



Australian Government

Australian Industrial Registry

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Mr Michael Carden
Branch Organiser
National Tertiary Education Industry Union
University of Queensland Branch
Room 621
Michie Building
St. Lucia Campus
University of Queensland
BRISBANE QLD 4067

By e-mail: m.carden@qld.nteu.org.au

Dear Mr Carden

**Re: Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)
Financial Reports for year ended 30 June 2006 – FR2006/298**

I acknowledge receipt of both the initial and subsequent re-lodgement of the financial reports of the National Tertiary Education Industry Union – University of Queensland Branch for the year ended 30 June 2006. The documents were lodged in the Industrial Registry on 18 May and 13 August 2007 respectively.

The documents have been filed.

The only comment I would like to make is regarding the Auditor's opinion in the Auditor's Report. All references to Schedule 1B of the *Workplace Relations Act 1996* should now be to Schedule 1 or the RAO Schedule (Registration and Accountability of Organisations).

Furthermore, I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the Electronic Lodgement page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to riateam3@air.gov.au. Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see sub-rule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7989 on Wednesdays and Thursdays or by email at Cynthia.lobooth@air.gov.au

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Cynthia Lo-Booth', written in a cursive style.

Cynthia Lo-Booth
Statutory Services Branch

28 August 2007

CERTIFICATE OF SECRETARY or other Authorised Officer*S268 of Schedule 1B Workplace Relations Act 1996*

I, Dr Christine Norma Diamond, being the Branch Secretary of the **National Tertiary Education Industry Union – University of Queensland 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 10 July 2007; and

That the *full report* was presented to a General Meeting of Members on 2 August 2007, in accordance with section 266 of the **RAO Schedule**. A motion to authorise the accounts was put to the meeting and carried.

Signature



Date

3/8/07

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**FINANCIAL ACCOUNTS FOR THE YEAR ENDED
30 JUNE 2006**

2. Statement of Income and Expenditure
3. Balance Sheet
4. Statement of Cash Flows
5. Notes to and Forming Part of the Financial Accounts
7. Statement by Committee of Management
8. Independent Audit Report

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**STATEMENT OF INCOME AND EXPENDITURE
FOR YEAR ENDING 30 JUNE 2006**

	2006	2005
	\$	\$
<u>INCOME</u>		
Membership Fees	423,882	432,357
Interest Received	4,658	3,761
Provision for Recruitment	7,000	-
Other Income	<u>80</u>	<u>32</u>
Total Income	435,620	436,150
<u>EXPENSES</u>		
Audit Fees	585	1,550
Bank Charges	46	295
Capitation – NTEU	331,304	337,994
Conference and Meeting Expenses	1,675	2,399
U.Q. Charges – Fee Collection	13,779	13,849
Depreciation	1,453	1,817
Computer Expenses	91	-
Printing, Stationery & Office Supplies	2,363	4,711
Telephone and Postage	1,909	1,439
Travel Expenses	1,291	420
Subscriptions	179	25
Wages & On Costs – Employee	59,379	50,470
Superannuation	8,633	5,363
Staff Training	1,689	-
Other Expenses	<u>-</u>	<u>1,000</u>
Total Expenditure	424,376	421,332
NET OPERATING PROFIT/(LOSS) FOR YEAR	<u>11,244</u>	<u>14,818</u>

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**BALANCE SHEET
AS AT 30 JUNE 2006**

	2006	2005
	\$	\$
<u>MEMBERS FUNDS</u>		
Accumulated Funds – Beginning of year	93,007	78,189
Add Profit (Loss) for Year	<u>11,244</u>	<u>14,818</u>
ACCUMULATED FUNDS YEAR END	<u>104,251</u>	<u>93,007</u>
 Represented By:		
<u>CURRENT ASSETS</u>		
Cash at Bank		
- Current Accounts – Uni Credit Union	63,069	42,435
- Term Deposits - CUA	46,183	43,670
Other Receivables	<u>16,056</u>	<u>2,182</u>
	125,308	88,287
 <u>NON CURRENT ASSETS</u>		
Office Furniture & Equipment – At Cost	20,534	20,534
Less Accumulated Depreciation	<u>(14,720)</u>	<u>(13,267)</u>
	5,814	7,267
Investments		
- Shares – Uni Credit Union	<u>10</u>	<u>10</u>
TOTAL ASSETS	131,132	95,564
 <u>CURRENT LIABILITIES</u>		
GST Payable	2,775	-
Sundry Creditors	<u>24,106</u>	<u>2,557</u>
TOTAL LIABILITIES	26,881	2,557
NET ASSETS	<u>104,251</u>	<u>93,007</u>

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**STATEMENT OF CASH FLOWS
YEAR ENDED 30 JUNE 2006**

	2006	2005
	\$	\$
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Receipts from members & others	410,008	473,868
Interest Received	4,658	3,761
Payments to Suppliers & Employees	<u>(403,422)</u>	<u>(486,282)</u>
	11,244	(8,653)
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Purchase of Furniture & Equipment	-	-
<u>NET INCREASE (DECREASE) OF CASH HELD</u>		
	23,147	(8,653)
Cash at beginning of Period	<u>86,105</u>	<u>94,758</u>
Cash at end of Period	<u>109,252</u>	<u>86,105</u>

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
YEAR ENDED 30 JUNE 2006**

NOTE 1. STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with Statements of Accounting Concepts, applicable Accounting Standards and the Australian Workplace Relations Act, 1996. The accounts have been prepared on the basis of historical costs and do not take into account changing money values, or except where stated, current valuations of non current assets. The accounting policies have been consistently applied.

