



Fair Work Australia

6 July 2009

Ms Margaret Buckridge
President
National Tertiary Education Industry Union, Griffith University Branch
email: m.may@griffith.edu.au

Dear Ms Buckridge

Re: Financial Reports for the National Tertiary Education Industry Union, Griffith University Branch for years ended 30 June 2005, 2006, 2007 and 2008 – FR2005/359, FR2006/280, FR2007/330 and FR2008/410

I acknowledge receipt of the financial reports for the National Tertiary Education Industry Union, Griffith University Branch for the years ended 30 June 2005, 2006, 2007 and 2008. The reports were lodged with the Registry on 26 June 2009.

Ordinarily we would advise you of deficiencies that you should take into account in preparation of future financial reports. However, as the 2005, 2006 and 2007 reports have already been completed and the relevant timelines incapable of being remedied it seems redundant to draw your attention to those matters.

Nonetheless I have noted below a number of matters I have identified which I would ask you to take specific account of (in addition to timelines in order to ensure full compliance) in the event in the future you are required to prepare full reports.

The financial reports have 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.

Operating Report

Membership of Committee of Management

The operating report contained a list of office holders as at the end of the financial year. Please note the operating report is required to 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 - refer regulation 159(c) of the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003*.

Presentation of the full report to a general meeting

Section 265(5)(a) of Schedule 1 requires that the general meeting of members is to be held within six months of the end of the financial year and that copies of the report are to be provided to members 21 days prior to that meeting. Future reports should be distributed as required by section 265(5)(a) of the Act.

11 EXHIBITION STREET
MELBOURNE VIC 3000

GPO BOX 1994
MELBOURNE VIC 3001

Telephone:
(03) 8661 7777
Facsimile:
(03) 9655 0410
Email: www.orgs@fwa.gov.au
Internet: www.fwa.gov.au

If you wish to discuss any of the matters referred to above I can be contacted on (03) 8661 7764.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Kevin Donnellan', with a long horizontal flourish extending to the right.

Kevin Donnellan

Tribunal Services and Organisations

Fair Work Australia

Email: kevin.donnellan@fwa.gov.au

Certificate of Secretary or other Authorised Officer

Griffith University Branch

S268 of Schedule 1B Workplace Relations Act 1996

I, Arthur Poropat, being Vice President(Academic) of Griffith University Branch of the National Tertiary Education Union do certify:

- That the documents lodged herewith are copies of the full reports for the financial years 2004-2005, 2005-2006, 2006-2007, 2007-2008, referred to in s268 of the RAO Schedule; and
- That the full reports for the financial years 2004-2005, 2005-2006, 2006-2007, 2007-2008, were provided to members on 2nd June 2009; and
- That the full reports for 2004-2005, 2005-2006, 2006-2007, 2007-2008 were presented to a general meeting of members of the reporting unit on 24th June 2009; in accordance with section 266 of the RAO Schedule.

Signature:



Date:

24.6.2009

**THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 JUNE 2006

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2006

	NOTE	2006 \$	2005 \$
INCOME			
Membership Fees	1(e)	82,076	412,220
Interest Received		1,631	1,921
Other Income		-	221
Administration Fee –GUFSA		1,200	1,200
Donations – Recruitment		<u>3,000</u>	<u>-</u>
		87,907	415,562
EXPENDITURE			
Audit Fees		-	1,500
Bank Charges		193	232
Capitation - NTEU (Qld) Division	1(e)	-	179,382
- NTEU - National	1(e)	-	131,478
Campaign Expenses		1,198	1,409
Conference and Meeting Expenses		6,769	8,153
Commission – Fee Collection		1,628	-
Depreciation		-	1,619
Donations		-	100
Insurance		257	257
NTEU National Defence Fund		-	26,928
Payroll Tax		2,973	2,839
General Office Expenses		2,317	1,430
Postage, Printing and Stationery		777	668
Recruitment		1,138	-
Wages – Employees		57,540	51,252
Superannuation – Employees		9,421	8,713
Telephone and Fax		1,666	1,835
Provisions for Annual Leave and Long Service Leave		2,831	4,305
Loss – Office Equipment		-	1,618
Travel Expenses		407	696
Workcover		<u>146</u>	<u>154</u>
		89,261	424,568
Excess (Deficiency) of Income over Expenditure		<u>(1,354)</u>	<u>(9,006)</u>

