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Ms M. Netting Branch Secretary National Tertiary Education Industry Union University of South Australia Branch PO Box 8227 Station Arcade ADELAIDE SA 5000

Dear Ms Netting

Re: Schedule 1 of the Workplace Relations Act 1996 (Schedule 1) Financial reports for year ended 30 June 2006 - FR 2006/313

Thank you for your letter of 1 June 2007 in response to my letter of 5 April 2007 providing further information in relation to the financial reports of the University of South Australia Branch of the National Tertiary Education Industry Union for the year ended 30 June 2006: this has been placed with the documents previously lodged.

The financial documents have now been filed.

It should be noted that the Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1 and to those obligations being discharged within the requisite timeframes. Your reporting unit should therefore ensure that future financial returns fully satisfy the above obligations. I have enclosed a Diagrammatic Summary of the legislative timescale requirements for your information.

Your advice in relation to the Branch's financial reports for year ended 30 June 2005 has been noted. Would you please arrange lodgment as soon as possible.

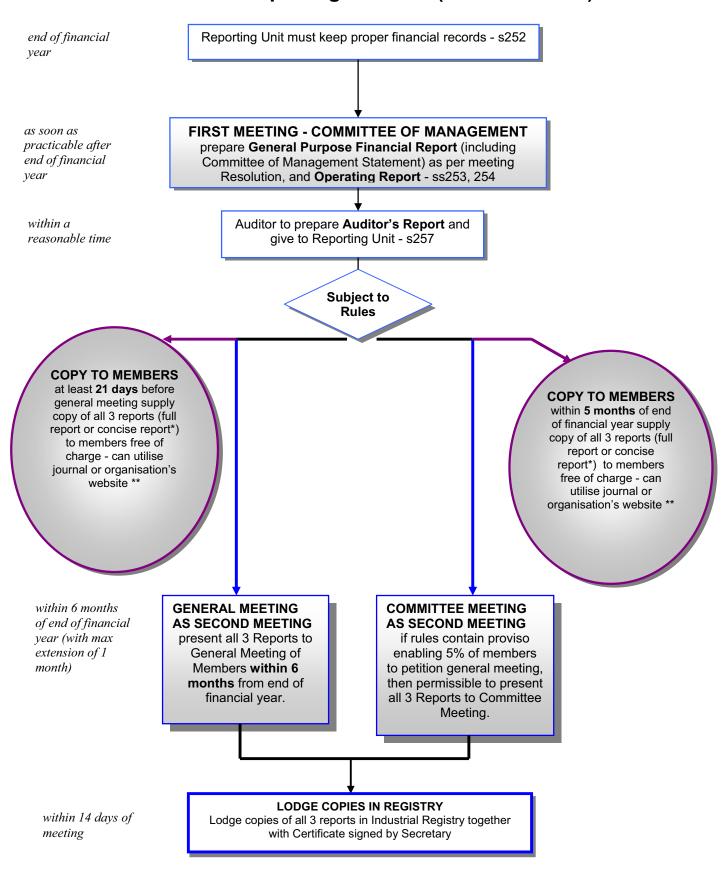
Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by email at larry.powell@air.gov.au

Yours sincerely,

Larry Powell Statutory Services Branch

19 June 2007

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.



1 June 2007

Larry Powell Statutory Services Branch Australian Industrial Registry

Dear Mr Powell,

I refer to your letter of April 2007 in relation to the reporting obligations of the University of SA Branch of the National Tertiary Education Union (UniSA NTEU).

In reference to item 1: Timescales;

I would like to assure you that the Auditors and committee reports were presented to members a full month in advance of the general meetings that they were ratified at.

I enclose an extract from the newsletter that was sent to members on 16th February 2007 with an invitation to one of 2 General meetings held on Thursday the 15th and Friday the 16th of March 2007. The newsletter contained an extract of the Audit, and a web-link to our website where a full copy of the Auditors report and Committee of management statements was posted.

Members were asked that, should they be unavailable for either of these meetings, they provide a vote for or against ratification during that notice period.

The total vote collected after the final meeting was 92 votes in favor and none against the motion presented. This is approximately 12% of the membership.

In reference to item 2: Auditors Report;

As stated above, both the Auditors report and the committee of management reports were presented electronically to the membership on 16th February 2006.

The reports were mailed to the UniSA Branch, NTEU by from the Auditor on the 15th December 2006 and emailed to the relief (and resigned) Branch Organiser who had been responsible for preparing the accounts in July-October 2006. The mailed reports came with the signed auditors notes letter. (ie it states on the report "to be read in conjunction with the auditors notes"). Due to end of year office shut-downs and end of year leave taking, the Branch contacted the Auditor and asked her to send an electronic copy of the reports direct to the Branch Office for ease of distribution to both the committee and then members.