(a) Income Tax

No liability exists for income tax as the Association is exempt from income tax under section 50-15 of the Income Tax Assessment Act.

(b) Depreciation

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the union.

(c) Goods and Services Tax

Business expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office.

NOTE 2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 272, which read as follows:

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which and the manner in which the information is to be made available. The period must be not less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under sub-section (1).

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
YEAR ENDED 30 JUNE 2006**

**NOTE 3. RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES
TO PROFIT FROM ORDINARY ACTIVITIES AFTER INCOME TAX**

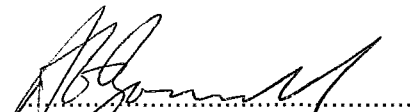
	2006	2005
	\$	\$
Net profit (loss) for year	11,244	14,818
Non Cash Flows		
Depreciation	1,453	1,817
Changes in assets & Liabilities		
Fees Receivable	(13,874)	(630)
Other Liabilities	<u>24,324</u>	<u>(24,658)</u>
Net cash provided by (used in) Operating activities	<u>23,147</u>	<u>(8,653)</u>

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

Committee of Management Certificate

We, being two members of the Executive of the U.Q. Branch of the National Tertiary Education Union, do state on behalf of the Executive and in accordance with a resolution passed by the Executive on 28 June 2007, 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 schedule 1B of the Workplace Relations Act 1996.
 - (vi) There was no recovery of wages activity.


.....
Andrew Bonnell, President

28/6/07


.....
Chris Diamond, Secretary

28 JUNE, 2007

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

INDEPENDENT AUDIT REPORT

To the members of the National Tertiary Education Union U.Q. Branch.

Scope

The Financial Report and the Responsibility of Committee of Management and Branch Secretary.

The financial report comprises the statement of income and expenditure, balance sheet, statement of cash flows, accompanying notes to the financial statements and the certificate of committee of management for the National Tertiary Education Union U.Q. Branch, for the year ended 30 June 2006.

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

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

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

- (a) examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- (b) assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Branch and its secretary.

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.

NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH

INDEPENDENT AUDIT REPORT
(Continued)

Independence

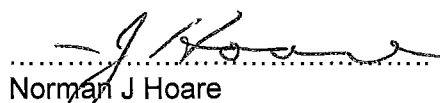
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

Audit Opinion

In our opinion the financial report of the National Tertiary Education Union U.Q. Branch is in accordance with:

- (a) The Workplace Relations Act 1996, including:
 - (i) presenting fairly the Branch's financial position as at 30 June 2006 and of its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards; and
 - (iii) complying with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act; and
- (b) Other mandatory professional reporting requirements in Australia.


.....
MORRIS & BATZLOFF
Chartered Accountants


.....
Norman J Hoare
Registered Company Auditor, member of Institute of Chartered Accountants and holding a
current Public Practice Certificate
96 Lytton Road, East Brisbane

6 JULY, 2007

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF QUEENSLAND 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 Branch's principal activities during the financial year.

Significant Changes in the Branch's Financial Affairs

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

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

No officer or member of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme where the criterion for holding such position is that they are an officer or member of an organisation.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 780.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF QUEENSLAND BRANCH - OPERATING REPORT FOR THE YEAR
ENDED 30TH JUNE 2006

Number of Employees


The number of persons who were, at the end of the financial year, employees of the Branch was one full time employee.

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 Andrew Bonnell
Vice-President (Academic)	A/Prof Trevor Appleton
Vice-President (General)	Mr Lachlan Window
Branch Secretary	Dr Chris Diamond
Treasurer	Dr Trisch Short
Committee Member	Dr Len Bahnisch
Committee Member	Dr John Harrison
Committee Member	Mr Ben Barton
Committee Member	Dr Leda Blackwood
Committee Member	Dr Matt Hardin
Committee Member	Mr Alan Holzl
Committee Member	A/Prof Peter Nielsen
Committee Member	Mr Arthur Schmidt
Committee Member	Dr Rae Wear
Committee Member	Prof Bill Whiten
Committee Member	Mr Michael Williams

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


Andrew Bonnell, Branch President.

