



Ms Marion Grybas
Industrial Officer
National Tertiary Education Industry Union
Deakin University Branch

By email: grybas@deakin.edu.au

Dear Ms Grybas,

**Re: Financial Report for the Financial Year Ended 30 June 2007 - FR2007/324
Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)**

I acknowledge receipt of the amended Auditor's Opinion of the Deakin University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2007. The document was lodged in the Industrial Registry on 12 June 2008.

The financial report has now been filed.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged.

Timescale Requirements

As you are aware, an organisation is required under the RAO Schedule to undertake certain steps in accordance with specified timelines. Information about these timeline requirements can be found on the Australian Industrial Relations Commission [website](#). In particular, I draw your attention to [fact sheet 08](#) which explains the timeline requirements, and [fact sheet 09](#) which sets out the timeline requirements in diagrammatical form.

Provide reports to members before committee of management meeting

The full report is to be presented to a General Meeting to be held within 6 months after the end of the financial year – see section 265(5)(a) of the RAO Schedule.

It is noted that this did not occur within the timeframe. In future financial years, please ensure that the General Meeting is to be held within 6 months after the end of the financial year.

Documents not lodged in Registry within 14 days of meeting

The documents were presented to a General Meeting on 11 February 2008 but were not lodged in the Registry until 4 March 2008.

In future financial years the documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - see section 268 of the RAO Schedule.

Operating Report

Membership of committee of management

Regulation 159(c) of the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003* (RAO Regulations) provides that the Operating Report should contain the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position.

I note the Operating Report does not list the periods for members of the committee of management holding the positions for less than the full financial year. In future financial years, please ensure that this information is provided.

Auditor's Report

Auditor's Qualifications

In future financial years, the Auditor's Report should be amended so that it provides details of the Auditor's qualifications to confirm he or she is an 'approved auditor' under s256 of the RAO Schedule and Regulation 4 of the RAO Regulations.

Regulation 4 defines an approved auditor as a person who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants *and* holds a current Public Practice Certificate. It is our preference that these qualifications are noted on the Auditor's Report.

Auditor's Opinion

I note that the amended Audit Opinion does contain the correct words 'presents fairly' but also contains the words 'true and fair view' as was used in the superseded legislation. It is suggested that the Auditor refrain from using the words 'true and fair view' in his Audit Opinion. The following wording in the auditor's opinion would satisfy the requirements:

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

I note that the Auditor's Report for the financial year ended 30 June 2006 used substantially similar wording to the wording suggested above. I attach a copy of the Auditor's Report for the financial year ended 30 June 2006 for your information.

Should you wish to discuss the matters raised in this letter, I can be contacted on (03) 8661 7882 or by email at michelle.baldini@air.gov.au.

Yours sincerely



Michelle Baldini
Statutory Services Branch

16 June 2008

INDEPENDENT AUDIT REPORT

TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION DEAKIN UNIVERSITY BRANCH

Scope

The financial report and trustees' responsibility

The general purpose financial report comprises the income statement, balance sheet, detailed income statement, cash flow statement and accompanying notes to the financial statements and the committee of management statement for the National Tertiary Education Industry Union – Deakin University Branch for the year ended 30th June 2006.

The trustees of the branch are responsible for the preparation and true and fair presentation of the general purpose financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the general purpose financial report.

Audit Approach

We conducted an independent audit in order to express an opinion to the members of the branch. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996 including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the branch's financial position, and of its performance as represented by the results of its operations and its cash flows.

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

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee of management.



Chartered Accountants

INDEPENDENT AUDIT REPORT

TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION DEAKIN UNIVERSITY BRANCH

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

Independence

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

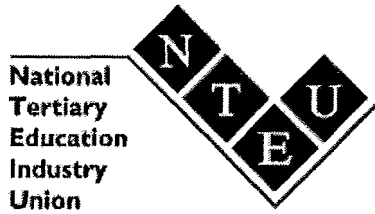
Audit Opinion

In our opinion, the general purpose financial report of the National Tertiary Education Industry Union – Deakin University Branch is presented fairly in accordance with:

- (i) applicable Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996, and
- (ii) other mandatory professional reporting requirements.