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
BALANCE SHEET
FOR THE YEAR ENDED 30 JUNE 2006

	Note	2006 \$	2005 \$
CURRENT ASSETS			
Cash on Hand		850	100
Cash at Bank		9,461	(8,151)
Term Deposits		20,000	37,092
Receivables	2	<u>206</u>	<u>-</u>
		30,517	29,041
INVESTMENTS			
Shares – Uni Credit Union		10	10
NON-CURRENT ASSETS			
Plant and Equipment at Cost		18,326	18,326
Accumulated Depreciation		<u>(18,326)</u>	<u>(18,326)</u>
		-	-
Total Assets		<u>30,527</u>	<u>29,051</u>
CURRENT LIABILITIES			
Provision for Employee Entitlements		<u>16,475</u>	<u>13,645</u>
Total Liabilities		16,475	13,645
NET ASSETS			
		<u>14,052</u>	<u>15,406</u>
MEMBERS EQUITY			
Obtained Earnings			
Balance at 1 July 2005		15,406	24,412
Excess (Deficiency) of Income over Expenditure		<u>(1,354)</u>	<u>(9,006)</u>
Balance at 30 June 2006		<u>14,052</u>	<u>15,406</u>

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 June 2006

	Note	2006 \$	2005 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		85,076	413,747
Payments to suppliers & employees		(85,436)	(417,925)
Interest received		<u>1,631</u>	<u>1,921</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	3(b)	<u>1,271</u>	<u>(2,257)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Redemption of investments		<u>17,092</u>	<u>(1,917)</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>17,092</u>	<u>(1,917)</u>
Net increase (decrease) in Cash Held		18,363	(4,174)
Cash at the beginning of the financial period		<u>(8,051)</u>	<u>(3,877)</u>
Cash at the end of the financial period	3(a)	<u>10,312</u>	<u>(8,051)</u>

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2006

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The general purpose financial report has been prepared in accordance with Australian Standards, other mandatory professional reporting requirements and The Workplace Relations Act 1996.

The accounts are prepared in accordance with the historical cost convention. The accounting policies adopted are consistent with those of the previous year.

(a) Income Tax

The association is exempt from income tax under section 50 – 15 of the Income Tax Assessment Act, 1997. The ongoing applicability of this ruling is at the discretion of the Australian Taxation Office.

(b) Depreciation

Depreciation is calculated on a straight line basis so as to write off the full net cost of each depreciable non-current asset over its expected useful life

(c) Cash

For purposes of the statement of cash flows, cash includes deposits at call which are readily convertible to cash on hand and are used in the cash management function on a day to day basis, net of outstanding bank overdrafts.

(d) Employee Benefits

Provision is made for the company's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements 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 their nominal amount. Other employee entitlements 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 are made by the union to an employee superannuation fund and are charged as expenses when incurred.

(e) Comparative Figures

Where necessary, comparative figures have been adjusted to conform with the changes in presentation in the current year.

Comparative figures for membership revenue and capitation fees paid have been affected by rule changes as a result of the national financial restructure of the Union. Membership fees previously collected by the Branch and disbursed to the National Council as capitation are now collected directly by the National Council.

(f) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2006
(Continued)

2. RECEIVABLES

	2006	2005
	\$	\$
Net GST receivable	<u>206</u>	<u>—</u>
	<u>206</u>	<u>—</u>

3. NOTES TO STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

	2006	2005
	\$	\$
Petty Cash	850	100
Cash at Bank	<u>9,462</u>	<u>(8,151)</u>
	<u>10,312</u>	<u>(8,051)</u>

(b) Reconciliation of Net Cash Provided by Operating Activities to Operating Surplus/(Deficiency)

	2006	2005
	\$	\$
Operating surplus/(deficit)	(1,354)	(9,006)
Non-Cash Flows in Operating Surplus		
Depreciation	-	1,619
Changes in Assets and Liabilities		
Increase/(Decrease) in provisions	2,831	5,024
Decrease/(Increase) in other receivables	<u>(206)</u>	<u>106</u>
Net Cash Provided by Operating Activities	<u>1,271</u>	<u>(2,257)</u>

4. NOTICE REQUIRED UNDER SECTION 272 OF THE WORKPLACE RELATIONS ACT 1996

In accordance with the requirements of the Workplace Relations Act 1996, 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.
- (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 subsection (1)

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2006
(Continued)

5. SEGMENT REPORTING

The entity operates as a Union for Academic General Research and Language Instruction Staff employed by Griffith University in South East Queensland.

