



FAIR WORK  
AUSTRALIA

8 November 2010

Mr Charles Voss  
Treasurer  
Association of Consulting Architects – Australia, Tasmanian Branch

email: [tas@aca.org.au](mailto:tas@aca.org.au)

Dear Mr Voss

**Re: Financial Reports for the Association of Consulting Architects – Australia,  
Tasmanian Branch for years ended 30 June 2008 and 2009 – FR2008/348 &  
FR2009/10126**

I acknowledge receipt of the revised designated officer's certificates for the 2008 and 2009 financial reports for the Association of Consulting Architects – Australia, Tasmanian Branch for the years ended 30 June 2008 and 2009. The certificates were lodged with Fair Work Australia on 7, 14 and 26 October 2010.

The financial reports have now been filed.

#### **Notice for Future Reports**

It should be noted that the General Manager attaches importance to reporting units both fully satisfying the obligations under Fair Work (Registered Organisations) Act 2009 (the Act) and to those obligations being discharged within the requisite timeframes. You should ensure that future financial returns fully satisfy the above obligations.

In the event the documents submitted do not fully comply with the legislative requirements in the Act then the report will not be filed and the reporting unit will be required to repeat these aspects that do not comply.

If you wish to discuss any of the matters referred to above I can be contacted on (03) 8661 7764.

Yours sincerely

Kevin Donnellan

Tribunal Services and Organisations

Fair Work Australia

Email: [kevin.donnellan@fwa.gov.au](mailto:kevin.donnellan@fwa.gov.au)



**Association of Consulting Architects**

**Tasmania**

22 Salamanca Square, Hobart

Tasmanian 7004 Australia

**T** 61 3 6224 997

**F** 61 3 6224 9998

**E** voss@hbvarchitects.com.au

**Designated Officer's Certificate**

*S268 Fair Work (Registered Organisations) Act 2009*

I, Charles Voss, being the Treasurer of the Association of Consulting Architects, Tasmanian Branch certify:

- that the documents for the financial year ended 30 June 2008 lodged herewith are copies of the full report referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members on 24 April 2010; and
- that the full report was presented to a meeting of members on 20 May 2010.

Treasurer: Charles Voss

Signature: .....

Date: 26/10/10 .....

**DONNELLAN, Kevin**

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**From:** Charles Voss [voss@hbvarchitects.com.au]  
**Sent:** Tuesday, 26 October 2010 11:08 AM  
**To:** DONNELLAN, Kevin  
**Subject:** RE: FR2008/348 & FR2009/10126 - Financial years ended 30 June 2008 & 2009 - Association of Consulting Architects - Australia, Tasmanian Branch  
**Attachments:** 20101026110203841.pdf

Hi Kevin  
Reworked certificates for filing  
Hope all is ok, and again many thanks for your infinite patience  
Kind regards  
Charles Voss

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**From:** DONNELLAN, Kevin [<mailto:Kevin.Donnellan@fwa.gov.au>]  
**Sent:** Friday, 22 October 2010 12:18 PM  
**To:** Charles Voss  
**Subject:** FR2008/348 & FR2009/10126 - Financial years ended 30 June 2008 & 2009 - Association of Consulting Architects - Australia, Tasmanian Branch

Dear Charles, could you give me a call regarding the designated officer's certificates lodged on 7 October 2010 for the above reports as alterations are required before the reports can be filed.

Regards

**KEVIN DONNELLAN**  
Tribunal Services and Organisations

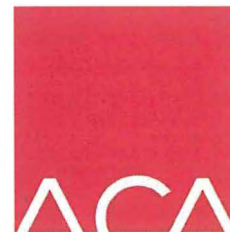
**Fair Work Australia**  
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[kevin.donnellan@fwa.gov.au](mailto:kevin.donnellan@fwa.gov.au)

11 Exhibition St, Melbourne Victoria 3000  
GPO Box 1994, Melbourne Victoria 3001

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**E** voss@hbvarchitects.com.au

**Designated Officer's Certificate**

*S268 Fair Work (Registered Organisations) Act 2009*

I, Charles Voss, being the Treasurer of the Association of Consulting Architects, Tasmanian Branch certify:

- that the documents for the financial year ended 30 June 2008 lodged herewith are copies of the full report referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to a meeting of members on 20 May 2010; and
- that the full report was presented to a meeting of the committee of management of the reporting unit in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.

Treasurer: Charles Voss

Signature:  .....