The Auditor provided the reports electronically and they were distributed with an e-signature. (Copy attached for your information).

Following the meeting on the 16th March the NTEU Branch Administrator took a clean copy of the Auditors reports and committee statements to the Auditor to ensure everything was in tact, all required papers were together and asked her to double check it and sign anything that needed to be signed. She did this, and as the reports were a clean copy, added her signature to the end.

Strengthen the Union

NTEU UniSA Branch admin@unisanteu.org.au

> P 08 82311472 F 08 82311479

Level 4 - 404 Peel Chambers 23 Peel Street

PO Box 8227 Station Arcade Adelaide 5000 Our web-posted scanned documents had an e-signature on them, but the clean copy presented to the auditor to ensure everything was in order did not. When she signed off on the whole package on 16 March 2007, she obviously dated the reports for that day as she signed anywhere that was blank.

I trust that the printout of the scanned documents from our website shows you that the process and timelines as required in the ACT were adhered to, and apologise that our final presentation was confusing.

In reference to item 3: Outstanding documents;

Firstly let me inform you that the knowledge that the 2004-05 financial reports are outstanding comes as a great surprise to the UniSA NTEU Branch Committee. From October 2005 to October 2006 the continuing Branch Organiser was on parental leave, and the relief Organiser who worked during that time had assured the committee that following the AGM in December 2005, when the full Audited reports were ratified by members, the complete reporting package was sent to the AIR.

During the time the relief Organiser was working for the UniSA Branch NTEU the office relocated from Mawson Lakes to the city, and our administrator took several months leave due to serious illness, so unfortunately the branch internal filing system has suffered for it.

Our continuing Organiser, Juliet Fuller who is now back working fulltime for us has been unable to find the complete, signed copies of the financial reports, but has been able to find an electronic trail of the timelines and processes followed and is convinced that everything occurred as it is legally required- up to the point of the reports being sent.

She is continuing this investigation and will need to follow up with our accountant to ensure all is completed correctly, but it will require having the Committee reports re-signed by the former elected officials as in August 2006 our committee structure changed. The financial reports were presented to members with an e-signature on them, and we now have a printed copy verifying this. We had intended to have had this completed by now in order to send them to you with this letter, but unfortunately have not been able to finalize the process for which I apologize.

I trust that letter alleviates any concerns about the 2005/06 financial report and will endeavor to have the 2004-05 reports sent to you with all haste.

Regards,

Megan Netting,

NTEU, UniSA Branch Secretary

FINANCIAL STATEMENTS

OF

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

UNIVERSITY OF S.A. BRANCH

ABN: 38 579 396 344

For the Year Ended 30 June 2006

BALANCE SHEET As At 30 June 2006

	Note	30 Jun 2006 \$	30 Jun 2005 \$
CURRENT ASSETS Cash Receivables Other	3 4 5	116,282 679	116,711 13,112 1,024
TOTAL CURRENT ASSETS		116,961	130,847
FIXED ASSETS Plant, Property & Equipment	6	8,324	4,926
TOTAL FIXED ASSETS		8,324	4,926
TOTAL ASSETS		125,285	135,773
CURRENT LIABILITIES Creditors & Borrowings Provisions	7 8	57,485 24,482	28,796 3,900
TOTAL CURRENT LIABILITIES		81,967	32,696
NON CURRENT LIABILITIES Provisions	8	3,200	<u></u>
TOTAL NON CURRENT LIABILITIES		3,200	
TOTAL LIABILITIES		<u>85,167</u>	32,696
NET ASSETS		40,118	\$103,077
EQUITY Retained Surplus		40,118	103,077
TOTAL EQUITY		40,118	103,077
	T OF CHANGES IN E0 ne year ended 30/6/06	QUITY	
Opening Balance Loss for the year		103,078 (62,960)	114,156 (11,079)
Closing Balance at end of the Year		40,118	103,077