28/6/07
Date

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF QUEENSLAND BRANCH - OPERATING REPORT FOR THE YEAR
ENDED 30TH JUNE 2006

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:

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;

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

- on the day on which the notice is received by the Union; or
- 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:

- at the end of two weeks, or if permitted by law three months after the notice is received by the Union; or
- on the day specified in the notice;

whichever is later.

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
UNIVERSITY OF QUEENSLAND BRANCH - OPERATING REPORT FOR THE YEAR
ENDED 30TH JUNE 2006

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 affected 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.

Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.



Australian Government

Australian Industrial Registry

Level 5
11 Exhibition Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9655 0410

Mr M Carden
Branch Organiser
National Tertiary Education Industry Union
University of Queensland Branch
Building 621, Michie Building
St Lucia Campus
University of Queensland
BRISBANE QLD 4072

Dear Mr Carden

**Re: University of Queensland Academic Staff Association (Union of Employees)
Financial reports for year ended 30 June 2006**

I acknowledge receipt of the financial reports for the year ended 30 June 2006 for the University of Queensland Branch of the National Tertiary Education Industry Union. The documents were lodged in the Industrial Registry on 18 May 2007.

The financial reports have not been filed.

An examination of the financial reports shows significant areas of non-compliance with the financial reporting obligations under the RAO Schedule. I have detailed the matters of concern. Please ensure that the requests for further information at the conclusion of this letter are attended to, as this will facilitate the filing of the financial reports for the year ended 30 June 2006. The remaining items are matters to take into account in the preparation of future financial reports.

1. Timescale Requirements

Financial reports lodged with the Registrar are required by subsection 268(c) of the RAO Schedule to be filed under cover of a certificate by a designated officer (see definition: s243), stating that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with section 266. These reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Registry within certain timescale requirements. For your assistance I have enclosed a Diagrammatic Summary of the reporting process.

I note from the Secretary's Certificate that the full report was provided to members on 30 March 2007 and was presented to a general meeting of members on 1 May 2007. However, the Operating Report is dated 3 May 2007 subsequent to the general meeting of members.

Subsection 265(1)(a) of the RAO Schedule states amongst other things that:

"a full report consisting of:

- (i) a copy of the report of the auditor in relation to the inspection and audit of the financial records of the reporting unit in relation to a financial year; and*
- (ii) a copy of the general purpose financial report to which the report relates; and*
- (iii) a copy of the operating report to which the report relates..."*

Therefore, the Operating Report of 3 May 2007 should have also been provided to the members on 30 March and presented to the general meeting of members on 1 May 2007.

As you know section 266 makes provision for the methods by which a reporting entity may satisfy its obligation to present the full report to members. The purpose of the financial reporting provisions is to ensure disclosure to members and, to offer those members an opportunity to raise any matter that concerns them regarding material disclosed in that information. The vehicle for members to achieve this is either at a general meeting of members or at a meeting of the committee of management. The latter option is only available if the precondition in subsection 266(3), that is the 5% rule, is satisfied, and this latter option is not available to Branches of the National Tertiary Education Industry Union.

2. Committee of Management Statement

(a) Date of resolution

Item 26(a) and (b) of the Industrial Registrar's Reporting Guidelines (the Guidelines) requires that the Committee of Management Statement be made in accordance with a resolution passed by the Committee of Management. Such statement must specify the date of the resolution. I note the Statement was executed on 26 March 2007 but there were no explicit wording as to the date of passage of the resolution.

(b) Signed by designated officer

Item 26(c) of the Guidelines provides that the Committee of Management Statement must be signed by a *designated officer*. Therefore, it is necessary for the Statement to provide the name of the signatory in print, and his or her position in the Branch, so that we can be satisfied that the signatory is indeed a designated officer as defined in the RAO Schedule. Furthermore, the Reporting Guidelines only require the signatory of one designated officer.

A designated officer is defined in s.243 of the RAO Schedule and s.243 should be read in conjunction with ss.6 and 9 which provide the definitions of "officer" and "office".

Generally, a designated officer means a person who holds an *office* in the reporting unit and under the rules of the reporting unit, is responsible (whether alone or with others) for undertaking the functions necessary to enable the reporting unit to comply with the RAO Schedule.

Under the rules of the National Tertiary Education Industry Union it appears that the Branch Officers as defined in rule 35 of your organisation rules are the designated officers for the purposes of the RAO Schedule, such as the Branch President, Branch Secretary, Branch Vice-Presidents and Branch Treasurer.

3. Operating Report

(a) Details of superannuation trustees

Subsection 254(2)(d) of the RAO Schedule requires details of any officer or member of the reporting unit who is a trustee or a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme.

Presently, the Operating Report lodged only address the officers of the Branch. The subsection specifically seeks details of "any officer or member" of the organisation.

If no officer or member is a trustee as described in subsection 254(2)(d), then the acceptable wording would be as follows:

“No officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation”.

In future operating reports, please ensure this is complied with.

