



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 6672
Email: iain.stewart@air.gov.au

Dr Sandra Cockfield
Secretary
National Tertiary Education Industry Union
Monash University Branch
Rooms G02A, Building 19
Monash University
CLAYTON VIC 3800

Dear Dr Sandra Cockfield

Re: Financial Report for year ended 30 June 2004 - National Tertiary Education Industry Union - Monash University Branch - FR 2004/493

I refer to my letter of 2 February 2005 in which I informed you that I had filed the above financial report. I am writing to inform you I did so in the mistaken belief that the organisation's rules made provision for the full report to be presented to a committee of management meeting.

Subsection 266 (1) of the RAO Schedule provides that the full financial report should be presented to "a general meeting of the members ...". Subsection (3) of that section allows reporting units to present the report to a committee of management meeting if "the rules of the reporting unit provide for a specified percentage (not exceeding 5%) of members to be able to call a general meeting of the reporting unit for the purpose of considering the auditor's report, the general purpose financial report and the operating report ...".

Rule 53A (1) and (2) of the organisation's rules makes such provision with respect to the organisation and Divisions of the organisation respectively. However, the rule does not extend to branches of the organisation. I have discussed this oversight with Ms Sam Maynard from the National Office. I understand from that conversation the organisation will seek to make the necessary amendment to its rules in the future, certainly before branches are required to present their financial reports for the financial year ended 30 June 2005 to a meeting.

Whilst I am not asking you to do anything in relation to the financial report for the year ended 30 June 2004, which have already been filed as I indicated previously, however, I note that unless the rules of the organisation are altered in a manner consistent with subsection 266(3) then, the branch would have to present its financial report for the financial year ended 30 June 2005 to a general meeting, not a branch committee of management meeting.

Should you wish to discuss any of the matters raised in this letter, I can be contacted on (03) 8661 7787.

Yours sincerely

IS

Iain Stewart
Statutory Services Branch

2 March 2005



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Monash University Branch
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Monash University
CLAYTON VIC 3800

Dear Dr Sandra Cockfield

Re: Financial Report for year ended 30 June 2004 - National Tertiary Education Industry Union - Monash University Branch - FR 2004/493

I refer to my letter of 12 January 2005 in which I informed you that I had filed the above financial report. I am writing to inform you I did so in the mistaken belief that the organisation's rules made provision for the full report to be presented to a committee of management meeting.

Subsection 266 (1) of the RAO Schedule provides that the full financial report should be presented to "a general meeting of the members ...". Subsection (3) of that section allows reporting units to present the report to a committee of management meeting if "the rules of the reporting unit provide for a specified percentage (not exceeding 5%) of members to be able to call a general meeting of the reporting unit for the purpose of considering the auditor's report, the general purpose financial report and the operating report ...".

Rule 53A (1) and (2) of the organisation's rules makes such provision with respect to the organisation and Divisions of the organisation respectively. However, the rule does not extend to branches of the organisation. I have discussed this oversight with Ms Sam Maynard from the National Office. I understand from that conversation the organisation will seek to make the necessary amendment to its rules in the future, certainly before branches are required to present their financial reports for the financial year ended 30 June 2005 to a meeting.

Whilst I am not asking you to do anything in relation to the financial report for the year ended 30 June 2004, which have already been filed as I indicated previously, however, I note that unless the rules of the organisation are altered in a manner consistent with subsection 266(3) then, the branch would have to present its financial report for the financial year ended 30 June 2005 to a general meeting, not a branch committee of management meeting.

Should you wish to discuss any of the matters raised in this letter, I can be contacted on (03) 8661 7787 (Mon-Thus).

Yours sincerely

Iain Stewart
Statutory Services Branch

2 March 2005

Australian Industrial Registry
Attention: Mr. I. Stewart
GPO Box 1994S
MELBOURNE 3001

19 January 2005

Dear Iain

National Tertiary Education Industry Union – Monash University Branch
Financial Statements Y/E 30 June 2004

Thankyou for your letter of 12 January 2005 advising that our financial reports have been filed in the Industrial Registry.