STATEMENT OF INCOMEFor the Year Ended 30 June 2006

11100147	Note	30 Jun 2006	30 Jun 2005
INCOME Members Contributions		326,497	355 519
Interest Received		2023	355,518 2,785
E & A Fund		10,000	2,763
Other Income		10,000	916
Other income			846
TOTAL INCOME		338520	<u>359,149</u>
LESS EXPENDITURE			
Audit Fees		2,495	1,835
Bank Charges & F.I.D. etc		130	[′] 341
NTEU - E & A Fund		15,991	6,104
Capitations Levy – Federal Office		114,020	137,488
NTEU – SA Division		61,882	74,075
Other Subs & Donations		960	1,276
Industrial & Campaign Expenses		9,518	4,824
Depreciation		2,085	1,564
Meeting & AGM Expenses		2,589	1,685
Legal and Medical Fees			3,839
Office Occupancy		12,099	2,700
Payroll Tax		5,663	3,946
Postage, Printing & Stationery		2,500	1,952
Provision for Annual Leave		20,582	3,279
Provision for Long Service Leave		3,200	(2,164)
Repairs & Maintenance		4,341	
Computer Expenses		1,512	1,850
Relocation Expenses		7,503	
Assist to Committee			1,154
Salaries & On Costs - Staff		98,674	92,915
Consultancy – Contracts & Related Parties		6,803	6,106
Superannuation - Staff		13,073	7,993
Sundry Expenses		2,977	1,137
Telephone		5,942	6,843
Training		1,163	3,087
Travel		4,560	5,023
Workcover		1,218	1,374
TOTAL EXPENSES INCURRED		401,480	370,228
NET LOSS		<u>(\$62,960)</u>	(\$11,079)

STATEMENT OF CASH FLOWS For the Year Ended 30 June 2006

		30 Jun 2006	To Jun 2005 \$
Cash Flows from Operating Activities			Ψ
Receipts from Members Other Income Less Payments to suppliers & employees Add Interest		339,609 10,000 (346,579) 	343,558 (352,667) 2,785
Cash Provided by (used in) Operating Activities	3(b)	5,053	(6,324)
Cash Flow from Investing Activities			
Payment for purchases of equipment Cash Flows from Investing Activities		<u>(5,483)</u> (5,483)	<u>(2,530)</u> (2,530
Cash Flows from Financing Activity			
Net Cash In/Outflow		(430)	(8,854)
Cash at the beginning of the year		116,711	125,565
Cash at the end of the financial year	3(a)	<u>\$116,281</u>	<u>\$116,711</u>

NOTES TO AND FORMING PART OF THE ACCOUNTS For the Year Ended 30 June 2006

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES & IN ACCORD WITH THE WORKPLACE RELATIONS ACT 1996

1. This financial report is a general purpose financial report that has been prepared in accordance with Financial Accounting and Reporting Standards, and the Workplace Relations Act 1996.

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

(a) Basis of Accounting

The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where otherwise stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. Contributions from members have been brought to account on a cash basis. All other income and expenditure of the Branch has been brought to account on an accrual basis of accounting so as to match income for the period with the expenditure incurred in earning that income.

(b) Provisions for Accrued Annual Leave and Long Service Leave

Provision for current Employee Benefits in the form of Accrued Annual Leave, Accrued Long Service Leave and other Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment. Employee Benefits payable later than one year have been measured at the present value of the estimated future cash outflows.

(c) Income Tax

No Provision has been made in the accounts for income tax on the basis that the branch is exempt under section 50-15 of the income tax assessment Act 1997

(d) Property, Plant & Equipment

Each class of property, plant and equipment is carried at historical cost less, where applicable any accumulated depreciation and impairment losses. Rates used are:

Office Furniture & Equipment

Varying Rates, using both prime cost and Diminishing value methods

2. WORKPLACE RELATIONS ACT 1996

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

- (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).

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

NATIONAL TERTIARY EDUCATION INDUSTRY UNION UNIVERSITY OF S.A. BRANCH ABN: 38 579 396 344

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2006

Note 3.	CASH	2006 \$	2005 \$
(a)	Petty Cash Commonwealth Bank – Chq Account Commonwealth Bank – Deposit CPS Credit Union – Cheque A/c	300 15,839 90,000 10,142	300 86,715 29,696
		<u>\$116,281</u>	<u>\$116,711</u>
(b)	Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax		
	Profit/(Loss) from Ordinary Activities	(62,960)	(11,079)
	Non-Cash flows in profit from ordinary activities:		
	- Depreciation	2,085	<u>1,564</u>
		60,875	(9,515)
	Change in Assets and Liabilities: (Decrease)/Increase in Accounts Receivable (Decrease)/Increase in Prepayments (Decrease)/Increase in Other Current Assets (Decrease)/Increase in Payables Increase/(Decrease) in Provisions	(13,112) (345) (28,689) (23,782)	(11,960) 7,730 213 14,658 (7,450)
	Cash Flows from Operations	(\$5,053)	(\$6,324)

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd) For the Year Ended 30TH June 2006