Date: 6/10/10 .....

## **ASSOCIATION OF CONSULTING ARCHITECTS TASMANIA**

### **INDEPENDENT AUDIT REPORT TO THE MEMBERS FOR THE YEAR ENDED 30 JUNE 2008**

**To the Committee of the Association of Consulting Architects Tasmania**

#### **Scope**

We have audited the financial report of Association of Consulting Architects Tasmania for the year ended 30 June 2008. The Association's Committee is responsible for the preparation and presentation of the financial report and the information it contains and have determined that the accounting policies used and described in Note 1 to the financial statements are appropriate to meet Schedule 1 of the Workplace Relations Act 1996 and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial statements in order to express an opinion as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members.

The financial statements have been prepared for distribution to members for the purpose of fulfilling the Committee's financial reporting requirements under the Schedule 1 of the Workplace Relations Act 1996. We disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the members, or for any purpose other than that for which it was prepared

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination on a test basis of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements.

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

## Independence

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

## Audit Opinion

In our opinion, the financial report:

- (i) Presents fairly the financial position of Association of Consulting Architects Tasmania as at 30 June 2008 and the result of its operations for the year then ended in accordance with applicable accounting standards and other mandatory professional reporting requirements
- (ii) The information required for the audit was obtained and the Association kept proper accounting records during the year ended 30 June 2008.

and is drawn up in accordance with the Schedule 1 of the Workplace Relations Act 1956

Dated the ..... 23<sup>rd</sup> ..... day of ..... April ..... 2010

### HOVÉ & HALYS CHARTERED ACCOUNTANTS

29 Salamanca Place  
Hobart Tas 7000



A I HOVÉ  
REGISTERED COMPANY AUDITOR  
Registered number 15382

## DONNELLAN, Kevin

---

**From:** Charles Voss [voss@hbvarchitects.com.au]  
**Sent:** Tuesday, 5 October 2010 2:02 PM  
**To:** DONNELLAN, Kevin  
**Subject:** FW: Association of Consulting Architects Australia - Tasmanian Branch  
**Attachments:** 20101005135746295.pdf; 20101005135756421.pdf

Hello Kevin

I had been away and returned today. The attached reports had arrived and were on my desk.

Alec Hove is away today, and as he and I had not spoken since our last communications last week I assume that you both had been in contact and had confirmed clarification of the emailed issues.

Re the attached, please let me know if they address adequately your concerns.

You may be interested to know that the smaller branches like Tasmania may now, due to their smaller membership, be dissolved.

This is currently being considered by the parties

Regards

Charles Voss

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**From:** Charles Voss  
**Sent:** Tuesday, 28 September 2010 2:18 PM  
**To:** 'DONNELLAN, Kevin'  
**Cc:** 'Alec Hove'  
**Subject:** FW: Association of Consulting Architects Australia - Tasmanian Branch

Hi Kevin

Sorry about that

I just noticed that it had not been sent with capital K and D

Regards

Charles Voss

---

**From:** Alec Hove [<mailto:AHove@hoveandhalys.com.au>]  
**Sent:** Monday, 6 September 2010 4:57 PM  
**To:** [kevin.donellan@fwa.gov.au](mailto:kevin.donellan@fwa.gov.au)  
**Cc:** Charles Voss  
**Subject:** Association of Consulting Architects Australia - Tasmanian Branch

Dear Mr Donellan,

Charlie Voss has forwarded your letter dated 29 June requesting my assistance in regard to the 2008 Audit Report.

Before I rush into this.....could I clarify the issue of dates?

You wish me to express an opinion as required by Part 3 of Chapter 8 of the Fair Work Act **2009**.

The audit report relates to the year ended 30 June **2008**.

I am not as familiar with the wording or the spirit of the legislation but is there not something incongruous about the gap in years here? Is this Act retrospective to 2008?

I would be grateful if could clarify your requirements so as to save me a little time and the Association some further cost.

Appreciating your time and assistance.