LOCKWOOD WEHRENS
Chartered Accountants
Camberwell

ANDREW WEHRENS
Member of The Institute of Chartered
Accountants in Australia – 79117, holder
of a current Certificate of Public Practice
2006



DEAKIN UNIVERSITY BRANCH
Room EA2.38, 221 Burwood Highway,
Burwood 3125
Tel: (03) 9244 6874
Fax: (03) 9244 6322
E-mail: grybas@deakin.edu.au

A.B.N 38 579 396 344
PRESIDENT: Dr Colin Long
SECRETARY: Dr Michael Leach

10th June 2008

Mr Clency Lapierre
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

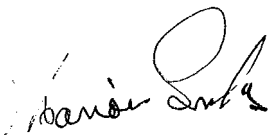
Dear Mr Lapierre

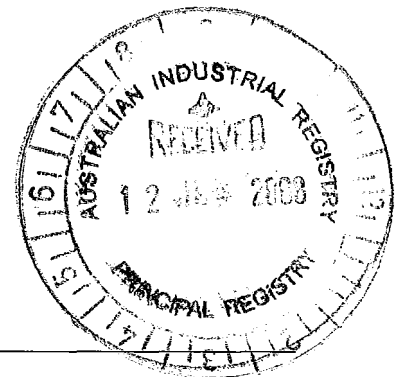
Re NTEU Deakin University Branch Accounts

As requested, please find enclosed 2 signed and amended copies of page 18 of the 2007 NTEU Deakin branch Financial Statements.

Please contact me if you require any further information

Yours sincerely


Marion Grybas
Branch Organiser
NTEU Deakin University Branch



NTEU Deakin University Branch,
Room EA2.38, 221 Burwood Highway, Burwood 3125



Chartered Accountants
Auditors
Business Services
Financial Planning Services

INDEPENDENT AUDITOR'S REPORT (continued)

**TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion, the financial report of the National Tertiary Education Industry Union – Deakin University Branch is presented fairly in accordance with the Workplace Relations Act 1996 including:

- (i) giving a true and fair view of the Branch's financial position as at 30th June 2007 and of its performance for the year ended on that date; and
- (ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996.



Lockwood Wehrens
Chartered Accountants
Hawthorn



Alan Lockwood
Principal
21 December 2007



Chartered Accountants
Auditors
Business Services
Financial Planning Services

INDEPENDENT AUDITOR'S REPORT (continued)

**TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

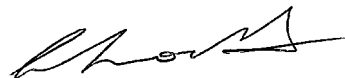
Auditor's Opinion

In our opinion, the financial report of the National Tertiary Education Industry Union – Deakin University Branch is presented fairly in accordance with the Workplace Relations Act 1996 including:

- (i) giving a true and fair view of the Branch's financial position as at 30th June 2007 and of its performance for the year ended on that date; and
- (ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996.



Lockwood Wehrens
Chartered Accountants
Hawthorn



Alan Lockwood
Principal
21 December 2007

Liability Limited by a scheme approved under Professional Standards Legislation



Ms Marion Grybas
Industrial Officer
National Tertiary Education Industry Union
Deakin University Branch

By email: grybasm@deakin.edu.au

Dear Ms Grybas,

**Re: Financial Report for the Financial Year Ended 30 June 2007 - FR2007/324
Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)**

Thank you for the financial reports of the Deakin University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2007. The documents were lodged in the Industrial Registry on 4 March 2008 and 22 May 2008.

Please note that under sections 230(1)(d) and 233(2) of the RAO Schedule and regulation 147(d)(ii) of the *Workplace Relations (Regulation and Accountability of Organisations) Regulations 2003* (RAO Regulations), if the address of the office for your branch has changed, that change must be lodged by declaration of secretary or prescribed officer within 35 days of the change.

