



11 April 2007

Dimitra Doukas  
Australian Industrial Registry  
11 Exhibition Street  
Melbourne

Dear Dimitra

**RE: FR2006/299-(283V-QLDD) – Letter of 8 March 2007 and our response of 19<sup>th</sup> March (see attached)**

As indicated in my previous letter of March 19 2007, please find enclosed a copy of the general purpose financial report, the secretary's report, and the committee of management report.

On 23<sup>rd</sup> February the previous secretary Howard Guille came and signed all the papers as he was the secretary for the 2005-2006 financial year and was going to be unavailable at any other time for signing. On February 26, 2007 a general meeting was called for 30<sup>th</sup> March and the reports were distributed to members free of charge. That meeting of our Division Executive was indeed held on March 30<sup>th</sup> and the reports were passed by the meeting.

On Monday April 2<sup>nd</sup> I sent the signed papers back to the auditor for their signature and explained the circumstances of events. Those papers I now present to the AIRC.

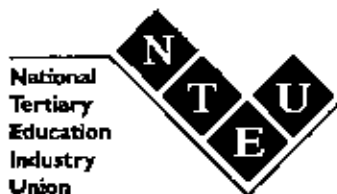
I thank you for your patience and cooperation.  
Please do not hesitate to call me if you have any further queries

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Barbara Williams'.

Barbara Williams

Executive Officer



## The Union for Tertiary Education Staff

### QUEENSLAND DIVISION

President: Andrew Bounell

Secretary: Margaret Lee

Room 3, 1<sup>st</sup> Floor

27 Cordelia Street

South Brisbane Q 4101

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19 March 2007

Dimitra Doukas  
Australian Industrial Registry  
11 Exhibition Street  
Melbourne

Dear Dimitra

**RE: FR2006/299-(283V-QLDD) – Letter of 8 March 2007.**

I refer to your letter of 8 March 2007 and wish to respond.

In the absence of the lodgement of the full report of the financial returns for the QLD Division for 2005-2006, I can hereby answer your questions.

- whether the auditor has audited the general purpose financial report, and if so the date on which the auditor signed the audit report. *The auditor has completed the report and passed on to us on 13 February 2007. It is not yet signed*
- whether the committee of management has prepared the operating report. *Yes this has been done*
- whether the full report has been provided to members. *Yes this has been done and provided to members on 26<sup>th</sup> February 2007*
- whether the full report provided to the members has been presented to a general or committee of management meeting. *The report will be presented to a general meeting on Friday March 30<sup>th</sup>.*
- *A full copy will be presented to the Industrial Registry as soon as possible after March 30<sup>th</sup> and upon signing by the auditors*

Please do not hesitate to call me if you have any queries

Yours sincerely

Barbara Williams

Executive Officer

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION  
GENERAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED  
30th JUNE 2006  
*Full Report***

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER**

I, Howard Guille, being the Division Secretary of National Tertiary Education Industry Union – Queensland Division (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 Feb 26, 2007 ~~2006~~; and
- that the full report was presented to a general meeting of the members of the reporting unit on March 30, 2007 ~~2006~~, in accordance with section 266 of the RAO Schedule.

Signature: \_\_\_\_\_



Date: 23/2/07

2007

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006**

**Principal Activities**

The principal activities of the Division 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 Division'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 Division.

**Significant Changes in the Nature of Principal Activities**

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

**Significant Changes in the Division's Financial Affairs**

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

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

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

**Number of Members**

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 3,389 (2005 - 3,549).