6. UNION DETAILS

The principal place of business of the union is:

National Tertiary Education Union
Griffith University Branch

Griffith University
Nathan Campus
Brisbane Qld

NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
CERTIFICATE OF COMMITTEE OF MANAGEMENT
FOR THE YEAR ENDED 30 JUNE 2006

We, being two members of National Tertiary Education Union Griffith University Branch, do state on behalf of the Executive and in accordance with a resolution passed by the Executive, that:

- (A) The Financial Statements and Notes comply with 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; and
- (E) During the financial year ended 30 June 2006 and since the end of that year:
 - (i) Meetings of the committee of management were held in accordance with the rules of the Branch; and
 - (ii) The financial affairs of the reporting unit have been managed in accordance with the rules of the Branch including the rules of a branch concerned; and
 - (iii) The financial records of the reporting unit have been kept and maintained in accordance with schedule 1B of the Workplace Relations Act 1996 and the Regulations; and
 - (iv) The information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of schedule 1B of the Workplace Relations Act 1996 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 schedule 1B of the Workplace Relations Act 1996.

Mr Buchridge
.....
11/09/07

.....

, 2007

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

Griffith University Branch

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006

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 Branches principal activities during the financial year.

Significant Changes in the Divisions 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 members who, at the end of the financial year, were recorded on the Register of Members was 843.

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch was 1 (one) on a full time basis.

Members of the Current Committee

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

Position	Name
President	Margaret Lee
Secretary	John Doyle
Vice- President (Academic)	Michael Barry
Vice -- President (General)	Lynda Davies
Committee Member	Kaye Broadbent
Committee Member	Robyn Hollander
Committee Member	Mandy Lupton
Committee Member	Arthur Poropat
Committee Member	Sharon Clifford

There were no changes to the composition of the Committee of Management during the financial year 1st July 2005 to the 30th June 2006 unless mentioned above.

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;

(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 a Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.
- 11.5 A notice of resignation that has been received by the 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 Margaret Buckridge
Title Branch President
Signature M Buckridge
Date 11-9-07

NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2006

To the members of the National Tertiary Education Union Griffith University Branch

Scope

We have audited the financial accounts of the National Tertiary Education Union Griffith University Branch for the year ended 30 June 2006 as set out on pages 2 to 8. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial accounts and the information they contain. We have conducted an independent audit of these financial accounts in order to express an opinion on them to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material aspects, the financial accounts are presented fairly in accordance with Australian accounting concepts and standards and statutory requirements so as to present a view of the National Tertiary Education Union Griffith University Branch, which is consistent with our understanding of its financial position and the results of its operations.

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

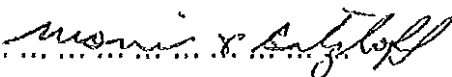
Audit Opinion

We have received all the information and explanations we required for the purposes of our audit.

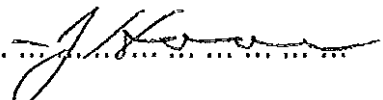
In our opinion:

- (i) There were kept by the Union in respect of the year under review, satisfactory accounting records detailing the sources and nature of the income of the Union (including income from members) and the nature and purposes of expenditure; and
- (ii) The attached accounts and statement, including the Certificates of the Committee of Management, are prepared in accordance with Section 253 of the Workplace Relations Act, 1996. The accounts set out on pages 2 to 8 have been prepared from the accounting records of the Union and are properly drawn up so as to present fairly:
 - (a) The financial position of the Union as at 30 June, 2006 and;
 - (b) The Financial Performance the Union for the year ended on that date; and

are in accordance with Statements of Accounting Concepts and applicable Accounting Standards.



MORRIS & BATZLOFF
Chartered Accountants



Norman J Hoare
Registered Company Auditor

26/9 / , 2007

DONNELLAN, Kevin

From: Maggie May [m.may@griffith.edu.au]
Sent: Friday, 19 June 2009 12:00 PM
To: DONNELLAN, Kevin
Subject: RE: FR2006/280 - Financial year ended 30 June 2006 - National Tertiary Education Industry Union-Griffith University Branch

Hi Kevin

In your previous email the Registrar said we had to conduct the whole process again so that is what we are currently doing. Our National office has apparently been in conversation with the Registrar and agreed that all branch audits will be up to date by the end of June so all branches are currently in the process of finalising our audit requirements with general meetings of members in the coming week. So hopefully (finger crossed) we will get it completely right this time and all our information will be up to date. We are also redoing the 2005 audit too as it seems the Registry didnt have a record of that one being submitted, so in total we are doing from 05 to 08 by the end of the month.