Note 4.	RECEIVABLES		
	Subs in Transit		13,112
Note 5.	OTHER		
	GST Credits Claimable	679	1,024
		\$679	\$1,024
Note 6.	PROPERTY, PLANT & EQUIPMENT		
	Office Furniture & Equipment at Cost Deduct Accumulated Depreciation	20,529 (12,205)	15,046 (10,120)
		<u>\$8,324</u>	\$4,926
Note 7.	CREDITORS AND BORROWINGS	2006	2005
	Sundry Creditors & Accruals	<u>\$57,485</u>	<u>\$28,796</u>
Note 8.	PROVISIONS		
	Provision for Annual & Other Leave Entitlements Provision for Long Service	<u>24,482</u>	3,900
	Leave Entitlements	3,200	
Note 9.	SEGMENT REPORTING		

SEGMENT REPORTING

The Branch operates as a trade union and provides employee support to members.

INDEPENDENT AUDITORS REPORT

Scope

The Financial Report & Branch Committee Responsibility

We have audited the accompanying general purpose financial report of the National Tertiary Education Industry Union, University of S.A. Branch, for the year ended 30 June 2006 comprising Income Statement, Balance Sheet, Statement of changes in Equity, Statement of Cash Flows and Notes to the Financial Statements. The Branch Committee is responsible for the preparation and presentation of the financial report and the information it contains. This includes responsibility for the maintenance of adequate accounting records & internal controls that are designed to prevent & detect fraud and error, and for the accounting policies and estimates inherent in the Financial Report.

Audit Approach

We 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 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 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 Industrial Relations Act, including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Branch's financial position, and of it's performance as represented by the results of the operations and 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.

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-

- a) the financial report is properly drawn up so as to present fairly the financial position of the branch as at 30 June 2006 and its performance for the year ended on that date; and
- b) the financial report is in accordance with the provisions of the Workplace Relations Act 1996 and Australian Accounting Standards

Signed at Adelaide this day of December, 2006

JH Doyle & Co 176 Morphett Street ADELAIDE SA 5000

C. WELLINGTON REGISTERED COMPANY AUDITOR

COMMITTEE OF MANAGEMENT'S CERTIFICATE

I Merican Nettera being a Member of the Committee of Management of the National Tertiary Education Industry Union, University of S.A. Branch, declare on behalf of the Committee and in accordance with a resolution passed by the committee in relation to the general purpose Financial Report (GPFR) of the reporting unit for the Financial year ended 30 June 2006, that:

- a) the Financial Statements and notes comply with Financial Accounting and Reporting Standards in applicable in Australia
- 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 Income Statement, Balance Sheet, Changes in Equity 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 organisation including the rules of the branch concerned; and
- the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of the branch concerned; and
- iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO schedules and the RAO regulations; and
- iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the reporting units of the organisation; and
- 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; and
- vi) there has been compliance with any order for inspection of financial reports made by the Commission under section 273 of the RAO schedule.

Signed in accordance with a resolution of the Committee.

Dated:

Signed:

DATE:

3/2/2006

OPERATING REPORT FOR THE YEAR ENDED 30TH JUNE 2006

Principal Activities

The principal activities of the Branch during the financial year were:

- To improve the 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 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 756.

OPERATING REPORT FOR THE YEAR ENDED 30¹¹¹ JUNE 2006 (Continued)

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch was 2.4 (being one permanent, ongoing Branch Organiser on paid parental leave, One full-time contract Branch Organiser (1 year contract), One part time administrator) measured on a full time equivalent basis.

Members of the Committee of Management

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

Branch President	Robert Iseman
Vice-Fresident (Academic)	Marie Kennedy
Vice-President (General)	Peter Cardwell
Branch Secretary	Michael Venning
Ordinary Committee Member 1	Gido Mapunda
Ordinary Committee Member 2	Rob Kooymans
Ördiдату Committee Member 3	Di Barrett
Ordinary Committee Member 4	Sharon Russo
Ordinary Committee Member 5	Deirdre Tedmanson
Ordinary Committee Member 6	
Ordinary Committee Member 7	Fauline Mulberry
Ordinary Committee Member (Academic Staff)	Margaret Chendler
Ordinary Committee Member (Academic Staff)	Lew Zipin
Ordinary Committee Member (General Staff)	Megan Netting
Ordinary Committee Member (General Staff)	
Ordinary Committee Member (Indigenous)	Luisa O'Connor

Changes to the composition of the Committee of Management during the financial year:

Resignations: Robert Iseman retired from the University in June 2006 and thus resigned his position as president UniSA Branch NTEU. Pauline Mulberry and Di Barrett resigned from the committee in June 2006 Additions; Marie Kennedy assumed the role of President upon Robert Iseman's retirement