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006 (Continued)**

**Number of Employees**

The number of persons who were, at the end of the financial year, employees of the Division was approximately 6.2 (being six full-time and one casual 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 Division at the beginning of the financial year were:

Division President	Gina Yarrow
Division Secretary	Howard Guille
Division Assistant Secretary	Chris Butler
Committee Member	Robin Fisher
Committee Member	Bradley Astbury
Committee Member	Margaret Lee
Committee Member	Sharon Hynes
Committee Member	Dan Coughlan
Committee Member	Sue Albanus
Committee Member	Dianne Paez
Committee Member	Paul Reser
Committee Member	Helen Ester
Committee Member	John Doyle
Committee Member	Maureen Ah Sam

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

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006 (Continued)**

**Manner of Resignation – s254(2)(c)**


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

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

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006 (Continued)**

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

Name   
Title HOWARD GOINCE  
Signature SECRETARY

Date: 23 / 2 / 2007



**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**COMMITTEE OF MANAGEMENT STATEMENT**

On March 30 2007, the Committee of Management of the National Tertiary Education Industry Union – Queensland Division (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30th June 2006:

The Committee of Management declares that in relation to the GPFR that, in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the Committee of Management were held in accordance with the rules of the National Tertiary Education Industry Union, including the Division rules;
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the National Tertiary Education Industry Union, including the rules concerning Divisions of that union;
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
  - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the National Tertiary Education Industry Union;
  - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar;

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**COMMITTEE OF MANAGEMENT STATEMENT (Continued)**

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

(f) in relation to the recovery of wages activity:

(i) there has been no such activity undertaken by the reporting unit.

**For the Committee of Management:** Howard Guille

**Title of Office Held:** Division Secretary

**Signature:**  \_\_\_\_\_

**Date:** 23<sup>rd</sup> February 2007

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**INCOME STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2006**

	2006 \$	2005 \$
Profit from Continuing Operations	111,949	50,038
Retained Profits at the beginning of the financial year	276,056	226,018
Retained Profits at the end of the financial year	<u>388,005</u>	<u>276,056</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**BALANCE SHEET  
AS AT 30th JUNE 2006**

	Note	2006 \$	2005 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	2	504,141	371,915
Trade and Other Receivables	3	-	2,645
<b>TOTAL CURRENT ASSETS</b>		<u>504,141</u>	<u>374,560</u>
<b>NON CURRENT ASSETS</b>			
Plant & Equipment	4	14,569	16,811
<b>TOTAL NON-CURRENT ASSETS</b>		<u>14,569</u>	<u>16,811</u>
<b>TOTAL ASSETS</b>		<u>518,710</u>	<u>391,371</u>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	5	19,958	50,365
Employee Provisions	6	40,637	-
<b>TOTAL CURRENT LIABILITIES</b>		<u>60,595</u>	<u>50,365</u>
<b>NON-CURRENT LIABILITIES</b>			
Employee Provisions	6	70,110	64,950
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>70,110</u>	<u>64,950</u>
<b>TOTAL LIABILITIES</b>		<u>130,705</u>	<u>115,315</u>
<b>NET ASSETS</b>		<u>388,005</u>	<u>276,056</u>
<b>MEMBERS' FUNDS</b>			
Retained Profits		388,005	276,056
<b>TOTAL MEMBERS' FUNDS</b>		<u>388,005</u>	<u>276,056</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**DETAILED INCOME STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2006**

	2006	2005
	\$	\$
<b>INCOME</b>		
Member Subscriptions	938,598	811,554
Branch Re-imburement – Salary and Employment Costs	22,139	127,349
Interest Received	17,495	11,293
Other Income	6,412	1,790
<b>DIVISION INCOME</b>	<u><b>984,644</b></u>	<u><b>951,986</b></u>
<b>EXPENDITURE</b>		
Administration	42,836	46,506
Affiliation Fees	16,773	15,880
Audit	4,785	1,990
Bank Charges	133	578
Campaign Expenses	735	7,694
Depreciation	5,411	5,200
Donations & Gifts	1,500	91
Employee Provisions	45,797	29,950
Indigenous Network	-	66
Insurance	1,446	1,164
Labour Day	455	657
Legal Expenses	-	10
Meeting & Travel Expenses	47,439	53,207
Payroll Tax	29,519	28,283
PRD Administration Fees	7,335	-
Rent	23,392	23,378
Repairs & Maintenance	1,392	-
Salaries & Wages – Employees	567,304	596,000
Subscriptions	1,197	2,757
Superannuation	65,897	85,018
Training & Welfare	7,403	1,658
Workcover	1,946	1,861
<b>DIVISION EXPENDITURE</b>	<u><b>872,695</b></u>	<u><b>901,948</b></u>
<b>PROFIT FROM CONTINUING OPERATIONS</b>	<u><b>111,949</b></u>	<u><b>50,038</b></u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2006**

