



**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Mr. M. McGowan  
Division Secretary  
National Tertiary Education Industry Union  
Victorian Division  
PO Box 1324  
SOUTH MELBOURNE VIC 3205

Dear Mr. McGowan,

**Re: Applications for certificates of exemption from requirements relating to financial reporting - FR 2005/365, 347, 349, 348, 350, 355, 358, 360, 361, 363, 373, 386, 385, 399 and 400.**


I refer to your applications dated 21 November 2005 for a certificate of exemption from requirements relating to financial reporting in respect of the following branches of the National Tertiary Education Industry Union, for the financial year ended 30 June 2005:

Bendigo Regional Institute of TAFE Branch  
Box Hill Institute of TAFE Branch  
Central Gippsland Institute of TAFE Branch  
Centre for Adult Education Branch  
Chisholm Institute of TAFE Branch  
East Gippsland Institute of TAFE Branch  
Gordon Institute of TAFE Branch  
Goulburn-Ovens Institute of TAFE Branch  
Holmesglen College of TAFE Branch  
Kangan Batman Institute of TAFE Branch  
Northern Melbourne Institute of Technology Branch  
South West Institute of TAFE Branch  
Sunraysia Institute of TAFE Branch  
William Angliss Institute of TAFE Branch  
Wodonga Institute of TAFE Branch

I have granted the applications. My certificates are enclosed.

Should you wish to discuss the matters raised in this letter, Mr. Larry Powell can be contacted on (03) 8661 7993.

Yours sincerely,

  
T. Nassios  
DEPUTY INDUSTRIAL REGISTRAR

13 December 2005



**Workplace Relations Act 1996**

s.271 certificate of exemption from requirements of Chapter 8, Part 3, Schedule 1B

**National Tertiary Education Industry Union**  
(FR2005/400)

CERTIFICATE

On 21 November 2005 an application was made under subsection 271(1) of Schedule 1B of the *Workplace Relations Act 1996* for a certificate of exemption by the Wodonga Institute of TAFE Branch of the National Tertiary Education Industry Union, in respect of financial year ended 30 June 2005. I am satisfied that the said Branch is a reporting unit that did not have any financial affairs in the year ended 30 June 2005.

Terry Nassios  
DEPUTY INDUSTRIAL REGISTRAR

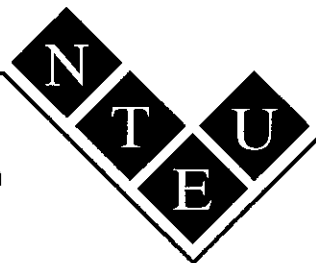


13 December 2005

21 November 2005

Mr Larry Powell  
Australian Industrial Registry  
GPO Box 1994S  
Melbourne VIC 3001

**National  
Tertiary  
Education  
Industry  
Union**



**VICTORIAN DIVISION**

Dear Mr Powell

**Re: National Tertiary Education Industry Union Branch Financial Reporting Obligations under Workplace Relations Act 1996:**

**Bendigo Regional Institute of TAFE Branch, Box Hill Institute of TAFE Branch, Central Gippsland Institute of TAFE Branch, Centre for Adult Education Branch, Chisholm Institute of TAFE Branch, East Gippsland Institute of TAFE Branch, Gordon Institute of TAFE Branch, Goulburn-Ovens Institute of TAFE Branch, Holmesglen College of TAFE Branch, Kangan Batman Institute of TAFE Branch, Northern Melbourne Institute of TAFE Branch, South West Institute of TAFE Branch, Sunraysia Institute of TAFE Branch, William Angliss Institute of TAFE Branch, Wodonga Institute of TAFE.**

**S271A – Application for Certificate**

My name is Matthew McGowan; I am the Victorian Division Secretary of the National Tertiary Education Union. I am making this application at the request of and on behalf of the above named Branches, all of which are small branches with no office bearers.


In consideration of s271A of the Act, I apply for a certificate to exempt the Branch from the requirements of the Act relating to financial matters occurring in the year ending 30 June 2005.

In support of the application I state:

1. The Branch does not hold an interest in any real or personal property.
2. The Branch does not act as a trustee in any form.
3. The Branch holds no funds prescribed under sub rule 51.4 of the NTEU.
4. The Branch's structure is not mirrored in the form of another organisation.
5. Members pay their union dues individually by either direct debit or invoice to the National Office. No dues are paid through the Branch.
6. A small sustenance amount per member is remitted back to the Division Office, to be used if required for any activities on behalf of the members. The amount involved is less than \$100 per year.
7. The Branch does not have any obligations which require it to hold its own funds.
8. The Branch's financial affairs will therefore, under sub rule 40.A1, become the responsibility of the Victorian Division and expenditure is recorded through an imprest system and duly audited within the Division's own financial reports.

If you require any further information please don't hesitate to contact Marieke Zwartjes, Administration Coordinator on 9254 1930.

Yours sincerely

  
Matthew McGowan  
Division Secretary





**Australian Government**  
**Australian Industrial Registry**

Level 35,  
80 Collins Street  
MELBOURNE VIC 3000  
Telephone: (03) 8661 7888  
Fax: (03) 9654 6672

**Ref: FR2005/400-[283V-WODT]**

Ms K. Delves  
Secretary  
National Tertiary Education Industry Union-  
Wodonga Institute of TAFE Branch  
15 McKoy Street  
WODONGA VIC 3689

Dear Ms Delves

**Re: Financial Return – year ending 30 June, 2005**

I remind you that your branch is required to lodge relevant financial documents in the Registry by 14 January 2006. This date may seem a long way off, as you know the financial reporting process involves a number of steps before the branch can present the documents to a general meeting and subsequently lodge the documents in the Registry. If you have not already commenced the process I suggest you give consideration to doing so.

The Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1B and to those obligations being discharged within the requisite timeframes. In the absence of full compliance with your obligations, I advise the financial report will not be filed. Further, as you are probably aware, the legislation provides for civil penalties where various requirements of the Schedule are not met. I advise future non-compliance with relevant provisions may attract a penalty(s) as appropriate.

The Industrial Registrar is therefore keen to assist organisations fully satisfy the requirements of Schedule 1B. If you have any concerns regarding your obligations under the Act and how you can ensure full compliance with the current legislative requirements, I encourage you to contact me by telephone on (03) 8661 7993 or email me at [larry.powell@air.gov.au](mailto:larry.powell@air.gov.au).

Finally, to assist you in the preparation of your financial documents I remind you that you may access the Act, Regulations and Reporting Guidelines via the Commission's website at [www.airc.gov.au](http://www.airc.gov.au). You will also find a number of fact sheets which provide information on various aspects of your financial reporting guidelines. In particular you will find a diagrammatic summary of the financial reporting process at [http://www.airc.gov.au\\_fact\\_sheets/factsheets.html](http://www.airc.gov.au_fact_sheets/factsheets.html) which you may wish to refer to for guidance.

**Outstanding financial returns**

It is noted that there is no record of the receipt in this office of the financial documents of the branch in respect of the year ended 30 June 2004.

As lodgement of this matter is well overdue, your urgent written advice is requested as to when lodgement may be expected.

Yours sincerely

Larry Powell

31 August 2005