



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/433-[283V-JCNQ]

Ms Sue Bagust
Secretary
National Tertiary Education Industry Union
James Cook University of North Queensland Branch
NTEU Office
James Cook University of North Queensland
TOWNSVILLE QLD 4811

Dear Ms Bagust

**Re: National Tertiary Education Industry Union-James Cook University of North Queensland Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations* Schedule (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June, 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

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

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

Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
28 July, 2003

NTEU
National
Tertiary
Education
Industry
Union

James Cook University Branch
Townsville QLD 4811
Tel: (07) 4781 5981
ABN 84 905 302 993



30 July 2003

Registrar
Australian Industrial Registry
Level 35 Nauru House
80 Collins Street
Melbourne VIC 3000

Dear Sir,

**WORKPLACE RELATIONS ACT 1996
APPLICATION FOR CERTIFICATE**

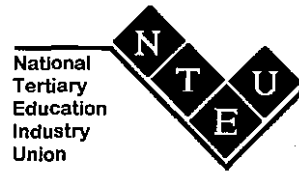
JAMES COOK UNIVERSITY BRANCH

My name is Malcolm Vick. I am the Treasurer of the James Cook University Branch of the National Tertiary Education Industry Union and am authorised under the Rules to act on behalf of the Branch.

In consideration of s.271A of the Act I apply for a Certificate to exempt the Branch from the requirements of the Act relating to financial matters occurring in the year ending 30 June 2003.

In support of the application I say:


1. The Branch does not trade or carry out financial transactions of any kind.
2. The Branch does not have an account with a bank or any other financial institution nor does it have custody of any real property or moneys.
3. The Branch accordingly has no reason to keep accounting records.
4. The reason that the Branch does not trade is because of the relationship between the Branch and the "Associated Body", James Cook University Academic Staff Association (Union of Employees).
5. The James Cook University Branch of the NTEU was formed on 1 October 1978 when the National Tertiary Education Industry Union was registered as an organisation.



James Cook University Branch
Townsville QLD 4811
Tel: (07) 4781 5881

6. The Associated Body was registered with the Queensland Industrial Registrar under the Industrial Arbitration and Conciliation Act (Qld) on 27 January 1978.
7. Since inception the Associated Body has carried out financial transactions including the collection of membership fees, the payment of accounts for expenses incurred in carrying out regular business (such as the production of a journal), has operated a bank account, has leased and/or owned property and office machinery, has employed and paid wages of employees.
8. The Associated Body has always complied with the legislative requirements of the Industrial Conciliation and Arbitration Act 1961-1976 and the Industrial Relations Act [Qld] [repealed], now the Workplace Relations Act 1997.
9. Membership of the Branch and the Associated Body are identical and indistinguishable. No member of the Branch is ineligible for membership of the Associated Body. No prospective member has applied to be a member of the Branch and not also a member of the Associated Body.
10. The only financial concern of the Branch relates to the payment of capitation fees by the Branch to the Federal and Division Funds but these are paid by the Associated Body.
11. This is not to be read as inferring that the Branch does not function in a manner assumed by the Rules of the National Tertiary Education Industry Union. The Branch is fully operative in carrying out the Objects of the Union.
12. In particular the Officers of the Branch are the officers elected by the Branch in accordance with the Branch Rules and the Federal Rules. The Branch Executive meets monthly and regulates the affairs of the Branch in a thorough and consistent manner. Officers of the Branch brief State and National Officers to act for and appear for members in the Australian Industrial Relations Commission.

Yours sincerely,


Malcolm Vick



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
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Telephone: (03) 8661 7817
Fax: (03) 9654 6672

Mr Malcolm Vick
Treasurer
National Tertiary Education Industry Union
James Cook University of North Queensland Branch
James Cook University of North Queensland
TOWNSVILLE, QLD 4811

Dear Mr Vick,

Re: Application for certificate of exemption from requirements relating to financial reporting (FR2003/433)

I refer to your application dated 30 July 2003 for a certificate of exemption from requirements relating to financial reporting in respect of James Cook University of North Queensland Branch of the National Tertiary Education Industry Union, for the financial year ended 30 June 2003.

I have granted the application. My certificate is enclosed.

Yours sincerely,

Damien Staunton
DEPUTY INDUSTRIAL REGISTRAR

15 August 2003



**Workplace Relations Legislation Amendment (Registration and
Accountability of Organisations) (Consequential Provisions) Act 2002**
subitem 47(1) - continued application of Division 11 of Part IX of Workplace Relations Act
1996

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(FR2003/433)

CERTIFICATE

On 30 July 2003 an application was made under former subsection 271A(1) of the *Workplace Relations Act 1996* (the WR Act) for a certificate of exemption by the James Cook University of North Queensland Branch of the National Tertiary Education Industry Union in respect of financial year ended 30 June 2003. Subsection 271A(1) was a provision of Part IX, Division 11 of the WR Act, that division being repealed on 12 May 2003 by the *Workplace Relations Legislation Amendment (Registration and Accountability of Organisations) (Consequential Provisions) Act 2002* (the RAOCP Act). However, by virtue of subitem 47(1) of the RAOCP Act, the operation of Part IX, Division 11 of the WR Act continues to apply to the James Cook University of North Queensland Branch of the National Tertiary Education Industry Union in respect of financial year ended 30 June 2003.

Under the provisions of subitem 47(1) of the RAOCP Act and former subsection 271A(1) of the WR Act, I am satisfied that the branch did not have any financial affairs in the year ended 30 June 2003.



Damien Staunton
DEPUTY INDUSTRIAL REGISTRAR

15 August 2003