	2006	2005
	\$	\$
	Inflows (Outflows)	Inflows (Outflows)
Cash flows from Operating Activities		
Receipts from members	963,382	940,840
Interest received	17,495	11,293
Other income	6,412	-
Payments to suppliers & employees	(851,894)	(829,164)
	-----	-----
Net cash provided by / (used in) operating activities – Note B	135,395	122,969
	-----	-----
Cash flows from Investing Activities		
Purchases of fixed assets	(3,169)	-
	-----	-----
Net cash (used in) investing activities	(3,169)	-
	-----	-----
Cash flows from Financing Activities		
Proceeds from borrowing	-	-
	-----	-----
Net cash (used in) financing activities	-	-
	-----	-----
Net increase / (decrease) in cash and cash equivalents held	132,226	122,969
Cash and cash equivalents at the beginning of the financial year	371,915	248,946
	-----	-----
Cash and cash equivalents at the end of the financial year – Note A	504,141	371,915
	=====	=====

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2006**

	2006 \$	2005 \$
<b>Note A Reconciliation of Cash and Cash Equivalents</b>		
For the purposes of the cash flow statement cash and cash equivalents includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the cash flow statement is reconciled to the related items in the balance sheet as follows:		
Cash at Bank	256,554	199,688
Interest Bearing Deposits	247,587	172,227
	504,141	371,915
	504,141	371,915

**Note B Reconciliation of net cash provided by operating activities to profit from continuing operations**

Profit from continuing operations	111,949	50,038
Non-cash flows in profit from continuing operations:		
Depreciation	5,411	5,200
Changes in Assets & Liabilities:		
(Increase) / decrease in trade and other current receivables	2,645	(1,168)
Increase / (decrease) in trade and other payables	(30,407)	38,949
Increase / (decrease) in employee provisions	45,797	29,950
	135,395	122,969
	135,395	122,969

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

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

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30th JUNE 2006**

**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 Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Trustees' accountability requirements under the Union's Rules and the requirements under the Workplace Relations Act 1996.

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

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

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

**(a) Revenue**

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

**(b) 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.

**(c) 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.

**(d) Income Tax**

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



**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2006**

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

**(e) Information to be provided to members or registrar**

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

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

Note: This sub-section is a civil penalty provision

**(g) Economic Dependency**

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

**(h) Segment Reporting**

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

	2006	2005
	\$	\$
<b>2. CASH AND CASH EQUIVALENTS</b>		
Cash at Bank	256,554	199,688
Interest Bearing Deposits	247,587	172,227
	504,141	371,915
<b>3. TRADE AND OTHER RECEIVABLES</b>		
GST Owed by the ATO	-	2,645
	-	2,645

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2006**

	2006	2005
	\$	\$
<b>4. PLANT AND EQUIPMENT</b>		
Office Furniture & Equipment	63,743	60,574
Less : Accumulated Depreciation	<u>(49,174)</u>	<u>(43,763)</u>
	<u>14,569</u>	<u>16,811</u>
Movements in Carrying Values		
Opening balance at the beginning of the year	16,811	22,011
Additions	3,169	-
Disposals	-	-
Depreciation	<u>(5,411)</u>	<u>(5,200)</u>
Closing balance at the end of the year	<u>14,569</u>	<u>16,811</u>
<b>5. TRADE AND OTHER PAYABLES</b>		
Sundry Creditors And Accruals	<u>19,958</u>	<u>50,365</u>
	<u>19,958</u>	<u>50,365</u>
<b>6. EMPLOYEE PROVISIONS</b>		
Current		
Annual Leave	40,637	-
Non-Current		
Long Service Leave	70,110	64,950
	<u>110,747</u>	<u>64,950</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2006**