Name	Megan Netting
Title	Branch Secretary (Aug 2006-2008)
Signature	Malleflery.
Date	_15_/12_/2006

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

Manner of Resignation - s254(2)(c)

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

- 13.1 A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary provided that:
 - (a) Where a written notice of resignation is received by a Division Secretary he or she shall as soon as practicable forward a copy of the notice of resignation to the appropriate Branch Secretary;
 - (b) Where a written notice of resignation is received by a Branch Secretary he or she shall as soon as practicable forward a copy of the notice of resignation to the relevant Division Secretary.
- 11.2 A notice of resignation from membership takes effect:
 - (a) Where the member ceases to be eligible to become a member of the Union
 - (i) on the day on which the notice is received by the Union; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is later; or

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

whichever is later.

- 11.3 Any dues payable but not paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Union in a court of competent jurisdiction, as a debt due to the Union.
- 11.4 A notice delivered to a Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.
- 11.5 A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with sub-rule 1 of this rule.
- 11.6 A resignation from membership is valid even if it is not 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.
- 11.7 Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.

COMMITTEE OF MANAGEMENT STATEMENT

On ___1 February 2007, the Committee of Management of National tertiary Education Industry Union – University of South Australia Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the year ended 30th June 2006:

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

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

COMMITTEE OF MANAGEMENT STATEMENT (Continued)

- the information sought in ay request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar;
- (vi) no orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.

For the Committee of Management:

UniSA Branch National Tertiary Education Union

Title of Office Held: Braych Secretary

Signature

Date:

16 / 3 /12007

Subsection 280(1)

Workplace Relations Act 1996

CERTIFICATE OF THE SECRETARY (OR OTHER PRESCRIBED OFFICER)

I, Megan Netting of HAWTHORN CRES. CAMPBELLTOWN Branch Secretary of the University of South Australia Branch of the National Tertiary Education Union, hereby certify that the documents lodged with the Registrar on Monday ... 19th March 2007, for the year ended 30 June 2006, are copies of the report, accounts and statements presented to the Branch Membership at General Meetings concluding on Friday 16 March, 2007 in accordance with paragraph 279(6)(a) and 266(2)of the Workplace Relations Act 1996.

MÉGAN NÉTTING SECRETARY

16 March 2007





Ms M. Netting Branch Secretary National Tertiary Education Industry Union University of South Australia Branch PO Box 8227 Station Arcade ADELAIDE SA 5000

Dear Ms Netting

Re: Schedule 1 of the Workplace Relations Act 1996 (Schedule 1) Financial reports for year ended 30 June 2006 - FR 2006/313

I acknowledge receipt of the financial reports of the University of South Australia Branch of the National Tertiary Education Industry Union for the year ended 30 June 2006. The documents were lodged in the Industrial Registry on 20 March 2007.

I direct your attention to the following comments concerning the above reports and the financial reporting obligations under Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule). Your advice, in writing, is requested by Monday, 23 April 2007, as to when compliance with the following can be expected.

1. Timescales

Financial documents 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, in this case, the Branch Secretary, stating that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with section 266. Such reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements (see enclosed Diagrammatic Summary).

I note that the financial report was presented to the Branch Membership at General Meetings concluding on Friday,16 March 2007.

It is unclear from the information provided whether the "General Meetings" were held for the purpose of supplying a copy of the financial reports to members [s.265(5)] or for presenting the financial reports to a General Meeting after such documents were supplied to members [s.266].

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 generally 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.

The organisation's rules do not satisfy the abovementioned precondition in relation to the financial documents of the organisation.

In these circumstances, the alternatives may require the supply to members and presentation of the relevant documents to a general meeting of members, or at a series of meetings at different locations (this alternative is only available if the rules make provision for such meetings). It should also be noted that the financial reports cannot be supplied to members via a general meeting unless either all members attended the general meeting or those not in attendance were supplied with a copy by other means. Also, financial documents should be

provided to members at least 21 days before the general meeting at which the documents are to be presented [refer s.265(5)(a)].

Would you please advise whether the financial reports have been supplied to the branch's members and if so when and how and what body the financial reports were then presented to and the date when that occurred.

The branch will be required to supply the financial reports to members and then subsequently present such to a general meeting in accordance with the legislative requirements before relodging such in the Industrial Registry if such has not already occurred.

Also, unless an extension is granted, financial reports should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented [refer s.268].

2. Auditor's Report

As mentioned above, financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements.

From the information available, the reports were presented to the Branch membership on 16 March 2007.

Given that the auditor's report is also dated 16 March 2007 it would appear that such document if supplied to members may have been unsigned and undated.