In relation to the matters you raise, we offer the following responses:

- **Donations Exceeding \$1,000:** Our total donations of \$3,107 included a single donation of \$2, 907. This donation was reported in a Statement of Loans, Grants and Donations Exceeding \$1,000 dated 3 September and a copy is attached for your information. No other donation over 2003-04 exceeded \$1,000.
- **Committee of Management Statement:** If this statement did omit the date on which the required resolution was passed, this was an oversight for which we apologise. The resolution was passed at a Committee of Management meeting on 23 September 2004 and a copy of the minutes of that meeting was enclosed when our financial reports were filed with you.
- **Auditor's Report:** Thankyou for your advice of the changes now required in future Auditor's Reports. We note that you have also advised our auditors (Lockwood Wehrens) of the required change.

Yours faithfully



for Dr. Sandra Cockfield
Branch Secretary
NTEU – Monash University Branch



Statement of loans, grants and donations exceeding \$1,000 for financial year ending 30 / 6 / 2004

Please refer to section 237 of the Registration and Accountability of Organisations Schedule when completing this form. This statement when lodged in the Industrial Registry may only be viewed by a member of the organisation. Use of this form is optional.

Organisation's details

Name of organisation including division or branch

National Tertiary Education Industry Union – Monash University Branch

Postal Address

Room G02A, Building 19

Monash University, Clayton Campus

Postcode 3800

Details of officer completing the statement

Name

Dr. Sandra Cockfield

Name of office held in branch

Branch Secretary

(An officer of the branch should complete the statement)

Telephone number (BH)

(03) 9905-4110

Facsimile number

(03) 9905-5746

Email

nteu@monash.edu.au

I certify that the information contained in this statement and its attachments is true and complete.

Signature

Date

3 / 19 / 2004

A branch must lodge this statement within 90 days of the end of its financial year.

Enquiries and statements should be addressed to:

INDUSTRIAL REGISTRAR
AUSTRALIAN INDUSTRIAL REGISTRY
GPO BOX 1994S
MELBOURNE VIC 3001
Tel: (03) 8661 7888
Fax: (03) 9654 6672
Email: riateam3@air.gov.au

Australian Industry Registry

LOANS, GRANTS AND DONATIONS EXCEEDING \$1,000 MADE BY ORGANISATION

(if insufficient space, please attach separate sheet)

LOANS

Name of Recipient of Loan	Address	Amount	Purpose for which loan required	Security given in relation to loan	Arrangements for repayment of loan

Note: where a loan is made to relieve a member or dependant of a member from severe financial hardship, the name and address and particulars of arrangements for repayment need not be stated.

GRANTS

Name of Recipient of Grant	Address	Amount	Purpose of Grant

Note: where a grant is made to relieve a member or dependant of a member from severe financial hardship, the name and address need not be stated.

DONATIONS

Name of Recipient of Donation	Address	Amount	Purpose of Donation
National Tertiary Education Industry Union – Victorian Division.	Physical: 1/120 Clarendon St South Melbourne 3205. Postal: P. O. Box 1324, City Rd South Melbourne 3205.	\$2,907	Contribution to Division Campaign Fund.

Note: where a donation is made to relieve a member or dependant of a member from severe financial hardship, the name and address need not be stated.



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Dr Sandra Cockfield
Secretary
National Tertiary Education Industry Union
Monash University Branch
Rooms G02A, Building 19
Monash University
CLAYTON VIC 3800

Dear Dr Sandra Cockfield

Re: Financial Reports for year ended 30 June 2004 - National Tertiary Education Industry Union - Monash University Branch - FR 2004/493

I have received the financial reports of the National Tertiary Education Industry Union - Monash University Branch for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 22 December 2004.

The documents have been filed.

Although the documents have been filed, I would like to comment on some issues arising out of the reports. I make these comments to assist you when you next prepare financial reports and you do not need to take any further action in respect of the financial reports already lodged.

1. General Purpose Financial Report

(a) Profit and Loss Statement - Loan, Grant, Donation exceeding \$1000

I note in the 'Detailed Statement of Income and Expenditure' that the item "Donations" totals \$3107. Section 237 of Schedule 1B requires that an organisation or branch shall, as soon as practicable after the end of the financial year, lodge with the Registrar a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation or branch during the financial year. If any single loan, grant or donation exceeds \$1,000 then the branch is required to lodge the relevant particulars set out in subsection 237(6). Obviously, no action is required if the issue is not relevant.

2. Committee of Management's Statement

(a) Date of Resolution

Please note the Committee of Management's Statement failed to specify the date of the resolution passed.