**7. FINANCIAL INSTRUMENTS**

**(a) Interest Rate Risk**

The reporting entity's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2006	2005	2006	2005
Financial Assets				
Cash at bank	3.90%	3.90%	\$256,554	\$199,688
Interest Bearing Deposits	5.55%	5.55%	\$247,587	\$172,227

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

**(b) Credit Risk**

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

**(c) Net Fair Values**

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

**8. UNION DETAILS**

The office of the Division is located at;

25 – 27 Cordelia Street  
SOUTH BRISBANE QLD 4101

**INDEPENDENT AUDIT REPORT**  
**TO THE MEMBERS OF**  
**NATIONAL TERTIARY EDUCATION INDUSTRY UNION**  
**QUEENSLAND DIVISION**

**Scope**

*The financial report and trustees' responsibility*

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

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

**Audit Approach**

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

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

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

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

**INDEPENDENT AUDIT REPORT**  
**TO THE MEMBERS OF**  
**NATIONAL TERTIARY EDUCATION INDUSTRY UNION**  
**QUEENSLAND DIVISION**

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

**Independence**

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

**Audit Opinion**

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

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

*Lockwood Wehrens*

LOCKWOOD WEHRENS  
Chartered Accountants  
Camberwell

*A. Wehrens*

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

*5th April* 2007



Ms. Barbara Williams  
Executive Officer  
National Tertiary Education Industry Union  
Queensland Division  
Room 3, 1st Floor  
27 Cordelia Street  
SOUTH BRISBANE QLD 4101

Dear Ms. Williams

**Financial report for year ended 30 June 2006 [FR2006/299]**

I acknowledge receipt of the financial report for the National Tertiary Education Industry Union – Queensland Division for the year ended 30 June 2006. This document was lodged with the Registry on 16 April 2007.

As you are aware, an organisation is required under Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule) to undertake certain steps in accordance with specified timelines. Information about these timeline requirements can be found on the Australian Industrial Relations Commission [website](#). In particular, I draw your attention to [fact sheet 08](#) which explains the timeline requirements, and [fact sheet 09](#) which sets out the timeline requirements in diagrammatical form.

I have examined this report and it appears that the Reporting unit has failed to comply with a number of the legislative requirements set out in the RAO Schedule. Details of these matters are set out below.

1. Late preparation and lodgement of the financial report

The Reporting unit has failed to prepare and lodge the report within the prescribed timelines.

Sections 253 and 254 of the RAO Schedule require a reporting unit to commence the financial reporting process by preparing an Operating Report and a General Purpose Financial Report “as soon as practicable” after the end of the financial year. This requirement determines when subsequent steps in the process occur, most notably the preparation of the audit report. This in turn determines when the financial report can be provided to members and presented to an appropriate meeting.

Therefore, in order to have complied with its reporting obligations the reporting unit would have had to have prepared the appropriate reports, cause them to be audited and present them to a meeting before 31 December 2006.

2. The auditor's report

The Auditor's report was signed and dated after the full report was published to members and presented at a meeting.

As the signature on the auditor's report attests to members that it is in the auditor's opinion that the report was prepared fairly and in accordance with the appropriate Accounting Standards, it is an essential part of the auditor's report. I will also raise my concerns with the auditor, Lockwood Wehrens, directly.

3. The designated officer's signature on the Committee of Management Statement

The Committee of Management Statement was signed by the designated officer before the resolution was passed.

As the designated officer's signature is an attestation to the Registry that a resolution was passed by the Committee of Management on a particular date, it is essential that the officer signs the Statement after the date of passage of the resolution.

4. The designated officer's signature on the Designated Officer's Certificate

The Designated Officer's Certificate was signed before any of the events attested to took place.