Hope that will get us back in ship shape and orderly fashion in the Registry

regards

Maggie May
Organiser
NTEU Griffith Branch
Phone 07 3735 7635
Fax 07 3735 7964

From: "DONNELLAN, Kevin" <Kevin.Donnellan@airc.gov.au>
To: "Maggie May" <m.may@griffith.edu.au>
Date: 19/06/2009 11:33 AM
Subject: RE: FR2006/280 - Financial year ended 30 June 2006 - National Tertiary Education Industry Union-Griffith University Branch

Maggie, has there been any further progress with the financial report.

Regards

KEVIN DONNELLAN
Statutory Services Branch

Australian Industrial Relations Commission
11 Exhibition St, Melbourne Victoria 3000
GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7764
International: (613) 86617 764
Facsimile: (03) 9655 0410
Email: kevin.donnellan@airc.gov.au

From: Maggie May [mailto:m.may@griffith.edu.au]

19/06/2009

Sent: Tuesday, 19 May 2009 4:51 PM

To: DONNELLAN, Kevin

Subject: Re: FR2006/280 - Financial year ended 30 June 2006 - National Tertiary Education Industry Union-Griffith University Branch

Hi Kevin

Thanks for this advice, but I am afraid I am just getting more confused, I thought you told me that this date was correct? We have already presented the report to members and it was duly voted on in 2007 and filed with the Registry in Brisbane as I was instructed at the time, however as they seemed not to have done anything with it, I forwarded it to you this year. I realise that the Operating Report date seems to have been mucked up but it seems a little crazy to go through the whole process again when its already been done. I can do it as Ian suggests however if we just need to amend the date on the Operating report it seems easier to do that. I was of the impression that the operating report came after the branch committee meeting that endorsed the audited accounts but before the general meetings - the General meetings were held across all campuses with the final one being held on 30 Oct 07 as I recall, isn't that correct?

regards

Maggie May

Organiser

NTEU Griffith Branch

Phone 07 3735 7635

Fax 07 3735 7964

From: "DONNELLAN, Kevin" <Kevin.Donnellan@airc.gov.au>

To: <m.may@qld.nteu.org.au>

Date: 19/05/2009 04:31 PM

Subject: FR2006/280 - Financial year ended 30 June 2006 - National Tertiary Education Industry Union-Griffith University Branch

Dear Maggie, attached is correspondence from Iain Stewart dated 19 May 2009 regarding the above matter.

Regards

KEVIN DONNELLAN

Statutory Services Branch

Australian Industrial Relations Commission

11 Exhibition St, Melbourne Victoria 3000

GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7764

International: (613) 86617 764

Facsimile: (03) 9655 0410

Email: kevin.donnellan@airc.gov.au

19/06/2009



Australian Government
Australian Industrial Registry

19 May 2009

Ms Margaret Buckridge
President
National Tertiary Education Industry Union, Griffith University Branch
c/o email: m.may@qld.nteu.org.au

Dear Mr Buckridge

Re: Financial Report for the National Tertiary Education Industry Union, Griffith University Branch for year ended 30 June 2006 – FR2006/280

I acknowledge receipt of the Operating Report for the National Tertiary Education Industry Union, Griffith University Branch for the year ended 30 June 2006. The report was lodged with the Registry on 12 May 2009.

The financial report has not been filed.

In the financial reporting scheme under Schedule 1 of the Workplace Relations Act 1996 the full report must be provided to members before it is presented to a meeting of members. If the Operating Report was not signed and dated until 14 October 2007 then the full report could not have been provided to members on 2 October 2007. If this is the case then the full report should be provided to members, presented to a meeting and then filed in the Registry accompanied by a Designated Officer's Certificate.

I understand Mr. Donnellan of this office has brought these matters to your attention previously. Unfortunately, the Branch will need to provide copies of the full report and then re-present them to a general meeting and then re-lodge the relevant material with a fresh designated officer's certificate. I understand from Mr. Donnellan that the Branch has not yet lodged its financial report for the financial year ended 30 June 2007. That being the case perhaps the Branch may chose to deal with both financial years documentation in the same process.