If this is the case the auditor's report will be required to be supplied to members and then presented to a general meeting.

3. Outstanding documents

I note that the Branch's financial report for the year ended 30 June 2005 has not been lodged.

Your advice, in writing, is requested as to when lodgement, under cover of your certification in accordance with subsection 280(1), may be expected.

It should be noted that the Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1 and to those obligations being discharged within the requisite timeframes. Your reporting unit should therefore ensure that future financial returns fully satisfy the above obligations

Electronic lodgment

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

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by email at larry.powell@air.gov.au

Yours sincerely,

Larry Powell Statutory Services Branch

5 April 2007

Subsection 280(1)

Workplace Relations Act 1996

CERTIFICATE OF THE SECRETARY (OR OTHER PRESCRIBED OFFICER)

I, Megan Netting of HANTHORN (RES. CAMPBELLTOW) Branch Secretary of the University of South Australia Branch of the National Tertiary Education Union, hereby certify that the documents lodged with the Registrar on Monday ... 19th March 2007, for the year ended 30 June 2006, are copies of the report, accounts and statements presented to the Branch Membership at General Meetings concluding on Friday 16 March, 2007 in accordance with paragraph 279(6)(a) and 266(2)of the Workplace Relations Act 1996.

MÉGAN NÉTTING SECRETARY

16 March 2007



FINANCIAL STATEMENTS

OF

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

UNIVERSITY OF S.A. BRANCH

ABN: 38 579 396 344

For the Year Ended 30 June 2006

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

Manner of Resignation - s254(2)(c)

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

- 11.1 A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary provided that:
 - (a) Where a written notice of resignation is received by a Division Secretary he or she shall as soon as practicable forward a copy of the notice of resignation to the appropriate Branch Secretary;
 - (b) Where a written notice of resignation is received by a Branch Secretary he or she shall as soon as practicable forward a copy of the notice of resignation to the relevant Division Secretary.
- 11.2 A notice of resignation from membership takes effect:
 - (a) Where the member ceases to be eligible to become a member of the
 - (i) on the day on which the notice is received by the Union; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is later; or

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

whichever is later.

- 11.3 Any dues payable but not paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Union in a court of competent jurisdiction, as a debt due to the Union.
- 11.4 A notice delivered to a Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.
- 11.5 A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with sub-rule 1 of this rule.
- 11.6 A resignation from membership is valid even if it is not 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.
- 11.7 Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.

OPERATING REPORT FOR THE YEAR ENDED 30TH JUNE 2006

Principal Activities

The principal activities of the Branch during the financial year were:

- To improve the 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 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 **756**.

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 Branch was **2.4** (being one permanent, ongoing Branch Organiser on paid parental leave, One full-time contract Branch Organiser (1 year contract), One part time administrator) measured on a full time equivalent basis.

Members of the Committee of Management

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

Branch President	Robert Iseman
Vice-President (Academic)	Marie Kennedy
Vice-President (General)	Peter Cardwell
Втиnch Secretary	Michael Venning
Ordinary Committee Member 1	Gido Mapunda
Ordinary Committee Member 2	Rob Kooymans
Ordinary Committee Member 3	Di Barrett
Ordinary Committee Member 4	Sharon Russo
Ordinary Committee Member 5	Deirdre Tedmanson
Ordinary Committee Member 6	
Ordinary Committee Member 7	Pauline Mulberry
Ordinary Committee Member (Academic Staff)	Margaret Chandler
Ordinary Committee Member (Academic Staff)	Lew Zipin
Ordinary Committee Member (General Staff)	Megan Netting
Ordinary Committee Member (General Staff)	
Ordinary Committee Member (Indigenous)	Luisa O'Connor

Changes to the composition of the Committee of Management during the financial year:

Resignations: Robert Iseman retired from the University in June 2006 and thus resigned his position as president UniSA Branch NTEU. Pauline Mulberry and Di Barrett resigned from the committee in June 2006 Additions: Marie Kennedy assumed the role of President upon Robert Iseman's retirement

Name __Megan Netting

Title ___Branch Secretary (Aug 2006-2008)

Signature

Date 15_/12 /2006

COMMITTEE OF MANAGEMENT'S CERTIFICATE

I Megan Nelling being a Member of the Committee of Management of the National Tertiary Education Industry Union, University of S.A. Branch, declare on behalf of the Committee and in accordance with a resolution passed by the committee in relation to the general purpose Financial Report (GPFR) of the reporting unit for the Financial year ended 30 June 2006, that:

- a) the Financial Statements and notes comply with Financial Accounting and Reporting Standards in applicable in Australia
- 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 Income Statement, Balance Sheet, Changes in Equity 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 organisation including the rules of the branch concerned; and
- ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of the branch concerned; and
- the financial records of the reporting unit have been kept and maintained in accordance with the RAO schedules and the RAO regulations; and
- iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the reporting units of the organisation; and
- 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; and
- vi) there has been compliance with any order for inspection of financial reports made by the Commission under section 273 of the RAO schedule.