4. Auditor’s Report – Approved Auditor

It is not clear from the Auditor’s Report whether or not the auditor is an approved auditor. In this regard I draw your attention to the definition of an *approved auditor* in regulation 4 of the RAO Regulations. In all likelihood the auditor is such a person however, it is our preference that this is made explicit in the report. Please bring this to your auditor’s attention for future preparation of the Auditor’s Report.

5. Notice to members

There should be included in the financial documents a notice drawing attention to the provisions of the RAO Schedule that prescribed information is available to members on request. Subsection 272(5) requires that subsections 272(1), (2) and (3) be reproduced in the notes of the general purpose financial reports.

I note in the general purpose financial reports the reproduction of subsection 272(1) was incomplete. Please ensure this is rectified in future preparation of your Branch’s financial reports.

6. Recovery of Wages Activity

The accounts do not provide any information in relation to any recovery of wages activity.

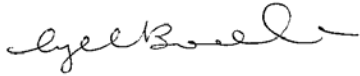
Where the reporting unit has not undertaken any recovery of wages activity for the financial year, a statement to that effect should be contained in the Auditor’s Report or the Committee of Management Statement.

Accordingly, in order to secure compliance with your obligations, I require you to:

- arrange for the preparation of a fresh Committee of Management Statement with the requested amendments as outlined in point 2 of this letter; and
- supply the *full report* including the Operating Report of 3 May 2007 and the fresh Committee of Management Statement to members of the Branch; and
- then present the full report to a general meeting of members at least 21 days after the same full report has been provided to members; and
- prepare a fresh and appropriately signed Secretary’s Certificate and lodge this with copies of the relevant documents with the Registry.

If you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on Wednesdays or Thursdays on (03) 8661 7989 or by email at Cynthia.lobooth@air.gov.au

Yours sincerely,

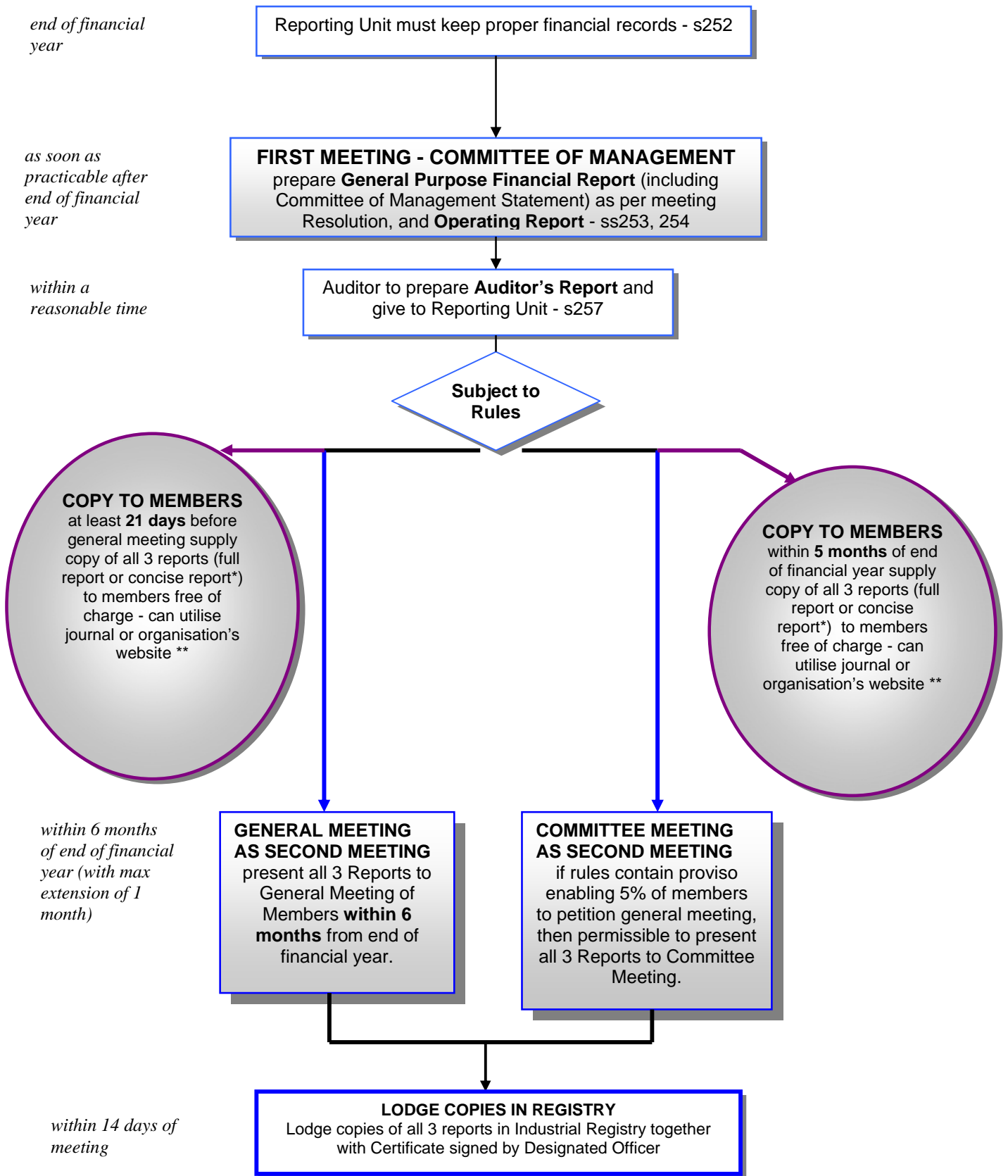
A handwritten signature in black ink, appearing to read 'Cynthia Lo-Booth', with a stylized flourish at the end.