Again, the designated officer's signature is an attestation to the Registry that certain events took place. The Registry will not accept an attestation as to the occurrence of a future event.

I refer you to section 243 of the RAO Schedule and regulation 162 of the Workplace Relations (Registration and Accountability of Organisations) Regulations (the RAO Regulations) which sets out who may sign as a prescribed designated officer for the purposes of section 268 of the RAO Schedule.

Under these circumstances, I cannot file the report and advise the reporting unit will need to repeat certain of the steps in the reporting process set out below..

First, the reporting unit must prepare and sign a fresh Committee of Management Statement and publish this with the relevant documents, including a signed and dated copy of the Auditor's Report, to its members. Secondly, the reporting unit must present the appropriate documents to a appropriate meeting. Finally, the reporting unit must prepare a fresh and appropriately signed Designated Officer's Certificate and lodge this with copies of the relevant documents with the Registry for filing.

If you wish to discuss the above matters please contact Mr Thomas Tran of this office on (03) 8661 7921 or by e-mail at [tom.tran@air.gov.au](mailto:tom.tran@air.gov.au).

Yours sincerely,



Iain Stewart  
Manager, Team 3  
Statutory Services Branch

1 May 2007



**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION  
GENERAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED  
30th JUNE 2006  
*Full Report***

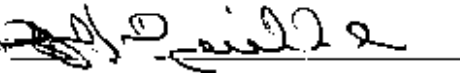


NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION

CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

I, Howard Guille, being the Division Secretary of National Tertiary Education Industry Union -- Queensland Division (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 25 May 2007; and
- that the full report was presented to a general meeting of the members of the reporting unit on 5 August 2007 in accordance with section 266 of the RAO Schedule.

Signature: 

Date: 5/8/07

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006**

**Principal Activities**

The principal activities of the Division 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 Division'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 Division.

**Significant Changes in the Nature of Principal Activities**

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

**Significant Changes in the Division's Financial Affairs**

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

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

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

**Number of Members**

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 3,389 (2005 – 3,549).

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006 (Continued)**

**Number of Employees**

The number of persons who were, at the end of the financial year, employees of the Division was approximately 6.2 (being six full-time and one casual 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 Division at the beginning of the financial year were:

Division President	Gina Yarrow
Division Secretary	Howard Guille
Division Assistant Secretary	Chris Butler
Committee Member	Robin Fisher
Committee Member	Bradley Astbury
Committee Member	Margaret Lee
Committee Member	Sharon Hynes
Committee Member	Dan Coughlan
Committee Member	Sue Albanus
Committee Member	Dianne Paez
Committee Member	Paul Reser
Committee Member	Helen Ester
Committee Member	John Doyle
Committee Member	Maureen Ah Sam

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

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006 (Continued)**

**Manner of Resignation – s254(2)(c)**

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

11.1 A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary provided that:

- (a) Where a written notice of resignation is received by a Division Secretary, he or she shall as soon as practicable forward a copy of the notice of resignation to the appropriate Branch Secretary;
- (b) Where a written notice of resignation is received by a Branch Secretary, he or she shall as soon as practicable forward a copy of the notice of resignation to the relevant Division Secretary.

11.2 A notice of resignation from membership takes effect:

(a) where the member ceases to be eligible to become a member of the Union

- (i) on the day on which the notice is received by the Union; or
- (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is later, or

(b) in any other case:

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

whichever is later.

11.3 Any dues payable but not paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Union in a court of competent jurisdiction, as a debt due to the Union.

