



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2002/436-[283V-BOXT]

Ms M. Newth
Secretary
National Tertiary Education Industry Union-Box Hill
Institute of TAFE Branch
Whitehorse Campus
C/- Cass
PO Bag 2014
BOX HILL VIC 3128

Dear Ms. Newth

**Re: National Tertiary Education Industry Union-Box Hill Institute of TAFE Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2002.

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

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

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

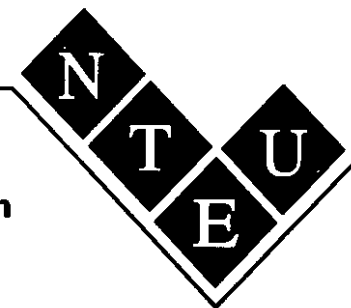
Yours sincerely

Clency Lapiere
Team Manager
E-mail: clency.lapiere@air.gov.au
11 July, 2002

26 September, 2002

Mr. Clency Lapierre
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
Melbourne 3001

**National
Tertiary
Education
Union**



VICTORIAN DIVISION

Dear Mr. Lapierre

**Re: National Tertiary Education Industry Union –Box Hill Institute of TAFE
Branch –Financial Reporting Obligations – Workplace Relations Act 1996**

S271A – Application for Certificate

My name is Matthew McGowan; I am the Victorian Division Secretary of the National Tertiary Education Union. I am making this application at the request of and on behalf of the Branch.

In consideration of s271A of the Act, I apply for a certificate to exempt the Branch from the requirements of the Act relating to financial matters occurring in the year ending 30 June 2002.

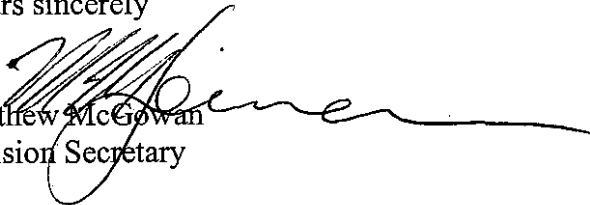
In support of the application I state:

1. The Branch does not hold an interest in any real or personal property.
2. The Branch does not act as a trustee in any form.
3. The Branch holds no funds prescribed under subrule 51.4 of the NTEU.
4. The Branch's structure is not mirrored in the form of another organisation.
5. Members pay their union dues individually by either direct debit or invoice to the National Office. No dues are paid through the Branch.
6. A small sustenance amount per member is remitted back to the Division Office, to be used if required for any activities on behalf of the members. The amount involved is less than \$500 per year.
7. The Branch does not have any obligations which require it to hold its own funds.

8. No financial records have been produced by the Branch for some years. The Branch closed its bank account in December 1999 and transferred the balance of that account to the Victorian Division.
9. The Branch's financial affairs are now, under subrule 40.A1, the responsibility of the Victorian Division and any expenditure is recorded through an imprest system and duly audited within the Division's own financial reports. The total amount held at 30/06/2002 is \$ 4,098.09 (see attached)

If you require any future information please contact Frank Glaubitz on 9254 1930.

Yours sincerely


Matthew McGowan
Division Secretary

Attach.

DATE	PERIOD	BATCH NUMBER	TRAN/LN NUMBER	BANK PAGE LN	REFERENCE	DETAILS	DEBIT	CREDIT	BALANCE
2514		Box Hill Institute of TAFE				Opening Balance			3685.59-
3/06/02	12 Jun	117	20		2002/1	2001/2002 Branch Allocation		412.50	4098.09-
						Closing Balance			4098.09-



Workplace Relations Act 1996

s.271A certificate of exemption from requirements of Part IX, Division 11

National Tertiary Education Industry Union
(FR 2002/436)

CERTIFICATE

On 1 October 2002 an application was made under subsection 271A(1) of the *Workplace Relations Act 1996* for a certificate of exemption by the Box Hill Institute of TAFE Branch of the National Tertiary Education Industry Union in respect of the financial year ended 30 June 2002. I am satisfied that the branch did not have any financial affairs in the year ended 30 June 2002.


Damien P. Staunton
Deputy Industrial Registrar

9 October 2002





AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9654 6672

Mr. M. McGowan
Division Secretary
National Tertiary Education Industry Union
Victorian Division
PO Box 1324
SOUTH MELBOURNE VIC 3205

Dear Mr. McGowan,

Re: Applications for certificates of exemption from requirements of Part IX, Division 11 of the Workplace Relations Act 1996 - FR 2002/436, 438, 439, 445, 448, 450, 451, 453, 455, 463, 476, 477, 490 and 491.

I refer to your applications dated 26 September 2002 for a certificate of exemption under subsection 271A(1) of the *Workplace Relations Act 1996* ('the Act'), in respect of the following branches of the National Tertiary Education Industry Union, for the financial year ended 30 June 2002:

Box Hill Institute of TAFE Branch
Central Gippsland Institute of TAFE Branch
Chisholm Institute of TAFE Branch
East Gippsland Institute of TAFE Branch
Gordon Institute of TAFE Branch
Goulburn-Ovens Institute of TAFE Branch
Holmesglen College of TAFE Branch
Kangan Batman Institute of TAFE Branch
Bendigo Regional Institute of TAFE Branch
Northern Melbourne Institute of Technology Branch
Sunraysia Institute of TAFE Branch
South West Institute of TAFE Branch
William Angliss Institute of TAFE Branch
Wodonga Institute of TAFE Branch

I have granted the applications. My certificates are enclosed.

An examination of the records of this office indicates that the financial documents of the Centre for Adult Education Branch for the years ended 30 June 1999, 30 June 2000, 30 June 2001 and 30 June 2002 have not been received.

Your advice, in writing, is urgently requested as to when lodgement, under cover of your certification in accordance with subsection 280(1), may be expected.

Should you wish to discuss the matters raised in this letter, Mr. Larry Powell can be contacted on (03) 8661 7993.

Yours sincerely,

Damien P. Staunton
Deputy Industrial Registrar
9 October 2002