Cynthia Lo-Booth
Statutory Services Branch

14 June 2007

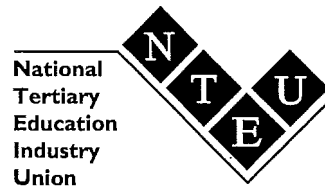
Encl.

Financial Reporting Timeline (RAO Schedule)



* concise report may be provided if s265(1)-(4) complied with. ** report may be supplied through organisation's journal or on organisation's website subject to particular specifications as per RAO regulation 18.

Ms Cynthia Lo-Booth
Australian Industrial Registry
GPO Box 1994
Melbourne Vic 3001



15 May 2007

University of Queensland Branch
Room 621, Michie Building,
St. Lucia Campus, UQ 4072 QLD
Ph: 3365 2538
Fax: 3365 2949
Email: m.carden@qld.nteu.org.au

Dear Cynthia

Re: Financial Reports for year ended 30 June 2006 National Tertiary Education Union UQ Branch

Please find enclosed financial reports for the year ended 30 June 2006 from National Tertiary Education Union UQ Branch/University of Qld Academic Staff Association. The accounts were accepted at the AGM on 1 May 2007.

If there is anything else you require or if you have any questions please do not hesitate to contact me.

Yours sincerely

Michael Carden
Branch Organiser

CERTIFICATE OF SECRETARY or other Authorised Officer

S268 of Schedule 1B Workplace Relations Act 1996

I, Dr. Christine Norma Diamond, being the Branch Secretary of the **National Tertiary Education Industry Union – University of Queensland 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 30 March 2007; and

That the *full report* was presented to a General Meeting of Members on 1 May 2007, in accordance with section 266 of the **RAO Schedule**. A motion to authorise the accounts was put to the meeting and carried.

Signature



Date

9/5/07

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH
FINANCIAL ACCOUNTS FOR THE YEAR ENDED
30 JUNE 2006**

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**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

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FOR YEAR ENDING 30 JUNE 2006**

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Total Income	435,620	436,150
<u>EXPENSES</u>		
Audit Fees	585	1,550
Bank Charges	46	295
Capitation – NTEU	331,304	337,994
Conference and Meeting Expenses	1,675	2,399
U.Q. Charges – Fee Collection	13,779	13,849
Depreciation	1,453	1,817
Computer Expenses	91	-
Printing, Stationery & Office Supplies	2,363	4,711
Telephone and Postage	1,909	1,439
Travel Expenses	1,291	420
Subscriptions	179	25
Wages & On Costs – Employee	59,379	50,470
Superannuation	8,633	5,363
Staff Training	1,689	-
Other Expenses	<u>-</u>	<u>1,000</u>
Total Expenditure	<u>424,376</u>	<u>421,332</u>
NET OPERATING PROFIT/(LOSS) FOR YEAR	<u>11,244</u>	<u>14,818</u>

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**BALANCE SHEET
AS AT 30 JUNE 2006**

	2006 \$	2005 \$
<u>MEMBERS FUNDS</u>		
Accumulated Funds – Beginning of year	93,007	78,189
Add Profit (Loss) for Year	<u>11,244</u>	<u>14,818</u>
ACCUMULATED FUNDS YEAR END	<u>104,251</u>	<u>93,007</u>
 Represented By:		
<u>CURRENT ASSETS</u>		
Cash at Bank		
- Current Accounts – Uni Credit Union	63,069	42,435
- Term Deposits - CUA	46,183	43,670
Other Receivables	<u>16,056</u>	<u>2,182</u>
	125,308	88,287
 <u>NON CURRENT ASSETS</u>		
Office Furniture & Equipment – At Cost	20,534	20,534
Less Accumulated Depreciation	<u>(14,720)</u>	<u>(13,267)</u>
	5,814	7,267
Investments		
- Shares – Uni Credit Union	<u>10</u>	<u>10</u>
TOTAL ASSETS	131,132	95,564
 <u>CURRENT LIABILITIES</u>		
GST Payable	2,775	-
Sundry Creditors	<u>24,106</u>	<u>2,557</u>
TOTAL LIABILITIES	26,881	2,557
NET ASSETS	<u>104,251</u>	<u>93,007</u>

NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH

STATEMENT OF CASH FLOWS
YEAR ENDED 30 JUNE 2006

	2006 \$	2005 \$
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Receipts from members & others	410,008	473,868
Interest Received	4,658	3,761
Payments to Suppliers & Employees	<u>(403,422)</u>	<u>(486,282)</u>
	11,244	(8,653)
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Purchase of Furniture & Equipment	-	-
<u>NET INCREASE (DECREASE) OF CASH HELD</u>		
	23,147	(8,653)
Cash at beginning of Period	<u>86,105</u>	<u>94,758</u>
Cash at end of Period	<u>109,252</u>	<u>86,105</u>

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
YEAR ENDED 30 JUNE 2006**

NOTE 1. STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with Statements of Accounting Concepts, applicable Accounting Standards and the Australian Workplace Relations Act, 1996. The accounts have been prepared on the basis of historical costs and do not take into account changing money values, or except where stated, current valuations of non current assets. The accounting policies have been consistently applied.

(a) Income Tax

No liability exists for income tax as the Association is exempt from income tax under section 50-15 of the Income Tax Assessment Act.

(b) Depreciation

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the union.

(c) Goods and Services Tax

Business expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office.

NOTE 2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 272, which read 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 be not less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under sub-section (1).

NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
YEAR ENDED 30 JUNE 2006

NOTE 3. RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES
TO PROFIT FROM ORDINARY ACTIVITIES AFTER INCOME TAX

	2006	2005
	\$	\$
Net profit (loss) for year	11,244	14,818
Non Cash Flows		
Depreciation	1,453	1,817
Changes in assets & Liabilities		
Fees Receivable	(13,874)	(630)
Other Liabilities	<u>24,324</u>	<u>(24,658)</u>
Net cash provided by (used in) Operating activities	<u>23,147</u>	<u>(8,653)</u>

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

Committee of Management Certificate

We, being two members of the Executive of the U.Q. Branch of the National Tertiary Education Union, 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 schedule 1B of the Workplace Relations Act 1996.

.....

.....

26 March, 2007

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

INDEPENDENT AUDIT REPORT

To the members of the National Tertiary Education Union U.Q. Branch.

Scope

The Financial Report and the Responsibility of Committee of Management and Branch Secretary.

The financial report comprises the statement of income and expenditure, balance sheet, statement of cash flows, accompanying notes to the financial statements and the certificate of committee of management for the National Tertiary Education Union U.Q. Branch, for the year ended 30 June 2006.

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

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

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

- (a) examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- (b) assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Branch and its secretary.

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.

NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH

INDEPENDENT AUDIT REPORT
(Continued)

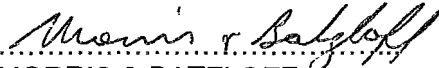
Independence

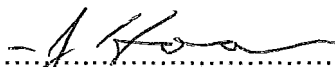
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

Audit Opinion

In our opinion the financial report of the National Tertiary Education Union U.Q. Branch is in accordance with:

- (a) The Workplace Relations Act 1996, including:
 - (i) presenting fairly the Branch's financial position as at 30 June 2006 and of its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards; and
 - (iii) complying with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act; and
- (b) Other mandatory professional reporting requirements in Australia.


.....
MORRIS & BATZLOFF
Chartered Accountants


.....
Norman J Hoare
Registered Company Auditor
96 Lytton Road, East Brisbane

26 March, 2007

**UNIVERSITY OF QUEENSLAND ACADEMIC STAFF ASSOCIATION
(UNION OF EMPLOYEES)**

**FINANCIAL STATEMENTS AND REPORTS
FOR THE YEAR ENDED 30 JUNE 2006**

CONTENTS

Statement of Income & Expenditure

Balance Sheet

Statement of Cash Flows

Notes to and forming part of the Accounts

Certificate by Accounting Officer of Union

Certificate by the Committee of Management

Certificate by Auditors

**UNIVERSITY OF QUEENSLAND ACADEMIC STAFF ASSOCIATION
(UNION OF EMPLOYEES)**

**STATEMENT OF INCOME & EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2006**

	2006	2005
	\$	\$
INCOME		
Interest Received	<u>4 406</u>	<u>4 234</u>
	<u>4 406</u>	<u>4 234</u>
EXPENDITURE		
Audit Fees	548	1 250
Bank Charges	4	9
Depreciation	313	392
Recruitment	<u>7 000</u>	<u>-</u>
	<u>7 865</u>	<u>1 651</u>
SURPLUS/(DEFICIT) FOR YEAR	<u>(3 459)</u>	<u>2 583</u>