11.4 A notice delivered to the Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006 (Continued)**

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

Name Howard Gulle

Title Division Secretary

Signature [Handwritten Signature]

Date: 25/5/07

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**COMMITTEE OF MANAGEMENT STATEMENT**

On 25th May 07, the Committee of Management of the National Tertiary Education Industry Union – Queensland Division (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30th June 2006:

The Committee of Management declares that in relation to the GPFR that, in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the Committee of Management were held in accordance with the rules of the National Tertiary Education Industry Union, including the Division rules;
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the National Tertiary Education Industry Union, including the rules concerning Divisions of that union;
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
  - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the National Tertiary Education Industry Union;
  - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar;

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**COMMITTEE OF MANAGEMENT STATEMENT (Continued)**

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

**For the Committee of Management:** Howard Guille

**Title of Office Held:** Division Secretary

**Signature:** 

**Date:** 25/5/07

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**INCOME STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2006**

	2006	2005
	\$	\$
Profit from Continuing Operations	111,949	50,038
Retained Profits at the beginning of the financial year	276,056	226,018
Retained Profits at the end of the financial year	<u>388,005</u>	<u>276,056</u>

The accompanying notes form part of these accounts.



**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**BALANCE SHEET  
AS AT 30th JUNE 2006**

	Note	2006 \$	2005 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	2	504,141	371,915
Trade and Other Receivables	3	-	2,645
<b>TOTAL CURRENT ASSETS</b>		<u>504,141</u>	<u>374,560</u>
<b>NON CURRENT ASSETS</b>			
Plant & Equipment	4	14,569	16,811
<b>TOTAL NON-CURRENT ASSETS</b>		<u>14,569</u>	<u>16,811</u>
<b>TOTAL ASSETS</b>		<u>518,710</u>	<u>391,371</u>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	5	19,958	50,365
Employee Provisions	6	40,637	-
<b>TOTAL CURRENT LIABILITIES</b>		<u>60,595</u>	<u>50,365</u>
<b>NON-CURRENT LIABILITIES</b>			
Employee Provisions	6	70,110	64,950
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>70,110</u>	<u>64,950</u>
<b>TOTAL LIABILITIES</b>		<u>130,705</u>	<u>115,315</u>
<b>NET ASSETS</b>		<u>388,005</u>	<u>276,056</u>
<b>MEMBERS' FUNDS</b>			
Retained Profits		388,005	276,056
<b>TOTAL MEMBERS' FUNDS</b>		<u>388,005</u>	<u>276,056</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**DETAILED INCOME STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2006**

	2006	2005
	\$	\$
<b>INCOME</b>		
Member Subscriptions	938,598	811,554
Branch Re-imburement    Salary and Employment Costs	22,139	127,349
Interest Received	17,495	11,293
Other Income	6,412	1,790
<b>DIVISION INCOME</b>	<u>984,644</u>	<u>951,986</u>
 <b>EXPENDITURE</b>		
Administration	42,836	46,506
Affiliation Fees	16,773	15,880
Audit	4,785	1,990
Bank Charges	133	578
Campaign Expenses	735	7,694
Depreciation	5,411	5,200
Donations & Gifts	1,500	91
Employee Provisions	45,797	29,950
Indigenous Network	-	66
Insurance	1,446	1,164
Labour Day	455	657
Legal Expenses	-	10
Meeting & Travel Expenses	47,439	53,207
Payroll Tax	29,519	28,283
PRD Administration Fees	7,335	-
Rent	23,392	23,378
Repairs & Maintenance	1,392	-
Salaries & Wages – Employees	567,304	596,000
Subscriptions	1,197	2,757
Superannuation	65,897	85,018
Training & Welfare	7,403	1,658
Workcover	1,946	1,861
<b>DIVISION EXPENDITURE</b>	<u>872,695</u>	<u>901,948</u>
<b>PROFIT FROM CONTINUING OPERATIONS</b>	<u>111,949</u>	<u>50,038</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2006**