3. Auditor's Report

Subsection 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion. The following wording would satisfy the requirements of the Schedule:

“In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996.”

A copy of this letter has also been forwarded to your auditor.

Should you wish to discuss any of the matters raised in this letter, I can be contacted on (03) 8661 7787.

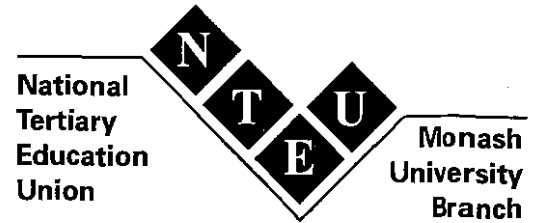
Yours sincerely

Iain Stewart
Statutory Services Branch

12 January 2005

cc Lockwood Wehrens

FR2004/493



20 December 2004

Australian Industrial Registry
Attention: C. Lapierre
GPO Box 1994S
Melbourne 3001

Dear Clency

National Tertiary Education Industry Union – Monash University Branch
Financial Statements Y/E 30 June 2004

In accordance with Section 280 of the *Workplace Relations Act 1996*, I attach two copies of the General Purpose Financial Report for the year ended 30 June 2004, the Operating Report and the Auditor's Report for National Tertiary Education Industry Union – Monash University Branch.

Also attached for your information are copies of NTEU Monash Branch Committee Minutes for:

- 23 September 2004, showing (at red marker) the motion adopting the General Purpose Financial Report as true and fair, and certifying the matters required to be certified; and
- 18 November 2004, showing (at red marker) the motion noting the distribution of the General Purpose Financial Report to members, the presentation of the General Purpose Financial Report to this Branch Committee meeting, the authorizing of the signing of the Secretary's Certificate and the filing of the Branch Accounts with the Australian Industrial Registry.

Should you require any further information, please speak to our Branch Executive Officer (Rodger Smith) on 9905-4110.

Yours faithfully

Jan
Dr. Sandra Cockfield
Branch Secretary
NTEU – Monash University Branch

c.c. Ms. J.Savage NTEU National Office

Minutes of NTEU BRANCH COMMITTEE Meeting No. 11/04,
Thursday 18 NOVEMBER 2004 in Clayton VideoConference Centre
(with links to Peninsula and Gippsland)

1. ATTENDANCE / APOLOGIES

Present: Phil Andrews (Chair), Jeffrey Bender, Jenny Vero, Alister Air, Ann Maharaj, Tom Clark, Rod Hall, Miranda Phelan, Dale Halstead, Joshua Beggs, Dale Halstead and Sandra Cockfield.

Also: Thomas Michel (APHEDA), Garry Ryan, Carla Lipsig-Mumme and Karen Stancombe.

Apologies: Carol Williams, Andrew Dixon, Andrew Barnden and Ron King.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 21 October 2004 were adopted without amendment.

3. BUSINESS ARISING FROM THE MINUTES

Resolved to star items 5.1, 5.2, 5.3, 8.1, 8.2, 9.1, 9.2, and 9.3.

4. CORRESPONDENCE LIST

As a "non-starred" item, the meeting did not deal with this item.

5. CAMPAIGN AND ORGANISING COMMITTEE

Enterprise Bargaining Mark4

Sandra Cockfield reported that the recent financial briefing by Monash management had been unconvincing and noted that a detailed report for members was being prepared arguing that Monash could indeed afford a higher pay offer. DVC Lindsay had remarked that any higher pay offer must be focused on the period after 2006 but that, in any event, the university would not negotiate while the results ban was in operation. There appears to be attempts to set up some sort of informal meeting (notwithstanding the results ban).

Following the recent Federal Election, NTEU National Office is promulgating a revised Enterprise Bargaining strategy based on expiry dates of late 2007/ early 2008. All NTEU Branches participated in a recent teleconference and some Branches indicated a willingness to re-open signed Agreements to achieve these extended expiry dates. Monash management is already exploring the possibility of later expiry dates. Sandra distributed a confidential paper outlining possible salary offer scenarios through to early 2008. Member meetings have been scheduled for the following week to present options to members.

Ban on the Release of Semester 2 Results

Briefly, around 150-200 Applications for Exemption had been received so far and probably over two thirds of these had been approved.

ACTION POINT: To email NTEU members further clarifying the detailed operation of the bans
Sandra Cockfield.