**UNIVERSITY OF QUEENSLAND ACADEMIC STAFF ASSOCIATION
(UNION OF EMPLOYEES)**

**BALANCE SHEET
AS AT 30 JUNE 2006**

	2006	2005
	\$	\$
ACCUMULATIONS ACCOUNT		
Balance at Beginning of Year	85 839	83 256
Surplus/(Deficit) for year	<u>3 459</u>	<u>2 583</u>
TOTAL ACCUMULATED FUNDS	<u>82 380</u>	<u>85 839</u>
Represented By:		
CURRENT ASSETS		
Cash at Bank and on Deposit	<u>81 117</u>	<u>84 263</u>
	<u>81 117</u>	<u>84 263</u>
FIXED ASSETS		
Office Furniture & Equipment – at cost	39 540	39 540
Less: Accumulated Depreciation	<u>38 287</u>	<u>37 974</u>
	<u>1 253</u>	<u>1 566</u>
INVESTMENTS		
Shares in Uni-credit Union	<u>10</u>	<u>10</u>
TOTAL ASSETS	<u>82 380</u>	<u>85 839</u>
NET ASSETS	<u>82 380</u>	<u>85 839</u>

**UNIVERSITY OF QUEENSLAND ACADEMIC STAFF ASSOCIATION
(UNION OF EMPLOYEES)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2006**

	2006	2005
	\$	\$
Cash flows from operating activities		
Receipts - members contribution	-	-
- other income	-	125
Payments to suppliers and employees	<u>(7 552)</u>	<u>(1 384)</u>
	(7 552)	(1 259)
Interest received	<u>4 406</u>	<u>4 234</u>
Net cash outflow from operating activities	<u>(3 146)</u>	<u>2 975</u>
Net (decrease)/increase in cash held		2 975
Cash at the beginning of the financial year	<u>84 263</u>	<u>81 288</u>
Cash at the end of the financial year	<u>81 117</u>	<u>84 263</u>

**UNIVERSITY OF QUEENSLAND ACADEMIC STAFF ASSOCIATION
(UNION OF EMPLOYEES)**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
AT 30 JUNE 2006**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This financial report has been prepared in accordance with Australian Accounting Standards, other mandatory professional reporting requirements and The Queensland Industrial Relations Act 1999. The accounts are prepared in accordance with the historical cost convention. The accounting policies adopted are consistent with those of the previous year.

- (a) **Depreciation**
Depreciation is calculated on a declining balance basis so as to write off the full net cost of each depreciable non-current asset over its expected useful life.
- (b) **Income Tax**
The Association is exempt from income tax under section 50 – 15 of the Income Tax Assessment Act, 1997.

NOTE 2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1999, the attention of members is drawn to the provision of Sub-Sections (1), (2), (3) and (4) of Section 556 which read as follows:

- (1) A member of an organization may apply to the organization for information that it must, under a regulation, give its members.
- (2) An application may be made by the Registrar for a member.
- (3) The organization must give the member, or if the Registrar applies for a member, the Registrar, the information applied for in the way prescribed under a regulation.
- (4) If the information is given to the Registrar, the Registrar must give the information to the member for whom the Registrar made the application.

**UNIVERSITY OF QUEENSLAND ACADEMIC STAFF ASSOCIATION
(UNION OF EMPLOYEES)**

**NOTES TO AND FORMING PART OF THE ACCOUNTS (cont'd)
AS 30 JUNE 2006**

**NOTE 3. RECONCILIATION OF EXCESS OF INCOME OVER EXPENDITURE TO NET
CASH INFLOW FROM OPERATING ACTIVITIES**

	2006	2005
	\$	\$
Excess of income over expenditure	(3 459)	2 583
Depreciation and amortisation	<u>313</u>	<u>392</u>
Net cash inflow/(outflow) from operating activities	<u>(3 146)</u>	<u>2 975</u>

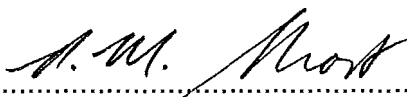
**UNIVERSITY OF QUEENSLAND ACADEMIC STAFF ASSOCIATION
(UNION OF EMPLOYEES)**

CERTIFICATION BY ACCOUNTING OFFICER OF UNION

I, Trish Short, being the Officer responsible for keeping the accounting records of the University of Queensland Academic Staff Association (Union of Employees), certify that 611 persons were financial and no persons were unfinancial members of the Union at the end of the period to which the attached accounts relate.

I am of the opinion that in respect of the period to which this statement relates -

- (1) The attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2006;
- (2) A record has been kept of all moneys paid by, or collected from, members of the Union and all moneys paid or collected have been credited to the bank account or accounts to which those moneys are to be credited, in accordance with the rules of the Union;
- (3) Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union;
- (4) Any payment made from a special account for a purpose, other than the purpose for which the account was operated, was approved in accordance with the rules of the Union;
- (5) All loans or other financial benefits granted to persons holding office in the Union were authorised in accordance with the rules of the Union; and
- (6) The register of members of the Branch was maintained in accordance with the Act.


.....
Trish Short


Signed at Brisbane this *23rd* day of *March* 2007.