Regards,

## DONNELLAN, Kevin

---

**From:** Charles Voss [voss@hbvarchitects.com.au]  
**Sent:** Tuesday, 28 September 2010 11:03 AM  
**To:** DONNELLAN, Kevin  
**Cc:** Alec Hove  
**Subject:** RE: FR2008/348 & FR2009/10126 - Financial years ended 30 June 2008 & 2009 - Association of Consulting Architects - Australia, Tasmanian Branch

Hello Kevin

I have been speaking to the auditor who is back now after being away in Sydney and caught up in the Virgin Airlines flight problem

Alec Hove had sent you an email on 6 September and is awaiting your reply to a number of queries that he had before he can finalise matters

I would appreciate your response to his requests

Kind regards

Charles Voss

---

**From:** DONNELLAN, Kevin [mailto:Kevin.Donnellan@fwa.gov.au]  
**Sent:** Monday, 20 September 2010 3:38 PM  
**To:** Charles Voss; tas@aca.org.au  
**Subject:** FR2008/348 & FR2009/10126 - Financial years ended 30 June 2008 & 2009 - Association of Consulting Architects - Australia, Tasmanian Branch

Hello Charles, could you provide me with an update on the current progress of the above matters.

Regards

### KEVIN DONNELLAN

Tribunal Services and Organisations

#### Fair Work Australia

Tel: 03 8661 7764

Fax: 03 9655 0410

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---

**From:** Charles Voss [mailto:voss@hbvarchitects.com.au]  
**Sent:** Thursday, 2 September 2010 10:58 AM  
**To:** DONNELLAN, Kevin  
**Subject:** RE: FR2008/348 & FR2009/10126 - Financial years ended 30 June 2008 & 2009 - Association of Consulting Architects - Australia, Tasmanian Branch

Hi Kevin

Expecting to discuss matters with the auditor tomorrow

Regards

Charles Voss

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**From:** DONNELLAN, Kevin [mailto:Kevin.Donnellan@fwa.gov.au]  
**Sent:** Thursday, 12 August 2010 10:15 AM  
**To:** Charles Voss  
**Subject:** FR2008/348 & FR2009/10126 - Financial years ended 30 June 2008 & 2009 - Association of Consulting Architects - Australia, Tasmanian Branch



Hello Charles, could you provide an update on the current progress of the above matters.

Regards

**KEVIN DONNELLAN**

Tribunal Services and Organisations

**Fair Work Australia**

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---

**From:** DONNELLAN, Kevin

**Sent:** Monday, 26 July 2010 12:42 PM

**To:** 'Charles Voss'

**Subject:** FR2008/348 & FR2009/10126 - Financial years ended 30 June 2008 & 2009 - Association of Consulting Architects – Australia, Tasmanian Branch

Hello Charles, could you provide me with an update in relation to the above matters.

Regards

**KEVIN DONNELLAN**

Tribunal Services and Organisations

**Fair Work Australia**

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Fax: 03 9655 0410

[kevin.donnellan@fwa.gov.au](mailto:kevin.donnellan@fwa.gov.au)

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GPO Box 1994, Melbourne Victoria 3001

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**From:** DONNELLAN, Kevin

**Sent:** Tuesday, 29 June 2010 9:23 AM

**To:** 'tas@aca.org.au'; 'Charles Voss'

**Subject:** FR2008/348 & FR2009/10126 - Financial years ended 30 June 2008 & 2009 - Association of Consulting Architects – Australia, Tasmanian Branch

Dear Charles, attached is correspondence regarding the above matters. Once you have had a chance to review the correspondence could you give me a call on the number listed below.

Regards

**KEVIN DONNELLAN**

Tribunal Services and Organisations

**Fair Work Australia**

Tel: 03 8661 7764

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GPO Box 1994, Melbourne Victoria 3001



FAIR WORK  
AUSTRALIA

29 June 2010

Mr Charles Voss  
Treasurer  
Association of Consulting Architects – Australia, Tasmanian Branch  
email: [tas@aca.org.au](mailto:tas@aca.org.au)

Dear Mr Voss

**Re: Financial Reports for the Association of Consulting Architects – Australia, Tasmanian Branch for years ended 30 June 2008 and 2009 – FR2008/348 & FR2009/10126**

I acknowledge receipt of the financial reports for the Association of Consulting Architects – Australia, Tasmanian Branch (the Branch) for the years ended 30 June 2008 and 2009. The reports were lodged with Fair Work Australia (FWA) on 21 June 2010.

The financial reports have not been filed.

The following matters require your attention before any action can be taken to file the above report.

#### Timescale Requirements

Financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in Fair Work Australia within certain timescale requirements. For your assistance I have attached a diagrammatic summary of the financial reporting process and time-limits contained in fact sheet 9 [http://www.fwa.gov.au/documents/organisations/factsheets/RO\\_factsheet\\_9.pdf](http://www.fwa.gov.au/documents/organisations/factsheets/RO_factsheet_9.pdf).