Branch Committee formally expressed its appreciation to Susan Feteris for her efforts as Chair of the Exemptions Committee.

Carla Lipsig-Mumme commented that, while there was a lot of irritation among academic staff about the results ban, university management seemed to be more concerned about it than they have publicly acknowledged.

Monash International Enterprise Agreement

A Staff Reference Group has been formed to consult staff before compiling a Log of Claims (to serve on MI management) and all MI general staff have been emailed seeking input for Staff Reference Group discussions.

NTEU membership among MI general staff is still small but is steadily increasing. A major thrust of these MI Enterprise Bargaining negotiations is to achieve an Enterprise Agreement more closely aligned to the University Enterprise Agreement (especially in relation to equality of classifications).

6. CASE COMMITTEE

As a "non-starred" item, the meeting did not deal with this item.

7. COMMITTEE REPORTS

University Council

As "non-starred" items, the meeting did not deal with these items.

Occupational Health & Safety

As "non-starred" items, the meeting did not deal with these items.

Equity & Diversity

As a "non-starred" item, the meeting did not deal with this item.

8. BRANCH INFRASTRUCTURE AND ORGANISATION

Finance

Resolved that:

“NTEU Monash Branch Committee notes that the Branch Financial Report for year ended 30 June 2004 was posted on to the Branch web site on 18 October 2004 and that members were notified by email on that day of the URL address of this full report. Since that time, no questions have been received from members, in relation to this full report.

In accordance with section 266 (3) of the *Workplace Relations Act 1996* (as amended), this full report is now tabled at this Branch Committee meeting on 18 November 2004.

Accordingly, NTEU Monash Branch Committee authorises Branch Secretary Sandra Cockfield to sign the Certificate of Secretary or Other Authorised Officer and directs Branch Executive Officer Rodger Smith to lodge this full report with Australian Industrial Registry no later than 2 December 2004.”

Further resolved that:

“Following the election new Branch Officers from 1 October 2004, NTEU Monash Branch Committee authorises the following as signatories on *Commonwealth Bank of Australia* Cash Management Call Account 3408 1020 1956:

- | | |
|-----------------------------|----------------|
| • Branch President | Carol Williams |
| • Vice-President (Academic) | Phil Andrews |
| • Vice-President (General) | Jeffrey Bender |
| • Branch Executive Officer | Rodger Smith |

with any two of these signatories to sign any cheque or otherwise operate on this account. This arrangement is to apply from when the requisite Authority is lodged with the bank until further notice.

Wherever possible, a cheque in favour of a cheque signatory (above) should not be signed by that cheque signatory.

Co-option on to Branch Committee

In accordance with NTEU Rule 80.5, Branch Committee resolved to co-opt Ms Susan FETERIS to fill a vacant position on Branch Committee.

9. OTHER BUSINESS

APHEDA

Thomas Michel addressed the meeting on the role of APHEDA (Union Aid Abroad). In many countries, large numbers live in poverty. Access to employment – and especially to safe employment – is critical for these marginalised workers. APHEDA helps with self-empowerment programs and is also involved with HIV/AIDS projects.

Federal government funding for APHEDA continues to decline. While they obtain some funding from the ACTU, a key focus is signing up individual union members for regular monthly donations. APHEDA is a very cost-effective aid agency (only 3% of funds are spent on administration costs) and trained 29,000 overseas workers in 2003.

Resolved that NTEU Monash University Branch will sponsor a nominated APHEDA project with assistance from our members.

Employee Assistance Program (Counselling)

Dale Halstead reported that there had been no consultation with Community Services before introducing this EAP initiative which involves an external contract of \$120,000 PA. These funds could have been used to employ more university counsellors in Community Services.

ACTION POINT: To write to the university noting the lack of consultation and requesting more detailed information about EAP including the rationale for outsourcing, the full costs involved, the claimed benefits (over in-house counselling)
Carol Williams.

Faculty of Information Technology Restructure

As a “non-starred” item, the meeting did not deal with this item.

10. NEXT MEETING

The next Branch Committee meeting will be held on Thursday 16 December 2004 at Clayton Campus (with videolinks to Gippsland and Peninsula) commencing at 4.00 PM. This will be followed by a Branch Committee Annual Dinner (details to be advised).