The financial report has not yet been filed due to the issues raised in the following paragraphs.

Auditor's Report

Auditor's Opinion

The term "true and fair view" was used in the superseded legislation. Subsection 257(5) of the RAO Schedule sets out the matters upon which an auditor is required to make an opinion on whether the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and other requirements of the RAO Schedule. The following wording in the auditor's opinion would satisfy the requirements:

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

I note that the Auditor's Report for the financial year ended 30 June 2006 used substantially similar wording to the wording suggested above.

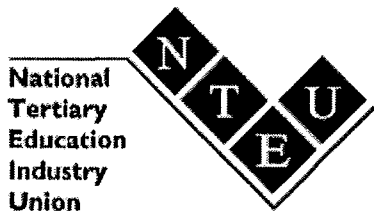
Accordingly, in order to secure compliance with the organisation's obligations under the RAO Schedule, I require you to obtain and lodge in the Registry an amended Audit report.

Should you wish to discuss the matters raised in this letter, I can be contacted on (03) 8661 7882 or by email at michelle.baldini@air.gov.au.

Yours sincerely

Michelle Baldini
Statutory Services Branch

28 May 2008



DEAKIN UNIVERSITY BRANCH
Room EA2.38, 221 Burwood Highway,
Burwood 3125
Tel: (03) 9244 6874
Fax: (03) 9244 6322
E-mail: grybas@deakin.edu.au

A.B.N 38 579 396 344

PRESIDENT: Dr Colin Long
SECRETARY: Dr Michael Leach

21st May 2008

Mr Clency Lapierre
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Dear Mr Lapierre

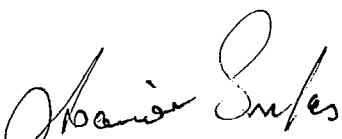
Re NTEU Deakin University Branch Accounts

As requested please find enclosed Certificate of Secretary and Committee of Management Statement duly signed.

I would appreciate if you could also record the new Room Number in our address to read EA2.38.

Please contact me if you require any further information

Yours sincerely


Marion Grybas
Branch Organisor
NTEU Deakin University Branch

NTEU Deakin University Branch,
Room EA2.38, 221 Burwood Highway, Burwood 3125

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

I, Michael Leach, being the Branch Secretary of National Tertiary Education Industry Union – Deakin University Branch (the reporting unit) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- that the full report was provided to members on 21ST JANUARY 2008; and
- that the full report was presented to a general meeting of the members of the reporting unit on 11TH FEBRUARY 2008, in accordance with section 266 of the RAO Schedule.

Signature: _____

Date: _____

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

On 13th December 2007, the Committee of Management of the National Tertiary Education Industry Union – Deakin University Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30th June 2007:

The Committee of Management declares that 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 National Tertiary Education Industry Union, including the Branch rules;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (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 National Tertiary Education Industry Union;
 - (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;

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT (Continued)

- (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule;
- (f) in relation to the recovery of wages activity:
 - (i) there has been no such activity undertaken by the reporting unit.

For the Committee of Management: Michael Leach

Title of Office Held: Branch Secretary

Signature: MP L

Date: 15-5-08

From: [Tran, Tom](#)
To: ["Marion Grybas";](#)
CC:
Subject: RE: NTEU Deakin branch AGM
Date: Tuesday, April 01, 2008 3:59:36 PM
Attachments:

That's quite alright Marion,

If the documents were provided to members on the 21st of January 2008 then we will also need a fresh secretary's certificate reflecting these dates in addition to the Committee of Management Statement.

Regards,

Tom Tran.

From: Marion Grybas [mailto:grybas@deakin.edu.au]
Sent: Tuesday, 1 April 2008 3:42 PM
To: Tran, Tom
Subject: FW: NTEU Deakin branch AGM

Hi Tom

Sorry that we are causing you trouble.

I have forwarded to you a copy of the email that was sent to all members.