As you will note from the enclosed diagram the reporting process begins with a meeting of the committee of management. At that meeting a resolution is passed authorising the making of a statement by the committee in which it makes certain declarations with respect to the reporting unit's compliance with various aspects of the *Fair Work (Registered Organisations) Act 2009* (the Act) and the General Manager's Guidelines. This Committee of Management Statement and the General Purpose Financial Report are then audited.

The General Purpose Financial Report, including the Committee of Management Statement and the Operating Report, and the Auditor's Report – known as the full report – are then provided to members. Depending on the rules of the reporting unit, a copy of the full report must be provided to members at least 21 days before they are presented to a general meeting, or, if the rules allow for the full report to be presented to the committee of management, then the documents must be provided within 5 months of the end of the financial year.

The full report, accompanied by a Designated Officer's Certificate, must be lodged with Fair Work Australia within 14 days of its presentation to an appropriate meeting.

The documents lodged are dated as follows:

- Committee of Management Statement - 19 April 2010
- Operating Report - 7 April 2010
- Audit Report for 2008 - 9 April 2010

If the dates on the documents are correct, it would appear that the Auditor could not have taken into account the Committee of Management statement in preparation of the Audit Report for the Branch, unless the date provided on the Audit Report is incorrect.

Under these circumstances, Fair Work Australia cannot file the report. Moreover, if the dates on the documents are accurate, I advise the Branch will need to repeat certain steps in the reporting process.

#### 2008 - Audit Report

##### *Associations Incorporations Act (Tasmania) 1964*

The Audit Report dated 9 April 2010 makes reference *‘that the accounting policies used and described in Note 1 to the financial; statements are appropriate to meet the Associations Incorporated Act (Tasmania) 1964 and are appropriate to meet the needs of members.’* Also, *‘the financial statements have been prepared for distribution to members form the purpose of fulfilling the Committee’s financial reporting requirements under the Associations Incorporations Act (Tasmania) 1964.’*

The reporting unit is required by section 253 of the Act to prepare a general purpose financial report in accordance with the Australian Accounting Standards which is then audited under section 257 of the Act.

#### Audit Opinion

The Audit Opinion also makes reference to the Incorporated Associations Act (Tas) 1964:

*‘In our opinion, the financial report:*

- (i) Presents fairly the financial position of Association of Consulting Architects Tasmania Inc as at 30 June 2008 and the result of its operations for the year then ended in accordance with applicable accounting standards and other mandatory professional reporting requirements*
- (ii) The information required for the audit was obtained and the Association kept proper accounting records during the year ended 30 June 2008.*
- (iii) The rules relating to the administration of the Association’s funds as outlined in its current Articles of Association were observed during the financial year.*

*and is drawn up in accordance with the Incorporated Associations Act (Tas) 1964.’*

Subsection 257(5) of the Act sets out the matters upon which an auditor is required to make an opinion on whether the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and other requirements of the Act. The following wording in the auditor’s opinion would satisfy the requirements:

*‘In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.’*

#### Designated Officer’s certificate

The designated officer’s certificate indicates *‘that the full report was presented to a meeting of the committee of management of the reporting unit on . . . ’*. Rule 23 of the rules of the Association of Consulting Architects – Australia does not provide for reference of the full report to a meeting of the Committee of Management of the Branch, only to a general meeting of members.

On 16 June 2010 the Branch provided a copy of the minutes of the Annual General meeting held on 20 May 2010 to FWA which contained the appropriate resolution.

Further action required

The Branch is to:

- 1 obtain from the Auditor a revised 2008 Auditor's report (if the date of the Audit Report is incorrect and should have been on or after 19 April 2010) which the Auditor takes into account the matters listed under the headings '2008 - Audit Report' and 'Audit Opinion' mentioned above accordance with the requirements of the Act
- 2 obtain from the Auditor a revised 2008 Auditor's report (if the date on the 2008 Audit Report is correct) which the Auditor takes into account the Committee of Management statement and the matters listed under the headings '2008 - Audit Report' and 'Audit Opinion' in accordance with the requirements of the Act
- 3 prepare revised Designated Officer's certificates for 2008 and 2009 reports noting the presentation of the financial reports to a general meeting of members on 20 May 2010

and lodge the documentation with FWA.

If you wish to discuss any of the matters referred to above I can be contacted on (03) 8661 7764.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Kevin Donnellan', with a long horizontal flourish extending to the right.