Signed as a true and correct record



Chair

Minutes of NTEU BRANCH COMMITTEE Meeting No. 9/04,
Thursday 23 SEPTEMBER 2004 in NTEU Branch Office Clayton

1. ATTENDANCE / APOLOGIES

Present: Carol Williams (Chair), Andrew Barnden, Andrew Dixon, Ann Maharaj, Tom Clark, Joshua Beggs, Susan Feteris, and Sandra Cockfield.

Also: Matthew McGowan, Alister Air, Jeffrey Bender, Garry Ryan and Carla Lipsig-Mumme.

Apologies: Philip Dearman, Dale Halstead, Miranda Phelan, Rod Hall, and Jennifer Vero.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 18 August 2004 were adopted without amendment.

3. BUSINESS ARISING FROM THE MINUTES

Resolved to star items 5.1, 5.2, 5.3, 5.4, 8.1, 8.2, 8.3, 9.1 and 9.2.

4. CORRESPONDENCE LIST

As a "non-starred" item, the meeting did not deal with this item.

5. CAMPAIGN AND ORGANISING COMMITTEE

**Enterprise Bargaining Mark4
Strike – 16 September 2004**

Carol Williams reported that the strike had been largely successful with many staff staying away from work. Since the strike, she had sent a letter to the Vice-Chancellor but so far had received no formal response – however, the Dean of Arts (apparently on behalf of the Vice-Chancellor) had met informally with her. Matthew McGowan reported on a similar informal discussion with consultant Neil Pope where Neil attempted to explore options for settlement.

A discussion ensued around the settlement point for our salary claim. It was suggested that we need to begin using the term "catch up" rather than "salary rises" to emphasise how Monash staff are lagging behind staff at other universities. Carol noted that meetings of members to consider the implementation of a range of work bans would occur within two weeks.

Monash Postgraduate Association Enterprise Agreement

Garry Ryan reported on a proposed Enterprise Agreement for Monash Postgraduate Association. It has been based on the Enterprise Agreement for Monash Students Association but is a "greenfields agreement" (under section 170 LL of the *Workplace Relations Act 1996*) due to MPA staff not yet being employed by MPA but rather seconded from MSA. There was an early attempt by the DVC (Resources) to strip funding from MPA but funding is now guaranteed for MPA. The proposed Enterprise Agreement has now been endorsed by Victorian Division Executive and has been checked by National Office – accordingly, the proposed Agreement is now virtually finalised.

A discussion ensued around the desirability of seeking the approval of Branch Committee for such Enterprise Agreements in future.

Monash International Enterprise Agreement

Josh Beggs reported that Monash International general staff had a non-union Enterprise Agreement (under section 170 LK of the *Workplace Relations Act 1996*) and this is now expiring. Management is currently seeking nominations for a staff bargaining committee which would enable them to conclude another non-union Enterprise Agreement. Accordingly, he would like NTEU to write to Monash International management indicating our readiness to negotiate (a union Enterprise Agreement) – if this does not produce a result, we need to consider what advice we provide to our Monash International members.

ACTION POINT: To write to Vice-President International (Tony Pollock) an open letter (with copies to all Monash International general staff) seeking to open negotiations
Carol Williams.

Adoption of 2003/04 Financial Statements

Rodger Smith introduced the 2003/2004 Branch Accounts prepared by our auditors and spoke briefly about our operating surplus and our ongoing solvency. He indicated some changes from prior years (including the introduction of a *Statement of Cash Flows*) and some changes in the certificates required by Australian Industrial Registry. It was then resolved that:

“The Committee of Management declares that in relation to the General Purpose Financial Report (GFPR) 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 this 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 GFPR relates and since the end of that year:
 - (i) meetings of the Committee of Management were held in accordance with the rules of *National Tertiary Education Industry Union*, including the rules concerning Branches of that union;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of *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 *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;
 - (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the *RAO Schedule*."

Rodger thanked Branch Committee and indicated that he would continue with the process of filing our Branch Accounts with the Registrar.

6. CASE COMMITTEE

As a "non-starred" item, the meeting did not deal with this item.

7. COMMITTEE REPORTS

University Council
Occupational Health & Safety
Equity & Diversity

As "non-starred" items, the meeting did not deal with these items.

