic College

There were successful negotiations for the **Catholic Education Agreement 2005**. This agreement delivered salary increases of 6.41% as from the first pay on/after April 1<sup>st</sup>.

**TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED 30 JUNE 2005**

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6	Statement of Financial Position
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8 - 12	Notes to the Financial Statements



WHK Denison

Incorporating Garity Hurd and Moore Robsons

**TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION  
INDEPENDENT AUDIT REPORT  
FOR THE YEAR ENDED 30 JUNE 2005**

**Scope**

We have audited the financial report, being a general purpose financial report, of the Tasmanian Catholic Education Employees' Association for the year ended 30 June 2005. The Executive Committee is responsible for the preparation and presentation of the financial report and the information contained therein. We have conducted an independent audit of the financial report in order to express an opinion on it to the members. We have received all explanations and information required by us.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Accounting standards and other mandatory professional reporting requirements so as to present a view of the Tasmanian Catholic Education Employees' Association which is consistent with our understanding of its financial position, the results of its operations and its cash flows.

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

**Audit 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 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996.

**WHK Denison  
Accountants & Auditors**

Ian Wright - Partner  
Registered Company Audit No. 72206  
Institute of Chartered Accountants Australia Member No. 2535

Dated this

*TH*

day of *September* 2005.

*Accountants & Auditors*

WHK Denison ABN 52 123 325 587  
admin@whkdenison.com.au

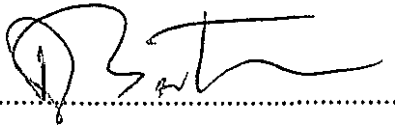
Offices at: Launceston Devonport Burnie & Smithton

**TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION  
COMMITTEE OF MANAGEMENT CERTIFICATE  
FOR THE YEAR ENDED 30 JUNE 2005**

On the 18th day of August 2005 the Committee of Management of the Tasmania Catholic Education Employees Association passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2005:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR 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 including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation.
  - (iv) 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
  - (v) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.



**Paul Boutchard  
PRESIDENT**



**Mary Owen  
VICE-PRESIDENT**

Dated this *18<sup>th</sup>* day of *August* 2005. *22<sup>nd</sup>* August, 2005



TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION  
OPERATING REPORT  
FOR THE YEAR ENDED 30 JUNE 2005

Your Committee of Management present their report on the Association for the financial year ended 30 June 2005.

The names of the Committee of Management in office at any time during or since the end of 30 June 2005 are:

- Mr Paul Boutchard                      President
- Mrs Mary Owen                         Vice President
- Mr Chris Smallbane                    Secretary/Treasurer and Delegate to Federal Council
- Ms Angela Briant
- Ms Louise Briant
- Ms Jill Holloway
- Mr Barry Nas
- Ms Kim Schade                         Resigned 02/02/05
- Mr John Waldock
- Ms Robyn McKenzie

Committee of Management members have been in office since the start of the financial year to the date of this report unless otherwise stated.

Ms Angela Briant, a member of the Committee of Management, is a Director of Tasplan Ltd which acts as the trustee for Tasplan Super representing the interests of Unions Tasmania with whom this Association is affiliated.

The deficit for the financial year after providing for fringe benefits tax, depreciation of fixed assets and liability for employee benefits arising from services rendered by employees to balance date amounts to \$6,330 despite a concerted effort to cut costs in Meeting expenses both intrastate and interstate.

Apart from the above mentioned costs the deficit was also contributed to by provision for long service leave, costs associated with our web site (still to be completed), the part time position of organiser for the North and Northwest, the costs associated with the appointment by the Committee of Management of an Assistant Secretary and of course the salary increase of 6.41%, whilst in contrast our major source of income – union subs – only rose by 4.13%. The impact of some 17 redundancies at Guilford Young College – all of them members and most at the top of the pay scale – certainly affected our bottom line by as much as \$8000.

**TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION  
OPERATING REPORT  
FOR THE YEAR ENDED 30 JUNE 2005**

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

- i. The provision of services to members.
- ii. Involving members and non members in the Collective Bargaining process.
- iii. Negotiating salary increases and improving conditions of service for educational employees in the Tasmanian Catholic Education Sector.
- iv. The provision of training for school representatives, collective bargaining representatives and committee of management members.
- v. Negotiation around the 17 redundancies at Guilford Young College and
- vi. Interaction with other education bodies such as the Schools Registration Board, the Teachers Registration Board and other government or semi government agencies.

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the financial operations of the Association for future financial years.

Under the rules of the Association and in accordance with SS230(1)(a) and 2 of the Act a register of members has, during the financial year ended 30 June 2005, been kept and maintained.

Membership of the Association including full financial members and those on leave of absence from their work site amounted to 795 at the time of this report.

The Committee of Management maintained the office of the Branch at 379 Elizabeth Street, North Hobart, Tas, 7002 that being the sole branch operated with no new branches established or ceasing.

Under the rules of the Association no election was required to be held during the financial year ended 30 June 2005. However elections will be required before October 31<sup>st</sup> 2005.

Under the Rules of the Association, number 21, any member has the right to resign by the giving of written notice.

The Association maintains employment for 2.8 employees on a full time equivalent basis as at 30 June 2005.

Signed in accordance with a resolution of the Committee of Management.

Secretary: *C. G. Smallbane*  
C.G. Smallbane

*STC EG Owen*  
*22 August, 2005*

**TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDED 30 JUNE 2005**

	Note	2005	2004
<b>Revenues From Ordinary Activities</b>		<b>\$</b>	<b>\$</b>
Commission Received		849	711
Interest Received		5,132	4,806
Received From Members		-	36,544
Subscriptions		327,349	314,343
Sundry Income		<u>1,465</u>	<u>1,994</u>
<b>Total Revenues From Ordinary Activities</b>		<b>334,795</b>	<b>358,399</b>
<b>Expenses From Ordinary Activities</b>			
Accommodation, Travel & Meetings		13,237	28,587
Accountancy & Audit		3,859	2,600
Advertising & Promotion		305	954
Ampol		-	36,697
Bank Fees		229	300
Booklets, Brochures & Magazines		1,134	1,319
Cleaning		-	720
Campaigns		2,664	-
COM Expense		2,753	-
Consultants Fees		2,628	-
Delegate Training		1,069	-
Depreciation		10,307	9,041
Donations		700	200
Electricity		1,200	1,200
Fringe Benefits Tax		2,823	2,823
Insurance		11,458	14,273
Internet & E-mail		7,077	1,924
Legal Fees		2,945	-
Long Service Leave Expense		9,791	11,809
Minor Fellowship		1,200	-
Motor Vehicle Expenses		4,271	2,780
Office Rental		6,566	5,846
Postage		3,806	3,434
Printing & Stationery		8,513	9,322
Professional Development		-	1,971
Registration & Affiliation Fees		13,238	15,801
Repairs & Maintenance		325	4,647
Staff Training		2,713	2,479
Sundry Expenses		414	7,086
Superannuation		52,670	44,494
Telephone		7,800	6,742
Wages – Contracting		-	100
Wages – Officers		125,333	48,252
Wages – Other		38,543	99,598
Workers Compensation		<u>1,554</u>	<u>1,617</u>
<b>Total Expenses from Ordinary Activities</b>		<b><u>341,125</u></b>	<b><u>366,618</u></b>
<b>Surplus/(Deficit) For the Year</b>	<b>8</b>	<b><u>(6,330)</u></b>	<b><u>(8,219)</u></b>

TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION  
STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2005