From what I can see that date is 21st January 2008 and is the required 21 days prior to the holding of the AGM

Can you confirm that this is OK.

Many thanks

Marion

From: Garry Ryan
Sent: Mon 21/01/2008 10:13 AM
To: clong@deakin.edu.au
Subject: NTEU Deakin branch AGM

Dear Members,

Happy New Year to all NTEU members.

We will be holding a Deakin Branch Annual General Meeting on Monday 11 February in Lecture Theatre 10 (Burwood campus) at 1.00 pm to formally approve our annual accounts before submission to the Australian Securities and Investments Commission. It will also give us an

opportunity to discuss any other current issues.

All are welcome.

Regards,

Colin Long

sent by

Garry Ryan

NTEU Deakin Industrial Organiser

Workers who negotiate together in a union get higher wages and better conditions than those who go it alone.*

*Australian Bureau of Statistics, 2007.

Please consider the environment before printing this email

Please notify the NTEU by return email if you wish to be removed from our mail-out list. Email addresses are not sold or disclosed to third parties.

If you wish to view records we have of your contact details or your membership, please email us at nteu@deakin.edu.au

DIARY DATES (Details at Branch www.nteu.org.au/bd/deakin).

1. Branch Meeting 3rd April 2008

Marion Grybas, JP Executive Officer, **EMAIL:** grybas@deakin.edu.au

NTEU Deakin University Branch

Tel (03) 9244 6874 Fax 03 9244 6322

The Deakin Branch Office is situated at Room H 304 Burwood Office

The hours are 8.30am - 4.30pm Tuesday Wednesday Thursday

If you require urgent industrial advice please contact Garry Ryan Branch Industrial Officer, (0418 150 223)

From: [Marion Grybas](#)
To: [Tran, Tom;](#)
CC:
Subject: FW: NTEU Deakin branch AGM
Date: Tuesday, April 01, 2008 3:39:42 PM
Attachments:

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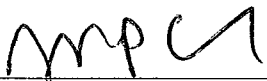
**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH
GENERAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED
30th JUNE 2007
*Full Report***

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

I, Michael Leach, being the Branch Secretary of National Tertiary Education Industry Union – Deakin University Branch (the reporting unit) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- that the full report was provided to members on 19/12/07 2008; and
- that the full report was presented to a general meeting of the members of the reporting unit on 11/02/08 2008, in accordance with section 266 of the RAO Schedule.

Signature: 

Date: 12/02 2008

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2007

Principal Activities

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

- To improve and protect the salaries and conditions of employment of our members;
- To represent our members in approaches to and discussions with their employer;
- To negotiate collective agreements which improve the conditions of employment of our members;
- To enforce existing industrial agreements on behalf of our members; and
- To promote industrial peace through conciliation and arbitration.

Results of Principal Activities

The Branch's principal activities resulted in the maintenance and improvement of the salaries and conditions of employment of our members, especially for those members covered by collective agreements negotiated by the Branch.

Significant Changes in the Nature of Principal Activities

There were no significant changes in the nature of the Branch's principal activities during the financial year.

Significant Changes in the Branch's Financial Affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme

No officer or member of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme because they are an officer or a member of a registered organisation.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 925 (2006 – 965).

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2007 (Continued)

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch were 1.0 (being two part-time employees) measured on a full-time equivalent basis.

Members of the Committee of Management

The persons who held office as members of the Committee of Management of the Branch at the beginning of the financial year were:

Branch President	Colin Long
Vice-President (Academic)	Patrick Flanagan
Vice-President (General)	John Lannan (1)
Branch Secretary	Cathy Van Winckel
Committee Member	Andrew Giles
Committee Member	Don Swanson
Committee Member	Tracey Jennings
Committee Member	Anne Clancy
Committee Member	Sky Mykata (2)
Committee Member	Maree Kavanagh (2)
Committee Member	Joshua Beggs (3)
Committee Member	Michael Leach (3)
Committee Member	Jamie Butterworth (3)

- 1) Fran Robbins replaced John Lannan as vice-president (general) during the financial year.
- 2) These members resigned from the committee during the financial year.
- 3) These members joined the committee during the financial year.