8. BRANCH INFRASTRUCTURE AND ORGANISATION

National Council Agenda Items

Carol Williams briefly outlined many of the key issues including:

- Proposed Rule Change: Equalisation & Adjustment Fund;
- A motion from NTEU Adelaide to phase in the proposed 1% common fee over several years;
- The holding of concurrent offices;
- The exercise of multiple votes on National Executive;
- Library Staff – uniformity across universities;
- OH&S Training;
- University Enterprise Bargaining – a drive to reduce the number of mandatory claims and to oppose contingency-based pay rises;
- University Codes of Conduct;
- The regulation of university controlled entities;
- The regulation of conditions for senior management staff;
- Research staff

On each of these items, Monash National Councillors determined what their approach should be.

Branch Committee Meeting Schedules

Until now, Branch Committee has been meeting on the 3rd Wednesday of each month at 4.00 PM. Due to the unavailability of videoconferencing facilities at Gippsland on this day for the balance of 2004, we need to consider another day / time.

ACTION POINT: To email Branch Committee members to determine a preferred day / time
Sandra Cockfield.

9. OTHER BUSINESS

Noel Butlin Archives Centre

After a brief discussion, it was resolved to renew our institutional membership of Noel Butlin Archives Centre for 2004/05 at a cost of \$50.

Free Craig Johnston

Branch Committee resolved that:

“Monash Branch of NTEU notes with concern the jailing of former Victorian AMWU Secretary Craig Johnston and believes the custodial sentence to be harsh and inappropriate.

We oppose the jailing of trade union leaders who are prepared to campaign and fight for their members’ jobs while employers who constantly breach OHSE regulations and whose negligence results in the death or serious injury of workers avoid custodial sentences and offer suffer no financial penalties.

This Branch resolves to support the campaign to have Craig Johnston released from prison.

This Branch further resolves to bring this motion to, or to support a similar motion at, NTEU National Council 2004.”

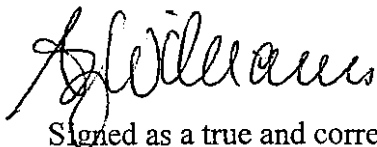
Severance Pay Case

Ann Maharaj reported on a discrepancy in severance pay paid to contract staff in her area.

Susan Feteris reported on a case where a staff member had been on contract for 19 years and had now been given a continuing position.

10. NEXT MEETING

This will be determined by the Branch Secretary – see Action Point under item 8



Signed as a true and correct record

Chair

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

FINANCIAL REPORT

FOR THE YEAR ENDED

30th JUNE 2004



PO Box 1300
1st Floor
586 Burke Road
Camberwell Vic 3124

Tel 03 9882 0566

Fax 03 9882 0436

Email synergy@lock-wood.com.au

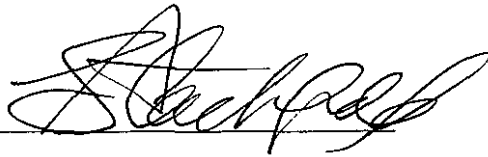
**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH**

CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

I, Dr. Sandra Cockfield, being the Branch Secretary of National Tertiary Education Industry Union – Monash 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 18 October 2004; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 18 November 2004, in accordance with section 266 of the RAO Schedule.

Signature: _____



Date: 25 November 2004

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004**

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 of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 1738.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004**

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch was 1.8 (including one part time employee) measured on a full time equivalent basis.

Members of the Committee of Management

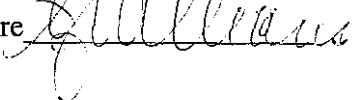
The persons who held office as members of the Committee of Management of the Branch at the beginning of the financial year were:

Branch President	Dr. Carol WILLIAMS
Vice-President (Academic)	Mr. Andrew BARNDEN
Vice-President (General)	Ms. Miranda PHELAN
Branch Secretary	Dr. Sandra COCKFIELD
Branch Treasurer	Mr. Peter CAREY
Committee Member	Dr. Phil ANDREWS
Committee Member	Mr. Joshua BEGGS
Committee Member	Dr. Tom CLARK
Committee Member	Mr. Philip DEARMAN
Committee Member	Ms. Marie DERMOTT
Committee Member	Mr. Andrew DIXON
Committee Member	Ms. Susan FETERIS
Committee Member	Mr. Rodney HALL
Committee Member	Ms. Dale HALSTEAD
Committee Member	Mr. Ron KING
Committee Member	Dr. Ann MAHARAJ
Committee Member	Ms. Jennifer VERO

There were no changes to the composition of the Committee of Management during the financial year.