	Note	2005 \$	2004 \$
<b>Current Assets</b>			
Cash	3	158,265	142,844
Receivables	4	306	33
Inventory		<u>495</u>	<u>1,440</u>
<b>Total Current Assets</b>		<b><u>159,066</u></b>	<b><u>144,417</u></b>
<b>Non Current Assets</b>			
Property, Plant and Equipment	5	<u>28,249</u>	<u>34,585</u>
<b>Total Non-Current Assets</b>		<b><u>28,249</u></b>	<b><u>34,585</u></b>
<b>Total Assets</b>		<b>187,315</b>	<b>179,002</b>
<b>Current Liabilities</b>			
Payables	6	14,959	14,891
Provisions	7	<u>41,542</u>	<u>31,379</u>
<b>Total Current Liabilities</b>		<b><u>56,501</u></b>	<b><u>46,270</u></b>
<b>Non Current Liabilities</b>			
Provisions	7	<u>14,428</u>	<u>10,016</u>
<b>Total Liabilities</b>		<b><u>70,929</u></b>	<b><u>56,286</u></b>
<b>Net Assets</b>		<b><u>116,386</u></b>	<b><u>122,716</u></b>
<b>Equity</b>			
Accumulated Members' Funds	8	<u>116,386</u>	<u>122,716</u>
<b>Total Equity</b>		<b><u>116,386</u></b>	<b><u>122,716</u></b>

**TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2005**

	Note	2005 \$	2004 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Subscriptions		327,349	314,343
Interest Received		5,120	4,806
Other Receipts		4,126	53,439
Payments to Suppliers & Employees		<u>(317,203)</u>	<u>(356,679)</u>
Net cash provided by operating activities	9 (b)	<u>19,392</u>	<u>15,909</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from the Sale of Property Plant & Equipment		-	-
Payments for Property Plant & Equipment		<u>(3,971)</u>	<u>(18,689)</u>
Net cash used in investing activities		<u>(3,971)</u>	<u>(18,689)</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Repayment of Loans		-	-
Net cash used in financing activities		-	-
Net increase/(decrease) in cash held		15,421	(2,780)
Cash at beginning of financial year		<u>142,844</u>	<u>145,624</u>
Cash at end of financial year	9 (a)	<u>158,265</u>	<u>142,844</u>

**TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2005**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements. The financial report has been prepared in an accrual basis and is based on historical costs and does 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.

The following is a summary of the material accounting policies adopted by the Association in the preparation of the financial statements.

**Income Tax**

As an employee association no provision for income tax is necessary as the Association is exempt from income tax under section 50-15 of the Income Tax Assessment Act 1997.

**Fixed Assets**

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable asset are:

<u>Class Of Fixed Asset</u>	<u>Depreciation Basis</u>	<u>Depreciation Rate</u>
Motor Vehicles	Diminishing Value	22.5%
Office Equipment	Prime Cost	13% – 27%

The carrying amount of fixed assets is reviewed annually by the Committee to ensure it is not in excess of the recoverable amount of those assets. The recoverable amount is assessed on the basis of expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining the recoverable amounts.

**Employee Benefits**

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions made by the association to an employee superannuation fund and are charged as expenses when incurred.

**TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2005**

**1. STATEMENT OF ACCOUNTING POLICIES**

**Revenue**

Subscription income is recognised in the period to which the subscriptions relate.

Revenue from the provision of services is recognised when the right to be compensated for the services has been attained.

Interest is recognised over the period for which the funds are invested.

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

**2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

- (a) 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.
- (b) 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.
- (c) A reporting unit must comply with an application made under s 272(1) (2) and (3) of the RAO Schedule.

	2005	2004
	\$	\$
<b>3. CASH</b>		
Cash Management – General	60,275	48,508
Cash Management – Petrol Scheme	8,297	8,292
Cash Management	<u>89,693</u>	<u>86,044</u>
Total Cash	<u>158,265</u>	<u>142,844</u>
<b>4. RECEIVABLES</b>		
Petrol Debtors	-	(160)
Interest Receivable	<u>306</u>	<u>293</u>
Total Receivables	<u>306</u>	<u>133</u>

**TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2005**

	Note	2005 \$	2004 \$
<b>5</b>	<b>PROPERTY PLANT &amp; EQUIPMENT</b>		
	Motor Vehicles – at cost	35,102	35,102
	Less: Accumulated Depreciation	<u>(21,952)</u>	<u>(18,136)</u>
		13,150	16,966
	Office Equipment – at cost	49,739	45,768
	Less: Accumulated Depreciation	<u>(34,640)</u>	<u>(28,149)</u>
		<u>15,099</u>	<u>17,619</u>
	Total Property, Plant and Equipment	<u>28,249</u>	<u>34,585</u>
<b>6</b>	<b>PAYABLES</b>		
	Trade Creditors – General	14,959	9,808
	Trade Creditors – Discount Petrol Scheme	-	3,368
	Petrol Account – Deposits Held	-	<u>1,715</u>
	Total Payables	<u>14,959</u>	<u>14,891</u>
<b>7</b>	<b>PROVISIONS</b>		
	<i>Current</i>		
	Provision for Annual Leave	23,880	19,096
	Provision for Long Service Leave	<u>17,662</u>	<u>12,283</u>
	Total Provisions	<u>41,542</u>	<u>31,379</u>
	<i>Non Current</i>		
	Provision for Long Service Leave	<u>14,428</u>	<u>10,016</u>
<b>8</b>	<b>ACCUMULATED MEMBERS FUNDS</b>		
	Opening Balance	122,716	130,935
	Surplus/(Deficit) For The Year	<u>(6,330)</u>	<u>(8,219)</u>
	Accumulated Members' Funds	<u>116,386</u>	<u>122,716</u>
<b>9</b>	<b>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 statement of financial position as follows:		
	Cash	158,265	142,844
	(b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax		
	Profit from ordinary activities after income tax	(6,330)	(8,219)
	Non-cash flows in profit from ordinary activities		
	Depreciation	10,307	9,041
	Changes in assets and liabilities		
	(Increase)/Decrease in Receivables	(173)	14,190
	(Increase)/Decrease in Inventories	945	304
	Increase/(Decrease) in Accounts Payable	68	(12,463)
	Increase/(Decrease) in Employee Benefit Provisions	<u>14,575</u>	<u>13,057</u>
	Cash flows from operations	<u>19,392</u>	<u>15,909</u>



**TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005**

**10: FINANCIAL INSTRUMENTS**

**(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		Floating Interest		Non Interest		Total	
	Interest		Rate		Bearing			
	2005	2004	2005	2004	2005	2004	2005	2004
	%	%	\$	\$	\$	\$	\$	\$
Financial Assets:								
Cash			158,265	142,844	-	-	158,265	142,844
Receivables	-	-	-	-	306	133	306	133
Total Financial Assets			<u>158,265</u>	<u>142,844</u>	<u>306</u>	<u>133</u>	<u>158,571</u>	<u>142,977</u>
Financial Liabilities:								
Trade and sundry creditors	-	-	-	-	14,959	14,891	14,959	14,891
Total Financial Liabilities			<u>-</u>	<u>-</u>	<u>14,959</u>	<u>14,891</u>	<u>14,959</u>	<u>14,891</u>

**(b) Credit Risk**

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 statement of financial position and notes to the financial report.

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

**(c) Net Fair Values**

The net fair value of listed investments have been valued at the quoted market bid price at balance date adjusted for transaction costs expected to be incurred. For other assets and other liabilities the net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form other than listed investments, forward exchange contracts and interest rate swaps. Financial assets where the carrying amount exceeds net fair values have not been written down as the association intends to hold these assets to maturity.

The aggregate net fair values and carrying amount of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes to the financial statements.

**TASMANIAN CATHOLIC EDUCATION EMPLOYEES' ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005**

**11: ADOPTION OF AUSTRALIAN EQUIVALENTS TO INTERNATIONAL  
FINANCIAL REPORTING STANDARDS**

The Organisation is preparing and managing the transition to Australian Equivalents to International Financial Reporting Standards (AEIFRS) effective for the financial years commencing from 1 January 2005. The adoption of AEIFRS will be reflected in the councils financial statements for the year ended 30 June 2006. On first time adoption of AEIFRS, comparatives for the financial year ended 30 June 2005 are required to be restated.

The Association's management, with the assistance of external consultants, has assessed the significance of the expected changes. The impact of the alternative treatments and elections under AASB 1: First Time Adoption of Australian Equivalents to International Financial Reporting Standards has been considered where applicable.

The Committee are of the opinion that there are no material differences in the Association's accounting policies on conversion to AEIFRS. Users of the financial statements should note, however, that the impact of AEIFRS on the Association, could change if there are any amendments by standard-setters to the current AEIFRS.