There were no changes to the composition of the Committee of Management during the financial year 1st July 2006 to 30th June 2007 unless mentioned above.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2007 (Continued)

Manner of Resignation – s254(2)(c)

Members may resign from the organisation in accordance with Rule 11 (Resignation from Membership) which reads as follows:

- 11.1 A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary provided that:
- (a) Where a written notice of resignation is received by a Division Secretary, he or she shall as soon as practicable forward a copy of the notice of resignation to the appropriate Branch Secretary;
 - (b) Where a written notice of resignation is received by a Branch Secretary, he or she shall as soon as practicable forward a copy of the notice of resignation to the relevant Division Secretary.
- 11.2 A notice of resignation from membership takes effect:
- (a) where the member ceases to be eligible to become a member of the Union
 - (i) on the day on which the notice is received by the Union; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is later; or
 - (b) in any other case:
 - (i) at the end of two weeks, or if permitted by law three months after the notice is received by the Union; or
 - (ii) on the day specified in the notice;whichever is later.
- 11.3 Any dues payable but not paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Union in a court of competent jurisdiction, as a debt due to the Union.
- 11.4 A notice delivered to the Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.

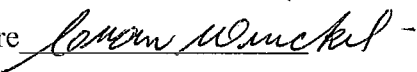
**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2007 (Continued)

- 11.5 A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with sub-rule 1 of this rule.
- 11.6 A resignation from membership is valid even if it is not effected in accordance with this rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.
- 11.7 Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.

Name CATHERINE VAN WINCKEL

Title SECRETARY

Signature 

Date: 19 / 12 / 2007

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

On 13TH DECEMBER 2007, the Committee of Management of the National Tertiary Education Industry Union – Deakin University Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30th June 2007:

The Committee of Management declares that 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 National Tertiary Education Industry Union, including the Branch rules;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (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 National Tertiary Education Industry Union;
 - (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;

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT (Continued)

- (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule;
- (f) in relation to the recovery of wages activity:
- (i) there has been no such activity undertaken by the reporting unit.

For the Committee of Management: Michael Leach

Title of Office Held: Branch Secretary

Signature:  _____

Date: 2007

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

**INCOME STATEMENT
FOR THE YEAR ENDED 30th JUNE 2007**

	2007	2006
	\$	\$
Profit / (Loss) from Continuing Operations	(3,539)	10,296
Retained Profits at the beginning of the financial year	28,683	18,387
Retained Profits at the end of the financial year	<u>25,144</u>	<u>28,683</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

**BALANCE SHEET
AS AT 30th JUNE 2007**

	Note	2007 \$	2006 \$
CURRENT ASSETS			
Cash and Cash Equivalents	2	48,347	50,149
Trade and Other Receivables	3	399	399
TOTAL CURRENT ASSETS		48,746	50,548
NON CURRENT ASSETS			
Plant & Equipment	4	2,554	791
TOTAL NON-CURRENT ASSETS		2,554	791
TOTAL ASSETS		51,300	51,339
CURRENT LIABILITIES			
Trade and Other Payables	5	4,827	4,616
Employee Provisions	6	9,939	11,411
TOTAL CURRENT LIABILITIES		14,766	16,027
NON-CURRENT LIABILITIES			
Employee Provisions	6	11,390	6,629
TOTAL NON-CURRENT LIABILITIES		11,390	6,629
TOTAL LIABILITIES		26,156	22,656
NET ASSETS		25,144	28,683
MEMBERS' FUNDS			
Retained Profits		25,144	28,683
TOTAL MEMBERS' FUNDS		25,144	28,683