Name CAROL WILLIAMS

Title BRANCH PRESIDENT

Signature 

Date: 29/9/2004

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004**

Manner of Resignation – s254(2)(c)

Members may resign from the Branch 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.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004**

- 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.
- 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.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
COMMITTEE OF MANAGEMENT STATEMENT**

On 23 SEPTEMBER 2004, the Committee of Management of National Tertiary Education Industry Union – Monash University Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the year ended 30th June 2004:

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 this 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 National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of 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 National Tertiary Education Industry Union;

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
COMMITTEE OF MANAGEMENT STATEMENT (cont'd)**

- (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;
- (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.

For the Committee of Management: Dr. Carol Williams

Title of Office Held: Branch President

Signature: *Carol Williams*

Date: *24th September* 2004

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
PROFIT & LOSS STATEMENT
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
Profit from Ordinary Activities	2,630	20,428
Retained Profits at the beginning of the financial year	29,070	8,642
Retained Profits at the end of the financial year	<u>31,700</u>	<u>29,070</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
BALANCE SHEET
AS AT 30th JUNE 2004**

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash	2	94,207	86,016
Other	3	-	257
TOTAL CURRENT ASSETS		<u>94,207</u>	<u>86,273</u>
NON CURRENT ASSETS			
Plant & Equipment	4	6,220	5,419
TOTAL NON-CURRENT ASSETS		<u>6,220</u>	<u>5,419</u>
TOTAL ASSETS		<u>100,427</u>	<u>91,692</u>
CURRENT LIABILITIES			
Payables	5	50,887	49,582
Employee Provisions	6	10,897	7,481
TOTAL CURRENT LIABILITIES		<u>61,784</u>	<u>57,063</u>
NON-CURRENT LIABILITIES			
Employee Provisions	6	6,943	5,559
TOTAL NON-CURRENT LIABILITIES		<u>6,943</u>	<u>5,559</u>
TOTAL LIABILITIES		<u>68,727</u>	<u>62,622</u>
NET ASSETS		<u>31,700</u>	<u>29,070</u>
MEMBERS' FUNDS			
Retained Profits		31,700	29,070
TOTAL MEMBERS' FUNDS		<u>31,700</u>	<u>29,070</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
DETAILED STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
INCOME		
Gross Member Subscriptions	691,213	663,741
Less : Capitation Fees National Office	(280,010)	(266,373)
Capitation Fees Victoria Division	(258,666)	(250,798)
Net Member Subscriptions	<u>152,537</u>	<u>146,570</u>
Interest Received	3,127	2,124
Donations Received	585	-
Other Income	<u>110</u>	<u>1,166</u>
BRANCH INCOME	<u><u>156,359</u></u>	<u><u>149,860</u></u>
EXPENDITURE		
Audit	2,840	2,700
Bank Charges	386	377
Conferences	1,563	2,711
Depreciation	2,467	2,331
Donations	3,107	400
Employee Provisions	4,799	6,059
General Office Expenses	461	294
Insurance	1,336	629
Meetings & Catering	2,347	2,507
Payroll Tax	6,181	3,253
Photocopier Lease & Charges	4,521	4,602
Postage	397	339
Printing & Stationery	4,315	2,489
Recruitment Expenses	-	573
Salaries & Wages - Employees	84,049	77,240
Subscriptions	357	206
Sundry Expenses	2,544	398
Superannuation	22,126	16,137
Telephones, Data, IT, & E-Mail	3,885	1,264
Training	464	-
Travel & Accommodation	3,716	2,977
Workcover	<u>1,868</u>	<u>1,946</u>
BRANCH EXPENDITURE	<u><u>153,729</u></u>	<u><u>129,432</u></u>
PROFIT FROM ORDINARY ACTIVITIES	<u><u>2,630</u></u>	<u><u>20,428</u></u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
	Inflows (Outflows)	Inflows (Outflows)
Cash flows from Operating Activities		
Receipts from members	690,956	662,906
Interest received	3,127	2,124
Other income	695	1,166
Payments to suppliers & employees	(683,319)	(589,473)
	-----	-----
Net cash provided by / (used in) operating activities – Note B	11,459	76,723
	-----	-----
Cash flows from Investing Activities		
Purchases of fixed assets	(3,268)	(3,997)
	-----	-----
Net cash (used in) investing activities	(3,268)	(3,997)
	-----	-----
Cash flows from Financing Activities	-	-
	-----	-----
Net increase in cash held	8,191	72,726
Cash at the beginning of the financial year	86,016	13,290
	-----	-----
Cash at the end of the financial year – Note A	94,207	86,016
	=====	=====