	2006 \$	2005 \$
	Inflows (Outflows)	Inflows (Outflows)
Cash flows from Operating Activities		
Receipts from members	963,382	940,840
Interest received	17,495	11,293
Other income	6,412	-
Payments to suppliers & employees	(851,894)	(829,164)
	-----	-----
Net cash provided by / (used in) operating activities – Note B	135,395	122,969
	-----	-----
Cash flows from Investing Activities		
Purchases of fixed assets	(3,169)	-
	-----	-----
Net cash (used in) investing activities	(3,169)	-
	-----	-----
Cash flows from Financing Activities		
Proceeds from borrowing	-	-
	-----	-----
Net cash (used in) financing activities	-	-
	-----	-----
Net increase / (decrease) in cash and cash equivalents held	132,226	122,969
Cash and cash equivalents at the beginning of the financial year	371,915	248,946
	-----	-----
Cash and cash equivalents at the end of the financial year – Note A	504,141	371,915
	-----	-----

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2006**

	2006	2005
	\$	\$

Note A Reconciliation of Cash and Cash Equivalents

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

Cash at Bank	256,554	199,688
Interest Bearing Deposits	247,587	172,227
	504,141	371,915
	504,141	371,915

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

Profit from continuing operations	111,949	50,038
Non-cash flows in profit from continuing operations:		
Depreciation	5,411	5,200
Changes in Assets & Liabilities:		
(Increase) / decrease in trade and other current receivables	2,645	(1,168)
Increase / (decrease) in trade and other payables	(30,407)	38,949
Increase / (decrease) in employee provisions	45,797	29,950
	135,395	122,969
	135,395	122,969

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

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

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30th JUNE 2006**

**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 Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Trustees' accountability requirements under the Union's Rules and the requirements under the Workplace Relations Act 1996.

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

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

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

**(a) Revenue**

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

**(b) 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.

**(c) 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.

**(d) Income Tax**

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

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2006**

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

(c) Information to be provided to members or registrar

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

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

Note: This sub-section is a civil penalty provision

(g) Economic Dependency

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

(h) Segment Reporting

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

	2006	2005
	\$	\$
<b>2. CASH AND CASH EQUIVALENTS</b>		
Cash at Bank	256,554	199,688
Interest Bearing Deposits	247,587	172,227
	504,141	371,915
<b>3. TRADE AND OTHER RECEIVABLES</b>		
GST Owed by the ATO	-	2,645
	-	2,645

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2006**

	2006 \$	2005 \$
<b>4. PLANT AND EQUIPMENT</b>		
Office Furniture & Equipment	63,743	60,574
Less : Accumulated Depreciation	<u>(49,174)</u>	<u>(43,763)</u>
	<u>14,569</u>	<u>16,811</u>
 <b>Movements in Carrying Values</b>		
Opening balance at the beginning of the year	16,811	22,011
Additions	3,169	-
Disposals	-	-
Depreciation	<u>(5,411)</u>	<u>(5,200)</u>
Closing balance at the end of the year	14,569	<u>16,811</u>
 <b>5. TRADE AND OTHER PAYABLES</b>		
Sundry Creditors And Accruals	19,958	50,365
	<u>19,958</u>	<u>50,365</u>
 <b>6. EMPLOYEE PROVISIONS</b>		
Current		
Annual Leave	40,637	-
Non-Current		
Long Service Leave	70,110	64,950
	<u>110,747</u>	<u>64,950</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2006**

**7. FINANCIAL INSTRUMENTS**

**(a) Interest Rate Risk**

The reporting entity's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2006	2005	2006	2005
Financial Assets				
Cash at bank	3.90%	3.90%	\$256,554	\$199,688
Interest Bearing Deposits	5.55%	5.55%	\$247,587	\$172,227

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

**(b) Credit Risk**

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

**(c) Net Fair Values**

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

**8. UNION DETAILS**

The office of the Division is located at;

25 - 27 Cordelia Street  
SOUTH BRISBANE QLD 4101



## **INDEPENDENT AUDIT REPORT**

### **TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION QUEENSLAND DIVISION**

#### **Scope**

##### ***The financial report and trustees' responsibility***

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

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

#### **Audit Approach**

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

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

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

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

**INDEPENDENT AUDIT REPORT**  
**TO THE MEMBERS OF**  
**NATIONAL TERTIARY EDUCATION INDUSTRY UNION**  
**QUEENSLAND DIVISION**