Kevin Donnellan

Tribunal Services and Organisations

Fair Work Australia

Email: [kevin.donnellan@fwa.gov.au](mailto:kevin.donnellan@fwa.gov.au)



**Association of Consulting Architects**

**Tasmania**

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Australia

T 61 3 6331 5056  
F 61 3 6331 5058

Mr Iain Stewart  
Team Manager  
Fairwork Australia  
GPO Box 1994  
MELBOURNE VIC 3001

21 June 2010

FR 2008/348 & FR 2009/10126 FINANCIAL RETURNS  
FINANCIAL YEARS ENDED 30 JUNE 2008 & 2009  
ASSOCIATION OF CONSULTING ARCHITECTS – AUSTRALIA  
TASMANIA BRANCH

Please find enclosed the following for each of the financial years:

- Operating Report
- Branch Committee of Management Statement
- Auditors Report & Declaration
- Balance Sheet
- Income Sheet
- Cash Flow Statement
- Notes to and forming part of the accounts
- Designated Officers Certificate

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Charles Voss', is written over a horizontal line. The signature is fluid and cursive, with a large loop at the beginning.

CHARLES VOSS  
TREASURER

cc ACA National

## **ASSOCIATION OF CONSULTING ARCHITECTS TASMANIA INC**

### **INDEPENDENT AUDIT REPORT TO THE MEMBERS FOR THE YEAR ENDED 30 JUNE 2008**

**To the Committee of the Association of Consulting Architects Tasmania Inc**

#### **Scope**

We have audited the financial report of Association of Consulting Architects Tasmania Inc for the year ended 30 June 2008. The Association's Committee is responsible for the preparation and presentation of the financial report and the information it contains and have determined that the accounting policies used and described in Note 1 to the financial statements are appropriate to meet the Associations Incorporations Act (Tasmania) 1964 and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial statements in order to express an opinion as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members.

The financial statements have been prepared for distribution to members for the purpose of fulfilling the Committee's financial reporting requirements under the Associations Incorporations Act (Tasmania) 1964. We disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the members, or for any purpose other than that for which it was prepared

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination on a test basis of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements.

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

## Independence

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

## Audit Opinion

In our opinion, the financial report:

- (i) Presents fairly the financial position of Association of Consulting Architects Tasmania Inc as at 30 June 2008 and the result of its operations for the year then ended in accordance with applicable accounting standards and other mandatory professional reporting requirements
- (ii) The information required for the audit was obtained and the Association kept proper accounting records during the year ended 30 June 2008.
- (iii) The rules relating to the administration of the Association's funds as outlined in its current Articles of Association were observed during the financial year.

and is drawn up in accordance with the Incorporated Associations Act (Tas) 1964.

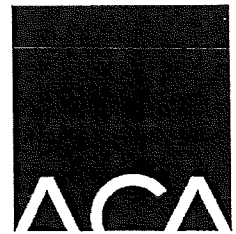
Dated the 9<sup>th</sup> day of April 2010

### HOVÉ & HALYS CHARTERED ACCOUNTANTS

29 Salamanca Place  
Hobart Tas 7000



A I HOVÉ  
REGISTERED COMPANY AUDITOR  
Registered number 15382



**Association of Consulting Architects**

**Tasmania**

33A Bain Terrace, Trevallyn

Tasmanian 7250 Australia

T 61 3 6331 5056

F 61 3 6331 5058

E [bjbullard@tasmail.com.au](mailto:bjbullard@tasmail.com.au)

**Operating Report: Year Ended 2008**

**1. Review of Principal Activities**

The Tasmanian branch of the Association of Consulting Architects represents those members who reside and practise in Tasmania as part of the membership of the Association of Consulting Architects Australia. The branch president is the state representative at meetings of the national body.

The principal role of the branch in Tasmania is to

- a) Represent the interests of the members of the association and act as liaison with the national body and the branch members.
- b) Represent the association in meetings and other activities associated with interests of the members.
- c) Set the amount of the chapter component of subscriptions that is to be included in the annual subscription renewal.
- d) Promote the activities of the association to the architectural profession.

For the financial period to 30 June 2008, there has been no significant change to these activities.

A brief description of the results of the principal activities are:

1. Committee members representing the ACA at strategy meetings with various bodies involved with the profession and practice of architecture within the state.
2. Branch President representation and attendance at National meetings including the ACA annual general meeting.
3. Dissemination and distribution of information from the National body relating to the practice of architecture.
4. Collection of membership dues on behalf of the National body.