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$

Note A Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Cash at Bank	93,957	85,766
Cash on Hand	250	250
	-----	-----
	94,207	86,016
	=====	=====

Note B Reconciliation of net cash provided by operating activities to profit from ordinary activities

Profit from ordinary activities	2,630	20,428
Non-cash flows in profit from ordinary activities:		
Depreciation	2,467	2,331
Changes in Assets & Liabilities:		
(Increase) / decrease in other current assets	257	835
Increase / (decrease) in payables	1,305	47,071
Increase / (decrease) in provisions	4,800	6,058
	-----	-----
	11,459	76,723
	=====	=====

The association 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
MONASH UNIVERSITY BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30th JUNE 2004**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

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

The financial report covers the National Tertiary Education Industry Union – Monash University Branch as an individual entity. The National Tertiary Education Industry Union – Monash University Branch is a trade union, recognised by the Australian Industrial Registry and domiciled in Australia.

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	9 – 33%

(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
MONASH UNIVERSITY BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

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 an organisation or Registrar may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by members of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time as prescribed.
- (3) A Registrar may only make an application under sub-section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the members.

(g) Economic Dependency

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

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

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

(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
MONASH UNIVERSITY BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
2. CASH ASSETS		
Cash on Hand	250	250
Cash at Bank	93,957	85,766
	94,207	86,016
3. OTHER CURRENT ASSETS		
Accrued Member Subscriptions	-	257
	-	257
4. PLANT AND EQUIPMENT		
Office Furniture and Equipment- at cost	32,378	31,670
Less : Accumulated Depreciation	(26,158)	(26,251)
	6,220	5,419
5. PAYABLES		
Sundry Creditors And Accruals	2,840	2,700
Capitation Fees Payable	42,913	41,727
GST Owing	5,134	5,155
	50,887	49,582
6. EMPLOYEE PROVISIONS		
Annual Leave	10,897	7,481
Long Service Leave	6,943	5,559
	17,840	13,040

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

2004 2003
\$ \$

7. COMMITMENTS - OPERATING LEASES

Being for lease of photocopier

Payable:

Not later than one year	2,000	1,380
Later than one year but not later than five years	7,500	-
Later than five years	-	-
	9,500	1,380

The photocopier lease is a no-cancellable lease with a five year term, with rent being payable quarterly in advance. An option exists to acquire the asset at the end of the five year term.

8. 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	
	2004	2003	2004	2003
Financial Assets				
Cash at bank	3.75%	3.50%	\$93,957	\$85,766

No financial assets are subject to a fixed 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.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

9. UNION DETAILS

The registered office of the union is:

Room G02A, Building 19
Monash University, Clayton Campus
Clayton Vic 3168

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH**

Scope*The financial report and trustees' responsibility*

The financial report comprises the profit and loss statement, balance sheet, detailed statement of income and expenditure statement, statement of cash flows and accompanying notes to the financial statements and the committee of management statement for the National Tertiary Education Industry Union – Monash University Branch for the year ended 30th June 2004.

The trustees of the union are responsible for the preparation and true and fair presentation of the 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 financial report.

Audit Approach

We conducted an independent audit in order to express an opinion to the members of the associations. 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 accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the associations' financial position, and of their performance as represented by the results of their operations and their cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate for the needs of the members.



**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MONASH UNIVERSITY BRANCH**

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 board of management.

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 financial report of the National Tertiary Education Industry Union – Monash University Branch is in accordance with:


- (a) the Workplace Relations Act 1996, including
 - (i) giving a true and fair view of the branch's financial position as at 30th June 2004 and of its performance for the year ended on that date; and
 - (ii) complying with Accounting Standards in Australia and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
 - (iii) other mandatory professional reporting requirements.

Lockwood Wehrens

LOCKWOOD WEHRENS
Chartered Accountants

A. Wehrens

ANDREW WEHRENS
Registered Company Auditor 176520
Camberwell 30th September 2004


PO Box 1300
1st Floor
586 Burke Road
Camberwell Vic 3124