## TCEEA Statement of Values

### VISION STATEMENT

*The Tasmanian Catholic Education Association, a branch of the Independent Education Union of Australia, is an inclusive body that supports employees in Catholic schools.*

*Your union is founded upon the principles of Catholic social justice teaching; that employers and employees are equal partners in the workplace and must have a relationship based on mutual respect.*

*Your union aims to actively pursue the professional and industrial needs of workers in catholic education.*

*Your union is committed to Pope John Paul II's encyclical 'Laborem Exercens' (the dignity of labour), and we cite from that document the rights of workers to:*

- *Work*
- *Receive just wages*
- *Form associations for the purpose of defending the vital interests of workers*
- *Take industrial action including strike under certain circumstances*
- *Not to be discriminated against because they choose to form a family, and*
- *Have adequate rest*

### OUR VALUES

- We believe that workers have the right to working conditions that are healthy and safe in spiritual, physical and social contexts.
- We affirm the right of all workers to join and be represented by their union.
- We believe that workers have the right to feel secure in their employment and protected from being dismissed unfairly.
- We believe that workers have the right to be treated fairly and justly if involved in a dispute in the workplace; that is, according to the principles of natural justice.
- We agree with the Australian catholic bishops that salaries paid to workers in catholic education should be no less than industry standards.
- We recognise that it is vital that employees are able to achieve and maintain a balance between work and family commitments.
- We are committed to being a democratic organization that treats all workers equally and is inclusive of and welcoming to all workers in catholic education. We will advocate strongly for all.
- We believe that the union can be truly effective if the members know that the union truly belongs to them and that the TCEEA goals are in step with the goals of the workers.
- We believe in encouraging all members to fully participate in their union.
- We are committed to collective bargaining providing it remains the most effective method of progressing the interests of all members.
- We believe that workers have the right to be consulted and informed about issues that affect the mode, terms or conditions of their employment.
- We assert the right of the union to recruit, organise and represent members.
- We believe in supporting members to develop their own skills and understanding to progress any individual workplace issues they may have.
- We believe that the support of members for each other is our greatest strength – that is, we believe in solidarity, not self-interest.
- We believe that workplaces should be free of harassment, intimidation, violence and discrimination.
- We are opposed to discrimination in all forms including that based on race, religion, age, ethnicity, gender, disability, sexual preference and political beliefs. We believe in equal opportunity for all.
- We believe that union workplace reps should have access to adequate training, time, support and materials to enable them to carry out their role.
- We maintain that all workers should be offered opportunities to participate in professional learning.
- We believe that the union has the right and obligation to affiliate with other relevant non-political bodies within and outside catholic education.
- We are committed to being participants in the movement for a more humane society and one that builds peace, justice and human rights in our local area, nationally and internationally.

May 2004

# Criteria for Minor Fellowships

1. To be eligible to apply for a Minor Fellowship the applicant must have been a TCEEA member for at least three years.
2. The applicant must have approached his or her Principal in the first instance and the Principal has informed the applicant that the school is not able to cover all the costs involved in the course / seminar / conference / professional development activity.
3. The funding sought must be for costs involved with attendance at an activity that will enhance the Professional, Religious or Industrial expertise of the member.
4. Minor Fellowships cannot be granted for costs involved with a tertiary course of study that is being undertaken in order to gain additional formal qualifications.
5. Successful applicants must agree to:
  - write a short resume of their experience for *Newslines* and the TCEEA website
  - undertake to pass on to colleagues the benefit of their experience through meetings, email communication or other appropriate mechanisms.
6. Five Minor Fellowships of \$300 are available in each financial year 1<sup>st</sup> July – 30<sup>th</sup> June.
7. A member is not eligible for a second Minor Fellowship until three years have elapsed since the last successful application by that member.
8. Applications for Minor Fellowships are to be submitted in writing to the Committee of Management of the TCEEA.
9. Applications will be considered at the bi-monthly Committee of Management Meetings. All applicants will be informed as to the success or otherwise of their application
10. Applications should spell out the benefits the member expects to gain from participation in the Activity and how this will be beneficial in his/her working life.