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

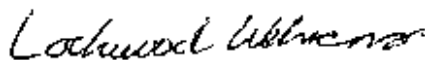
**Independence**

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

**Audit Opinion**

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

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



LOCKWOOD WEHRENS  
Chartered Accountants  
Camberwell



ANDREW WEHRENS  
Member of The Institute of Chartered  
Accountants in Australia – 79117, holder  
of a current Certificate of Public Practice  
6<sup>th</sup> June 2007



**Australian Government**

**Australian Industrial Registry**

Level 5, 11 Exhibition Street  
Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7921  
Fax: (03) 9655 0410  
[lina.starling@air.gov.au](mailto:lina.starling@air.gov.au)

Ms Barbara Williams  
Executive Officer  
National Tertiary Education Industry Union  
Queensland Division  
Room 3, 1<sup>st</sup> floor  
27 Cordelia Street  
SOUTH BRISBANE QLD 4101

Email: [b.williams@qld.nieu.org.au](mailto:b.williams@qld.nieu.org.au)

Dear Ms Williams

### **Financial Report for the year ended 30 June 2006 - FR2006/299**

Thank you for providing further information in relation to the financial reports of the National Tertiary Education Industry Union – Queensland Division for the year ended 30 June 2006. The amended financial report was received on 23 August 2006 and has been placed with the documents previously lodged in the Registry on 14 April 2007.

As you are aware, a reporting unit is required under Schedule 1 of the *Workplace Relations Act 1996* (the RAO Schedule) to undertake certain steps in accordance with specified timelines. Information about these timeline requirements can be found on the Australian Industrial Relations Commission [website](#). In particular, I draw your attention to [fact sheet 08](#) which explains the timeline requirements, and [fact sheet 09](#) which sets out the timeline requirements in diagrammatical form.

The full report, which includes a signed and dated auditor's report [see s265 (1) of RAO Schedule] must first be presented to the members 21 days before the General Meeting [265 (5) (a)]. The designated officer's certificate states that the full report was provided to the members on the 25 May 2007. As the Auditor's Report, as submitted, is dated 6 June 2007, it appears the reporting unit could not have complied with this requirement. They could not have provided the full report correctly to the members, as the Auditor's Report was apparently not in existence.

We require you to:

1. Distribute to the members a full copy of the Full Report, which includes:
  - The Operating Report, signed and dated
  - The Committee of Management Statement, signed and dated
  - The Auditor's Report, signed and dated
2. Present the above to either a Committee of Management Meeting or a General Meeting (if you use the latter option, the meeting should be held 21 days after the Full Report is distributed to members),
3. Lodge Financial Report in Registry accompanied by a fresh Designated Officer's certificate verifying the above events.

If you wish to discuss the above matters please contact Ms Lina Starling of this office on (03) 8661 7921 or by e-mail at [lina.starling@air.gov.au](mailto:lina.starling@air.gov.au)

Yours sincerely,

A handwritten signature in black ink that reads "Iain Stewart". The letters are cursive and somewhat slanted to the right.

Iain Stewart  
Manager, Team 3  
Statutory Services Branch

11 September 2007

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
QUEENSLAND DIVISION**

**CERTIFICATE OF SECRETARY OR OTHER AUTHORISED  
OFFICER**

I, Barbara Williams, being the Executive Officer of the National Tertiary Education Industry Union – Queensland Division (the reporting unit) certify:

- 1 That the Documents lodged herewith are copies of the full report referred to in s268 of the RAO schedule
- 2 That the attached is a copy of full original report comprising
  - Operating Report (signed and dated 25/5/07)
  - Committee of Management Statement (signed and dated 25/5/07)
  - Auditors Report (signed and dated 6/7/07)was provided to members on 14<sup>th</sup> September 2007, and that
- 3 The full report was presented to a Committee of Management Meeting held on 28<sup>th</sup> September 2007

Signature: *B Williams*

Date : *1/10/07.*