If you wish to discuss any of the matters referred to above please contact Mr. Donnellan on (03) 8661 7764 or via at Email: kevin.donnellan@airc.gov.au

Yours sincerely

A handwritten signature in black ink that reads 'Iain Stewart'.

Iain Stewart

Manager

Statutory Services Branch

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

GRIFFITH BRANCH

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006

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 Branches principal activities during the financial year.

Significant Changes in the Divisions 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 members who, at the end of the financial year, were recorded on the Register of Members was 804.

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch was 2 (two) on a full time basis.

Members of the Current Committee

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

Position	Name
President	Margaret Lee
Vice President Academic	Michael Barry
Vice President General	Lynda Davies
Secretary	Rod Edwards
Branch Committee	Kaye Broadbent
Branch Committee	Chris Butler
Branch Committee	Arthur Poropat
Branch Committee	Sharon Clifford
Branch Committee	Robyn Hollander
Branch Committee	Mandy Lupton

There were no changes to the composition of the Committee of Management during the financial year 1st July 2005 to the 30th June 2006 unless mentioned above.

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 a Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.
- 11.5 A notice of resignation that has been received by the 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 MARGARET BURRIDGE

Title PRESIDENT

Signature M. Burridge

Date 14-10-07

DONNELLAN, Kevin

From: Maggie May [m.may@griffith.edu.au]
Sent: Thursday, 19 March 2009 11:08 AM
To: DONNELLAN, Kevin
Subject: Re: FR2006/280 - Financial year ended 30 June 2006 - National Tertiary Education Industry Union, Griffith University Branch
Attachments: FR2006-280-1.pdf

Hi Kevin

Members did get the operating report sent to them on the 2nd October, it was posted our branch website and a link sent via email to all members. We also provided copies to all who requested them and had multiple copies available at the General Meetings held during the last week of October and finalised on 31 October 2007. We have six campuses spread right across SE Qld so we have to have multiple general meetings over a week or so and as far as I am aware the last general meeting is counted as the actual date, which was on 31st October.

If our President has put the wrong date on the form it is an error and I can get her to sign and date another copy if necessary. But can you tell me exactly what date must be put on the form as I get very confused about this?

regards

Maggie May
Organiser
NTEU Griffith Branch
Phone 07 3735 7635
Fax 07 3735 7964

"DONNELLAN, Kevin"
<Kevin.Donnellan@airc.gov.au>

To <m.may@qld.nteu.org.au>

cc

17/03/2009 03:46 PM

Subject FR2006/280 - Financial year ended 30 June 2006 - National Tertiary Education Industry Union, Griffith University Branch

Dear Maggie, could you tell me if the Branch sent the operating report to members on 2 October 2007 as requested in the above correspondence.

Regards

KEVIN DONNELLAN
Statutory Services Branch

Australian Industrial Relations Commission
11 Exhibition St, Melbourne Victoria 3000
GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7764
International: (613) 86617 764
Facsimile: (03) 9655 0410

20/03/2009

Email: kevin.donnellan@airc.gov.au

From: DONNELLAN, Kevin
Sent: Thursday, 26 February 2009 3:47 PM
To: 'm.may@qld.nteu.org.au'
Subject: FR2006/280 - Financial year ended 30 June 2006 - National Tertiary Education Industry Union, Griffith University Branch

Margaret Buckridge, President, attached is correspondence regarding the above matter.

Regards

KEVIN DONNELLAN
Statutory Services Branch

Australian Industrial Relations Commission
11 Exhibition St, Melbourne Victoria 3000
GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7764
International: (613) 86617 764
Facsimile: (03) 9655 0410
Email: kevin.donnellan@airc.gov.au

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This footnote also confirms that this email message has been swept for the presence of computer viruses.



Australian Government
Australian Industrial Registry

26 February 2009

Ms Margaret Buckridge
President
National Tertiary Education Industry Union, Griffith University Branch
c/o email: m.may@qld.nteu.org.au

Dear Mr Buckridge

Re: Financial Report for the National Tertiary Education Industry Union, Griffith University Branch for year ended 30 June 2006 – FR2006/280

I acknowledge receipt of the financial report for the National Tertiary Education Industry Union, Griffith University Branch for the year ended 30 June 2006. The report was lodged with the Registry on 23 February 2009.

I confirm Ms May's advice that she will attend to the lodgment of the 2005 financial report as soon as possible.

The financial report has not been filed.

The following matters require your attention before any action can be taken to file the above report.