Signed in accordance with a resolution of the Committee.

Dated:

Signed:

DATE:

3/2/2006

BALANCE SHEET As At 30 June 2006

	Note	30 Jun 2006 \$	30 Jun 2005 \$
CURRENT ASSETS	0	440.000	440 744
Cash Receivables	3 4	116,282 	116,711 13,112
Other	5	<u>679</u>	1,024
TOTAL CURRENT ASSETS		116,961	130,847
FIXED ASSETS Plant, Property & Equipment	6	8,324	4,926
TOTAL FIXED ASSETS		8,324	4,926
TOTAL ASSETS		125,285	135,773
CURRENT LIABILITIES			
Creditors & Borrowings	7 8	57,485	28,796
Provisions	δ	24,482	3,900
TOTAL CURRENT LIABILITIES		<u>81,967</u>	<u>32,696</u>
NON CURRENT LIABILITIES Provisions	8	3,200	
TOTAL NON CURRENT LIABILITIES		3,200	
TOTAL LIABILITIES		<u>85,167</u>	32,696
NET ASSETS		40,118	\$103,077
EQUITY			
Retained Surplus		<u>40,118</u>	103,077
TOTAL EQUITY		40,118	103,077
	OF CHANGES IN year ended 30/6/0		
Opening Balance		103,078	114,156
Loss for the year		(62,960)	(11,079)
Closing Balance at end of the Year		40,118	103,077
Closing Datation at end of the Teat			100,011

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

UNIVERSITY OF S.A. BRANCH ABN: 38 579 396 344

STATEMENT OF INCOME For the Year Ended 30 June 2006

	Note	30 Jun 2006	30 Jun 2005
INCOME Members Contributions		326,497	355,518
Interest Received		2023	2,785
E & A Fund		10,000	2,765
Other Income		10,000	846
Other moorie			040
TOTAL INCOME		338520	359,149
LESS EXPENDITURE			
Audit Fees		2,495	1,835
Bank Charges & F.I.D. etc		130	[′] 341
NTEU – E & A Fund		15,991	6,104
Capitations Levy – Federal Office		114,020	137,488
NTEU - SA Division		61,882	74,075
Other Subs & Donations		960	1,276
Industrial & Campaign Expenses		9,518	4,824
Depreciation		2,085	1,564
Meeting & AGM Expenses		2,589	1,685
Legal and Medical Fees			3,839
Office Occupancy		12,099	2,700
Payroll Tax		5,663	3,946
Postage, Printing & Stationery		2,500	1,952
Provision for Annual Leave		20,582	3,279
Provision for Long Service Leave		3,200	(2,164)
Repairs & Maintenance		4,341	4.050
Computer Expenses		1,512	1,850
Relocation Expenses		7,503	4.454
Assist to Committee		00.074	1,154
Salaries & On Costs - Staff		98,674	92,915
Consultancy – Staff & Related Parties		6,803	6,106 7,003
Superannuation - Staff		13,073	7,993
Sundry Expenses		2,977	1,137
Telephone		5,942 1 163	6,843
Training Travel		1,163 4,560	3,087 5,023
Workcover		4,560 1,218	5,023 1,374
vvorkcover		1,210	1,374
TOTAL EXPENSES INCURRED		<u>401,480</u>	370,228
NET LOSS		(\$62,960)	(\$11,079)

STATEMENT OF CASH FLOWS For the Year Ended 30 June 2006

		30 Jun 2006	To Jun 2005 \$
Cash Flows from Operating Activities			
Receipts from Members Other Income Less Payments to suppliers & employees Add Interest		339,609 10,000 (346,579) 2,023	343,558 (352,667)
Cash Provided by (used in) Operating Activities	3(b)	5,053	(6,324)
Cash Flow from Investing Activities			
Payment for purchases of equipment Cash Flows from Investing Activities		<u>(5,483)</u> (5,483)	<u>(2,530)</u> (2,530
Cash Flows from Financing Activity			
Net Cash In/Outflow		(430)	(8,854)
Cash at the beginning of the year		<u>116,711</u>	125,565
Cash at the end of the financial year	3(a)	<u>\$116,281</u>	<u>\$116,711</u>

NOTES TO AND FORMING PART OF THE ACCOUNTS For the Year Ended 30 June 2006

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES & IN ACCORD WITH THE WORKPLACE RELATIONS ACT 1996

1. This financial report is a general purpose financial report that has been prepared in accordance with Financial Accounting and Reporting Standards, and the Workplace Relations Act 1996.