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

**DETAILED INCOME STATEMENT
FOR THE YEAR ENDED 30th JUNE 2007**

	2007	2006
	\$	\$
INCOME		
Gross Member Subscriptions	302,449	382,613
Less : Capitation Fees National Office	(129,968)	(164,778)
Capitation Fees Victorian Division	(86,266)	(125,969)
Net Member Subscriptions	<u>86,215</u>	<u>91,866</u>
Interest Received	652	813
Sundry Income	196	462
BRANCH INCOME	<u>87,063</u>	<u>93,141</u>
 EXPENDITURE		
Audit	2,100	2,100
Bank Charges	30	36
Branch Funds	-	390
Computer Software	80	-
Conferences	640	4,046
Depreciation	429	334
EBA – Campaign	-	1,022
Employee Provisions	3,288	975
Gifts	-	180
Industrial Action Expenses	337	919
Insurance	438	435
Meeting Expenses	2,283	1,922
Newsletters	630	461
Office Amenities	2,428	1,843
Parking Fees	775	406
Printing	352	
Professional Development	3,144	2,136
Repairs & Maintenance	815	-
Salaries & Wages – Employees	65,108	48,132
Stationery	619	623
Sundry Expenses	1,165	2,338
Superannuation	4,027	11,961
Training	-	-
Travel & Accommodation	1,207	1,084
University Service Fees	73	362
Workcover	634	1,140
BRANCH EXPENDITURE	<u>90,602</u>	<u>82,845</u>
 PROFIT / (LOSS) FROM CONTINUING OPERATIONS	<u>(3,539)</u>	<u>10,296</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30th JUNE 2007**

	2007	2006
	\$	\$
Cash flows from Operating Activities		
Receipts from members	302,449	382,823
Interest received	652	813
Sundry Income	196	462
Payments to suppliers & employees	(302,907)	(369,768)
	-----	-----
Net cash provided by / (used in) operating activities – Note B	390	14,330
	-----	-----
Cash flows from Investing Activities		
Purchases of fixed assets	(2,192)	(805)
	-----	-----
Net cash (used in) investing activities	(2,192)	(805)
	-----	-----
Cash flows from Financing Activities	-	-
	-----	-----
Net increase / (decrease) in cash and cash equivalents held	(1,802)	13,525
Cash and cash equivalents at the beginning of the financial year	50,149	36,624
	-----	-----
Cash and cash equivalents at the end of the financial year – Note A	48,347	50,149
	=====	=====

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30th JUNE 2007**

	2007	2006
	\$	\$
 Note A Reconciliation of Cash and Cash Equivalents		
For the purposes of the cash flow statement cash and cash equivalents includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the cash flow statement is reconciled to the related items in the balance sheet as follows:		
Cash at Bank	48,347	50,149
	-----	-----
	48,347	50,149
	=====	=====
 Note B Reconciliation of net cash provided by operating activities to profit / (loss) from continuing operations		
Profit / (loss) from continuing operations	(3,539)	10,296
Non-cash flows in profit / (loss) from continuing operations:		
Depreciation	429	334
Changes in Assets & Liabilities:		
(Increase) / decrease in trade and other current receivables	-	210
Increase / (decrease) in trade and other payables	211	2,516
Increase / (decrease) in employee provisions	3,289	974
	-----	-----
	390	14,330
	=====	=====

The branch has no credit stand-by or financing facilities in place.

There were no non-cash financing or investing activities during the period.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30th JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Australian Accounting Group Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Trustees' accountability requirements under the Union's Rules and the requirements under the Workplace Relations Act 1996.

The financial report covers the National Tertiary Education Industry Union – Deakin University Branch as an individual entity. The National Tertiary Education Industry Union is a registered organisation registered under the Workplace Relations Act 1996 and domiciled in Australia. The National Tertiary Education Industry Union – Deakin University Branch is a branch of that organisation.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where stated, current valuations of non-current assets.

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

(a) Fixed Assets

Depreciation is provided on all fixed assets so as to write off the assets progressively over their estimated economic lives to the Branch. The prime cost method of depreciation is used.