Timescale Requirements

Financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements. For your assistance I have attached a diagrammatic summary of the financial reporting process and time-limits contained in fact sheet 9 http://www.airc.gov.au/legislation/fact_sheets/09_fact_sheet.pdf.

As you will note from the enclosed diagram the reporting process begins with a meeting of the committee of management. At that meeting a resolution is passed authorising the making of a statement by the committee in which it makes certain declarations with respect to the reporting unit's compliance with various aspects of Schedule 1 and the Industrial Registrar's Guidelines. This Committee of Management Statement and the General Purpose Financial Report are then audited.

The General Purpose Financial Report, including the Committee of Management Statement and the Operating Report, and the Auditor's Report – known as the full report – are then provided to members. Depending on the rules of the reporting unit, a copy of the full report must be provided to members at least 21 days before they are presented to a general meeting, or, if the rules allow for the full report to be presented to the committee of management, then the documents must be provided within 5 months of the end of the financial year.

The full report, accompanied by a Designated Officer's Certificate, must be lodged with the Registry within 14 days of its presentation to an appropriate meeting.

From the information available, the full report which includes the Committee of Management Statement dated 11 September 2007, Operating Report dated 14 October 2008 and Auditor's Report dated 26 September 2007 was supplied to members on 2 October 2007.

If the dates on the documents are correct, it would appear that the full report could not have been supplied to members on 2 October 2007, unless the date of the operating report is incorrect.

Under these circumstances, the Registry cannot file the report. Moreover, if the dates on the documents are accurate, I advise the organisation will need to repeat certain steps in the reporting process.

Could the Branch indicate if the operating report was sent to members on 2 October 2007.

If you wish to discuss any of the matters referred to above I can be contacted on (03) 8661 7764.

Yours sincerely

A handwritten signature in black ink, appearing to be 'K Donnellan', with a long horizontal flourish extending to the right.

Kevin Donnellan

Statutory Services Branch

Principal Registry

Email: kevin.donnellan@airc.gov.au

**THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 JUNE 2006

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
Griffith University Branch**

**CERTIFICATE OF SECRETARY OR OTHER AUTHORISED
OFFICER**

I, Kristen Lyons, being the Secretary of the National Tertiary Education Industry Union – Griffith 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 2nd October 2007
- The full report was presented to a general meeting of the members on 31st October 2007 in accordance with section 266 of the RAC Schedule.

Signature: _____

Date: 3/11/07.

Industry
Union



Griffith University Branch

-1,06, University House
Griffith University, Q 4111
Tel: (07) 3875 7635
Fax: (07) 3875 7864
Email: h.mayton@mslibex.gu.edu.au
Website: www.nleu.org.au

FAX COVER SHEET

Date: 23-2-09 Time: _____

To: Larry Russell (03) 9653 0410

From: Maggie May

Total No of Pages - Including this cover sheet 14

Message: _____

Please find 05/06 Audit & Financial Documents
attached. I believe these were sent by mail to
the Registry in Brisbane last year.
The contact person for AU Branch is myself.
Narelle Maxton left the organisational some time ago
- m.may@qldintu.org.au

Regards

Maggie May
AU Branch Organiser
NTEU Griffith Branch

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

GRIFFITH BRANCH

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006

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 Branches principal activities during the financial year.

Significant Changes in the Divisions 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 members who, at the end of the financial year, were recorded on the Register of Members was 804.

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch was 2 (two) on a full time basis.

Members of the Current Committee

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

Position	Name
President	Margaret Lee
Vice President Academic	Michael Barry
Vice President General	Lynda Davies
Secretary	Rod Edwards
Branch Committee	Kaye Broadbent
Branch Committee	Chris Butler
Branch Committee	Arthur Poropat
Branch Committee	Sharon Clifford
Branch Committee	Robyn Hollander
Branch Committee	Mandy Lupton

There were no changes to the composition of the Committee of Management during the financial year 1st July 2005 to the 30th June 2006 unless mentioned above.