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

(a) Basis of Accounting

The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where otherwise stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. Contributions from members have been brought to account on a cash basis. All other income and expenditure of the Branch has been brought to account on an accrual basis of accounting so as to match income for the period with the expenditure incurred in earning that income.

- (b) Provisions for Accrued Annual Leave and Long Service Leave
 Provision for current Employee Benefits in the form of Accrued Annual Leave,
 Accrued Long Service Leave and other Leave have been made for the estimated
 accrued entitlements of all employees on the basis of their terms of employment.
 Employee Benefits payable later than one year have been measured at the present
 value of the estimated future cash outflows.
- (c) Income Tax

No Provision has been made in the accounts for income tax on the basis that the branch is exempt under section 50-15 of the income tax assessment Act 1997

(d) **Property, Plant & Equipment**

Each class of property, plant and equipment is carried at historical cost less, where applicable any accumulated depreciation and impairment losses. Rates used are:

Office Furniture & Equipment

Varying Rates, using both prime cost and Diminishing value methods

2. WORKPLACE RELATIONS ACT 1996

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

- (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).

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd) For the Year Ended 30TH June 2006

Note 4.	RECEIVABLES		
	Subs in Transit		13,112
Note 5.	OTHER		
	GST Credits Claimable	<u>679</u>	1,024
		<u>\$679</u>	<u>\$1,024</u>
Note 6.	PROPERTY, PLANT & EQUIPMENT		
	Office Furniture & Equipment at Cost Deduct Accumulated Depreciation	20,529 (12,205)	15,046 <u>(10,120)</u>
		<u>\$8,324</u>	<u>\$4,926</u>
Note 7.	CREDITORS AND BORROWINGS	2006	2005
	Sundry Creditors & Accruals	<u>\$57,485</u>	\$28,796
Note 8.	PROVISIONS		
	Provision for Annual & Other Leave Entitlements	24,482	3,900
	Provision for Long Service Leave Entitlements	3,200	
Note 9.	SEGMENT REPORTING		

The Branch operates as a trade union and provides employee support to members.

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

NATIONAL TERTIARY EDUCATION INDUSTRY UNION UNIVERSITY OF S.A. BRANCH ABN: 38 579 396 344

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2006

Note 3.	CASH	2006	2005
		\$	\$
(a)	Petty Cash Commonwealth Bank – Chq Account Commonwealth Bank – Deposit CPS Credit Union – Cheque A/c	300 15,839 90,000 10,142	300 86,715 29,696
		<u>\$116,281</u>	<u>\$116,711</u>
(b)	Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax		
	Profit/(Loss) from Ordinary Activities	(62,960)	(11,079)
	Non-Cash flows in profit from		
	ordinary activities: - Depreciation	2,085	1,564
		60,875	(9,515)
	Change in Assets and Liabilities: (Decrease)/Increase in Accounts Receivable (Decrease)/Increase in Prepayments (Decrease)/Increase in Other Current Assets (Decrease)/Increase in Payables Increase/(Decrease) in Provisions	(13,112) (345) (28,689) (23,782)	(11,960) 7,730 213 14,658 (7,450)
	Cash Flows from Operations	<u>(\$5,053)</u>	(\$6,324)

INDEPENDENT AUDITORS REPORT

Scope

The Financial Report & Branch Committee Responsibility

We have audited the accompanying general purpose financial report of the National Tertiary Education Industry Union, University of S.A. Branch, for the year ended 30 June 2006 comprising Income Statement, Balance Sheet, Statement of changes in Equity, Statement of Cash Flows and Notes to the Financial Statements. The Branch Committee is responsible for the preparation and presentation of the financial report and the information it contains. This includes responsibility for the maintenance of adequate accounting records & internal controls that are designed to prevent & detect fraud and error, and for the accounting policies and estimates inherent in the Financial Report.

Audit Approach

We 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 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 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 Industrial Relations Act, including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Branch's financial position, and of it's performance as represented by the results of the operations and 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.

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-

- a) the financial report is properly drawn up so as to present fairly the financial position of the branch as at 30 June 2006 and its performance for the year ended on that date; and
- b) the financial report is in accordance with the provisions of the Workplace Relations Act 1996 and Australian Accounting Standards

Signed at Adelaide this law day of Manch, 2006 2007 D

Wellington

Leg. Quattor

JH Doute & Co.