Depreciation rates used for each class of assets are:

Class of asset	Depreciation Rate
Office Furniture and Equipment	25%

(b) Revenue

Member subscription revenue is recognised when the respective fees have been deducted from the members' wages and salaries.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(c) Provision for Employee Entitlements

The provision relates to annual leave and long service leave and has been calculated on the basis of actual entitlements under appropriate awards, based on current wage rates.

(d) Leases

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(e) Income Tax

No income tax has been provided, as the Branch is exempt from income tax pursuant to section 50-15 of the Income Tax Assessment Act 1997, as amended.

(f) Information to be provided to members or registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-section (1) (2) and (3) of section 272, which reads as follows:

- (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.
- (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.
- (3) A reporting unit must comply with an application made under sub-section (1).

Note: This sub-section is a civil penalty provision

(g) Economic Dependency

The Branch is not economically dependent on any other reporting units of the organisation.

(h) Segment Reporting

The reporting entity operates in one business and geographical segment being the provision of trade union services to its members in Victoria.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2007**

	2007	2006
	\$	\$
2. CASH AND CASH EQUIVALENTS		
Cash at Bank	<u>48,347</u>	<u>50,149</u>
	48,347	50,149
3. TRADE AND OTHER RECEIVABLES		
Prepayments	399	399
GST Owed by the ATO	-	-
	<u>399</u>	<u>399</u>
4. PLANT AND EQUIPMENT		
Office Furniture and Equipment- at cost	15,269	13,077
Less : Accumulated Depreciation	<u>(12,715)</u>	<u>(12,286)</u>
	2,554	791
Movements in Carrying Values		
Opening balance at the beginning of the year	791	320
Additions	2,192	805
Depreciation	<u>(429)</u>	<u>(334)</u>
Closing balance at the end of the year	<u>2,554</u>	<u>791</u>
5. TRADE AND OTHER PAYABLES		
Sundry Creditors And Accruals	2,100	2,100
GST Payable to the ATO	<u>2,727</u>	<u>2,516</u>
	4,827	4,616
6. EMPLOYEE PROVISIONS		
Current		
Annual Leave	9,939	11,411
Non-Current		
Long Service Leave	11,390	6,629
	<u>21,329</u>	<u>18,040</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2007**

7. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The reporting entity'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 those financial assets and liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2007	2006	2007	2006
Financial Assets				
Cash at bank	0.50%	0.50%	\$48,347	\$50,149

No financial assets are subject to a fixed interest rate.
No financial liabilities are subject to any interest rate.

(b) Credit Risk

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

(c) Net Fair Values

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

8. UNION DETAILS

The office of the branch is located at;

Room H 304
221 Burwood Highway
BURWOOD VIC 3125

INDEPENDENT AUDITOR'S REPORT



Chartered Accountants

Auditors

Business Services

Financial Planning Services

TO THE MEMBERS OF

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

DEAKIN UNIVERSITY BRANCH

Report on the Financial Report

We have audited the accompanying financial report of National Tertiary Education Industry Union – Deakin University Branch which comprises the balance sheet as at 30th June 2007 and the income statement, detailed income statement, and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and committee of management's statement.

Trustees' Responsibility for the Financial Report

The trustees of the branch are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Workplace Relations Act 1996. This responsibility includes establishing 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. The 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 judgment 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 branch'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 branch's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the trustees, as well as evaluating the overall presentation of the financial report.

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



Chartered Accountants
Auditors
Business Services
Financial Planning Services

INDEPENDENT AUDITOR'S REPORT (continued)

**TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, the financial report of the National Tertiary Education Industry Union – Deakin University Branch is in accordance with:

- (i) giving a true and fair view of the Branch's financial position as at 30th June 2007 and of its performance for the year ended on that date; and
- (ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996.



Lockwood Wehrens
Chartered Accountants
Hawthorn



Andrew Wehrens
Member of The Institute of Chartered
Accountants in Australia – 79117, holder of a
current Certificate of Public Practice
21st December 2007