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 a Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.
- 11.5 A notice of resignation that has been received by the 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 Margaret Buckridge
Title Branch President
Signature M. Buckridge
Date 14/10/08

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2006

	NOTE	2006 \$	2005 \$
INCOME			
Membership Fees	1(e)	82,076	412,220
Interest Received		1,631	1,921
Other Income		-	221
Administration Fee –GUFSA		1,200	1,200
Donations – Recruitment		<u>3,000</u>	<u>-</u>
		87,907	415,562
EXPENDITURE			
Audit Fees		-	1,500
Bank Charges		193	232
Capitation - NTEU (Qld) Division	1(e)	-	179,382
- NTEU - National	1(e)	-	131,478
Campaign Expenses		1,198	1,409
Conference and Meeting Expenses		6,769	8,153
Commission – Fee Collection		1,628	-
Depreciation		-	1,619
Donations		-	100
Insurance		257	257
NTEU National Defence Fund		-	26,928
Payroll Tax		2,973	2,839
General Office Expenses		2,317	1,430
Postage, Printing and Stationery		777	668
Recruitment		1,138	-
Wages – Employees		57,540	51,252
Superannuation – Employees		9,421	8,713
Telephone and Fax		1,666	1,835
Provisions for Annual Leave and Long Service Leave		2,831	4,305
Loss – Office Equipment		-	1,618
Travel Expenses		407	696
Workcover		<u>146</u>	<u>154</u>
		<u>89,261</u>	<u>424,568</u>
Excess (Deficiency) of Income over Expenditure		<u>(1,354)</u>	<u>(9,006)</u>

THE NATIONAL TERTIARY EDUCATION UNION**GRIFFITH UNIVERSITY BRANCH****BALANCE SHEET****FOR THE YEAR ENDED 30 JUNE 2006**

	Note	2006 \$	2005 \$
CURRENT ASSETS			
Cash on Hand		850	100
Cash at Bank		9,461	(8,151)
Term Deposits		20,000	37,092
Receivables	2	<u>206</u>	<u>-</u>
		30,517	29,041
INVESTMENTS			
Shares – Uni Credit Union		10	10
NON-CURRENT ASSETS			
Plant and Equipment at Cost		18,326	18,326
Accumulated Depreciation		<u>(18,326)</u>	<u>(18,326)</u>
		-	-
Total Assets		<u>30,527</u>	<u>29,051</u>
CURRENT LIABILITIES			
Provision for Employee Entitlements		<u>16,475</u>	<u>13,645</u>
Total Liabilities		16,475	13,645
NET ASSETS		<u>14,052</u>	<u>15,406</u>
MEMBERS EQUITY			
Obtained Earnings			
Balance at 1 July 2005		15,406	24,412
Excess (Deficiency) of Income over Expenditure		<u>(1,354)</u>	<u>(9,006)</u>
Balance at 30 June 2006		<u>14,052</u>	<u>15,406</u>

3.

The above should be read in conjunction with the attached notes

THE NATIONAL TERTIARY EDUCATION UNION**GRIFFITH UNIVERSITY BRANCH****STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED 30 June 2006**

	Note	2006 \$	2005 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		85,076	413,747
Payments to suppliers & employees		(85,436)	(417,925)
Interest received		<u>1,631</u>	<u>1,921</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	3(b)	<u>1,271</u>	<u>(2,257)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Redemption of investments		<u>17,092</u>	<u>(1,917)</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>17,092</u>	<u>(1,917)</u>
Net increase (decrease) in Cash Held		18,363	(4,174)
Cash at the beginning of the financial period		<u>(8,051)</u>	<u>(3,877)</u>
Cash at the end of the financial period	3(a)	<u>10,312</u>	<u>(8,051)</u>

4.

The above should be read in conjunction with the attached notes

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2006

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The general purpose financial report has been prepared in accordance with Australian Standards, other mandatory professional reporting requirements and The Workplace Relations Act 1996.

The accounts are prepared in accordance with the historical cost convention. The accounting policies adopted are consistent with those of the previous year.

(a) Income Tax

The association is exempt from income tax under section 50 – 15 of the Income Tax Assessment Act, 1997. The ongoing applicability of this ruling is at the discretion of the Australian Taxation Office.

(b) Depreciation

Depreciation is calculated on a straight line basis so as to write off the full net cost of each depreciable non-current asset over its expected useful life

(c) Cash

For purposes of the statement of cash flows, cash includes deposits at call which are readily convertible to cash on hand and are used in the cash management function on a day to day basis, net of outstanding bank overdrafts.

(d) Employee Benefits

Provision is made for the company's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements 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 their nominal amount. Other employee entitlements 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 are made by the union to an employee superannuation fund and are charged as expenses when incurred.

(e) Comparative Figures

Where necessary, comparative figures have been adjusted to conform with the changes in presentation in the current year.