For the period of 2007-2008, the Tasmanian branch of the association comprised a membership of 5, and the following were office bearers of the branch:

President: Chris Bullard  
Vice President: Richard Crawford  
Secretary: Peter Gaggin  
Treasurer: Charles Voss

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

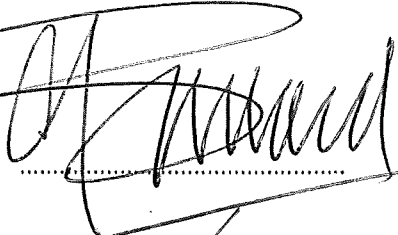
The branch did not employ or engage any persons to undertake any activity.

If a member wishes to resign from the Association they can do so in accordance with Rule 15 of the Association rules.

## 2. Changes to Financial Affairs

There has been no significant change in the financial affairs during the year end 2008.

Date



7/4/10



7/4/10



Association of Consulting Architects

Tasmania

33A Bain Terrace, Trevallyn  
Tasmanian 7250 Australia

T 61 3 6331 5056

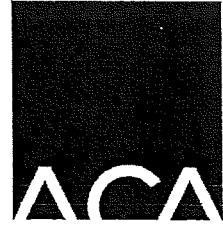
F 61 3 6331 5058

E [bjbullard@tasmail.com.au](mailto:bjbullard@tasmail.com.au)

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA – TASMANIAN BRANCH  
BALANCE SHEET  
FOR THE YEAR ENDED 30 JUNE 2008**

	Note	2008 \$	2007 \$
<b>ASSETS</b>			
Cash & Cash Equivalents	4	4437.56	4448.81
Trade & Other Receivables		-	-
Property & Equipment		-	-
<b>TOTAL MEMBER FUNDS</b>		<u>4437.56</u>	<u>4448.81</u>
<b>LIABILITIES</b>			
Trade & Other Payables	5	<u>1716.00</u>	<u>1760.00</u>
<b>NET ASSETS</b>		<u>2721.56</u>	<u>2688.81</u>
<b>MEMBERS FUNDS</b>			
Balance Brought Forward		2688.81	2380.56
Profit (Loss) for the period		<u>32.75</u>	<u>308.25</u>
<b>TOTAL MEMBERS FUNDS</b>		<u>2721.56</u>	<u>2688.81</u>

The accompanying notes form part of these financial statements.



Association of Consulting Architects

Tasmania

33A Bain Terrace, Trevallyn  
Tasmanian 7250 Australia

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E [bjbullard@tasmail.com.au](mailto:bjbullard@tasmail.com.au)

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA – TASMANIAN BRANCH  
CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2008**

	Note	2008 \$	2007 \$
<b>Cash flows from operating activities</b>			
Cash receipts in the course of operations		1902.00	2392.00
Interest Received		-	-
Cash payments in the course of operations		<u>(1913.25)</u>	<u>(323.75)</u>
<b>Net cash provided by operating activities</b>		<u>(11.25)</u>	<u>2068.25</u>
<b>Cash flows from investing activities</b>			
<b>Net cash used in investing activities</b>		<u>-</u>	<u>-</u>
Net Increase/(Decrease) in Cash Held		(11.25)	2068.25
Cash at beginning of financial year		<u>4448.81</u>	<u>2380.56</u>
Cash at the end of the financial year	4	<u>4437.56</u>	<u>4448.81</u>

**Reconciliation of Cash**

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts. Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the Statement of Income.

Cash Assets	<u>4437.56</u>	<u>4448.81</u>
-------------	----------------	----------------

The accompanying notes form part of these financial statements.



**Association of Consulting Architects**

**Tasmania**

33A Bain Terrace, Trevallyn  
Tasmanian 7250 Australia

T 61 3 6331 5056

F 61 3 6331 5058

E [bjbullard@tasmail.com.au](mailto:bjbullard@tasmail.com.au)

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA – TASMANIAN BRANCH  
INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2008**

	<b>2008</b>	<b>2007</b>
	<b>\$</b>	<b>\$</b>
<b>INCOME</b>		
ATO Refund	142.00	170.00
Interest	-	-
Subscriptions & levies from members	<u>1760.00</u>	<u>2222.00</u>
<b>TOTAL INCOME</b>	1902.00	2392.00
<b>EXPENDITURE</b>		
Auditors Fees	-	-
Bank Charges	11.25	21.75
Dues & subscriptions	1716.00	1760.00
Admin/Secretarial	0.00	110.00
BAS/Taxation	<u>142.00</u>	<u>192.00</u>
<b>TOTAL EXPENDITURE</b>	<u>1869.25</u>	<u>2083.75</u>
<b>PROFIT/(LOSS) ATTRIBUTABLE TO MEMBERS</b>	<b>32.75</b>	<b>308.25</b>

The accompanying notes form part of these financial statements.