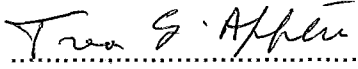
**UNIVERSITY OF QUEENSLAND ACADEMIC STAFF ASSOCIATION
(UNION OF EMPLOYEES)**

CERTIFICATION BY COMMITTEE OF MANAGEMENT

We, Andrew Bonnell and Trevor Appleton, being two members of the Committee of Management of the University of Queensland Academic Staff Association (Union of Employees), so state on behalf of the Committee of Management, in accordance with a resolution passed by the Committee of Management, that in the opinion of the Committee of Management -

- (1) The attached accounts of the Union show a true and fair view of the financial affairs of the Union as at 30 June, 2006;
- (2) The attached accounts were prepared in accordance with the Queensland Industrial Relations Act 1999.
- (3) The Union was solvent during the whole of the year ended 30 June, 2006.
- (4) That during the financial year to which the accounts relate, meetings of the Committee of management were, in the opinion of the Committee, held in accordance with the rules of the Union;
- (5) That to the knowledge of any members of the Committee, there has been, during the financial year, no instances where records of the Union or other documents (not being documents containing information made available to a member under S.556 of the Act) or copies of those records, or other documents, or copies of the rules of the Union, have not been furnished, or made available, to members of the Union in accordance with the Act, these Regulations or the rules as the case may be;
- (6) That in relation to the audit report and accounts for the Union's financial year immediately preceding the financial year to which these accounts relate.
 - (a) The audit report and accounts were presented to an annual general meeting of the union under section 565 of the Act.
 - (b) Copies of the Audit Report and Accounts were given to members of the Union under section 566 of the Act.


.....
Andrew Bonnell
President


.....
Trevor Appleton
Vice President

Signed at Brisbane this 26th day of March 2007.

**UNIVERSITY OF QUEENSLAND ACADEMIC STAFF ASSOCIATION
(UNION OF EMPLOYEES)**

CERTIFICATION BY AUDITOR

To the members of the University of Queensland Academic Staff Association (Union of Employees).

Scope

We have audited the financial accounts of the University of Queensland Academic Staff Association (Union of Employees) 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 respects, 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 University of Queensland Academic Staff Association (Union of Employees) which is consistent with our understanding of its financial position and the results of its operations and its cash flows.

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

Audit Opinion

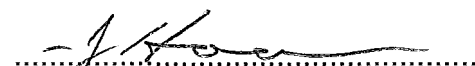
We have inspected and audited the accounting records kept by the University of Queensland Academic Staff Association (Union of Employees) in respect of the period ended 30 June 2006, and we certify that in our opinion

- (a) (i) There were kept by the Union in relation to the period satisfactory accounting records, including:
 - (a) records of source and nature of income of the Union (including income from members)
 - (b) records of the nature of and reason for the expenditure of the Union; and

**UNIVERSITY OF QUEENSLAND ACADEMIC STAFF ASSOCIATION
(UNION OF EMPLOYEES)**

CERTIFICATION BY AUDITOR (Cont'd)

- (b) (ii) The accounts for the period were properly drawn up so as to give a true and fair view of:
 - (a) The financial affairs of the Union as at the end of the period; and
 - (c) The Income and Expenditure, and surplus, of the Union for the year ended on that date.
- (c) That information and explanations required of officers or employees of the Union were provided.
- (d) The accounts were prepared under the Queensland Industrial Relations Act 1999.


.....
Norman J Hoare
Registered Company Auditor
Morris & Batzloff
Chartered Accountants

26/3/2007

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF QUEENSLAND 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 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 780.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF QUEENSLAND BRANCH - OPERATING REPORT FOR THE YEAR
ENDED 30TH JUNE 2006

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch was one full time employee.

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 Andrew Bonnell
Vice-President (Academic)	A/Prof Trevor Appleton
Vice-President (General)	Mr Lachlan Window
Branch Secretary	Dr Chris Diamond
Treasurer	Dr Trisch Short
Committee Member	Dr Len Bahnisch
Committee Member	Dr John Harrison
Committee Member	Mr Ben Barton
Committee Member	Dr Leda Blackwood
Committee Member	Dr Matt Hardin
Committee Member	Mr Alan Holzl
Committee Member	A/Prof Peter Nielsen
Committee Member	Mr Arthur Schmidt
Committee Member	Dr Rae Wear
Committee Member	Prof Bill Whiten
Committee Member	Mr Michael Williams

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



Andrew Bonnell, Branch President.

3/5/07

Date

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF QUEENSLAND BRANCH - OPERATING REPORT FOR THE YEAR
ENDED 30TH JUNE 2006

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:

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;

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

- on the day on which the notice is received by the Union; or
- 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:

- at the end of two weeks, or if permitted by law three months after the notice is received by the Union; or
- on the day specified in the notice;

whichever is later.

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
UNIVERSITY OF QUEENSLAND BRANCH - OPERATING REPORT FOR THE YEAR
ENDED 30TH JUNE 2006

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 affected 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.

Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.