Comparative figures for membership revenue and capitation fees paid have been affected by rule changes as a result of the national financial restructure of the Union. Membership fees previously collected by the Branch and disbursed to the National Council as capitation are now collected directly by the National Council.

(f) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2006
(Continued)

2. RECEIVABLES

	2006	2005
	\$	\$
Net GST receivable	<u>206</u>	<u>-</u>
	<u>206</u>	<u>-</u>

3. NOTES TO STATEMENT OF CASH FLOWS**(a) Reconciliation of Cash**

Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

	2006	2005
	\$	\$
Petty Cash	850	100
Cash at Bank	<u>9,462</u>	<u>(8,151)</u>
	<u>10,312</u>	<u>(8,051)</u>

(b) Reconciliation of Net Cash Provided by Operating Activities to Operating Surplus/(Deficiency)

	2006	2005
	\$	\$
Operating surplus/(deficit)	(1,354)	(9,006)
Non-Cash Flows in Operating Surplus		
Depreciation	-	1,619
Changes in Assets and Liabilities		
Increase/(Decrease) in provisions	2,831	5,024
Decrease/(Increase) in other receivables	<u>(206)</u>	<u>106</u>
Net Cash Provided by Operating Activities	<u>1,271</u>	<u>(2,257)</u>

4. NOTICE REQUIRED UNDER SECTION 272 OF THE WORKPLACE RELATIONS ACT 1996

In accordance with the requirements of the Workplace Relations Act 1996, 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.
- (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 subsection (1)

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2006
(Continued)

5. SEGMENT REPORTING

The entity operates as a Union for Academic General Research and Language Instruction Staff employed by Griffith University in South East Queensland.

6. UNION DETAILS

The principal place of business of the union is:

National Tertiary Education Union
Griffith University Branch

Griffith University
Nathan Campus
Brisbane Qld

NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2006

To the members of the National Tertiary Education Union Griffith University Branch

Scope

We have audited the financial accounts of the National Tertiary Education Union Griffith University Branch for the year ended 30 June 2006 as set out on pages 2 to 8. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial accounts and the information they contain. We have conducted an independent audit of these financial accounts in order to express an opinion on them to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material aspects, the financial accounts are presented fairly in accordance with Australian accounting concepts and standards and statutory requirements so as to present a view of the National Tertiary Education Union Griffith University Branch, which is consistent with our understanding of its financial position and the results of its operations.

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

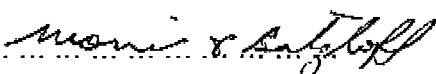
Audit Opinion

We have received all the information and explanations we required for the purposes of our audit.

In our opinion:

- (i) There were kept by the Union in respect of the year under review, satisfactory accounting records detailing the sources and nature of the income of the Union (including income from members) and the nature and purposes of expenditure; and
- (ii) The attached accounts and statement, including the Certificates of the Committee of Management, are prepared in accordance with Section 253 of the Workplace Relations Act, 1996. The accounts set out on pages 2 to 8 have been prepared from the accounting records of the Union and are properly drawn up so as to present fairly:
 - (a) The financial position of the Union as at 30 June, 2006 and;
 - (b) The Financial Performance the Union for the year ended on that date; and

are in accordance with Statements of Accounting Concepts and applicable Accounting Standards.



MORRIS & BATZLOFF
Chartered Accountants

26/9 / , 2007



Norman J Hoare
Registered Company Auditor

NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
CERTIFICATE OF COMMITTEE OF MANAGEMENT
FOR THE YEAR ENDED 30 JUNE 2006

We, being two members of National Tertiary Education Union Griffith University Branch, do state on behalf of the Executive and in accordance with a resolution passed by the Executive, that:

- (A) The Financial Statements and Notes comply with 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; and
- (E) During the financial year ended 30 June 2006 and since the end of that year:
 - (i) Meetings of the committee of management were held in accordance with the rules of the Branch; and
 - (ii) The financial affairs of the reporting unit have been managed in accordance with the rules of the Branch including the rules of a branch concerned; and
 - (iii) The financial records of the reporting unit have been kept and maintained in accordance with schedule 1B of the Workplace Relations Act 1996 and the Regulations; and
 - (iv) The information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of schedule 1B of the Workplace Relations Act 1996 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 schedule 1B of the Workplace Relations Act 1996.

M. Buckridge
11/09/07

.....
, 2007