**STATEMENT OF RECOGNISED INCOME AND EXPENSE  
FOR FINANCIAL YEAR ENDED 30 JUNE 2008**

	<b>Note</b>	<b>2008</b>	<b>2007</b>
		<b>\$</b>	<b>\$</b>
<b>Net Income Recognised Directly in Equity</b>		32.75	308.25
<b>Profit (Loss) for the Period</b>		<u>32.75</u>	<u>308.25</u>
<b>Total Recognised Income and Expenses for the Period</b>		<u>32.75</u>	<u>308.25</u>

This statement of recognised income and expense is to be read in conjunction with the notes to the financial statements.



Association of Consulting Architects

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THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA – TASMANIAN BRANCH  
NOTES TO AND FORMING PART OF THE ACCOUNTS  
30 JUNE 2008

1. **STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The significant policies which have been adopted in the preparation of Financial Reports are;

(a) **Statement of Compliance**

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards ("AASBs"), (including Australian interpretations) adopted by the Australian Accounting Systems Board ("AASB"). The financial report also complies with International Financial Reporting Standards ("IFRS") which form the basis of Australian Accounting Standards ("AASBs"), adopted by the AASB.

(b) **Basis of Preparation**

The financial report has been prepared on the basis of historical cost and except where stated, does not take into account changing money values or current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

In the application of AIFRS management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimate and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstance, the results of which form the basis of making judgements. Actual results may differ from these estimates.

Accounting policies are selected and applied in a manner which ensures the resultant financial information satisfies the concepts of relevance and reliability, thereby, ensuring that the substance of the underlying transactions and other events is reported.

The accounting policies have been consistently applied and, except where there is a change in accounting policy are consistent with those of the previous year. The estimates and underlying assumptions are reviewed on an ongoing basis.

(c) **Revenue**

Revenues are recognised at fair value of the consideration received inclusive of the amount of goods services tax (GST) payable to the taxation authority. Exchanges of goods and services of the same nature and value without any cash consideration are not recognised as revenues.

Revenue comprises subscriptions only. These revenue items are recognised when the goods are provided, or when the fee in respect of services provided is receivable.

*Interest Revenue*

Interest revenue is not received.

- (d) **Trade and Other Receivables**  
Trade and other receivables are stated at their cost less impairment losses (see below).
- (e) **Cash and Cash Equivalents**  
Cash and cash equivalents comprises cash balances and call deposits. The branch does not entertain a bank overdraft.
- (f) **Property, Plant & Equipment**  
The branch does not own assets such as property, plant and equipment in their own right and does not have any subsequent costs or make allowances for depreciation.
- (g) **Payables**  
Liabilities are recognised for amounts to be paid in the future for goods and services received.
- (h) **Goods and Services Tax**  
Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST) except where the amount of GST incurred is not recoverable from the taxation authority. In these circumstances, the GST is recognised as part of the cost of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the balance sheet.

Cash flows are included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investing and financing activities, which are recoverable from, or payable to the ATO are classified as operating cash flows.

## 2. INFORMATION TO BE SUPPLIED TO MEMBERS OR REGISTRAR

- (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 matter in which the information is 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 subsection (1).  
Note: This subsection is a civil penalty subsection (see section 305).

## 3. INCOME TAX

The Association is a non-profit organization and as such is exempt from income tax.

## 4. FINANCIAL INSTRUMENTS

Exposure to credit, interest rate and currency risks arise in the normal course of the Association's business.

### **Credit Risk**

At the balance sheet date there were no significant concentrations of credit risk. The maximum exposure to credit risk is represented by the carrying amount of each financial asset in the balance sheet.

The branch retains a working cheque account with the Commonwealth Bank of Australia. This is a non interest earning account. The current account is subject to a fee rebate by the financial institution.

**Effective Interest Rates and Repricing Analysis**

In respect of income-earning financial assets, the following table indicates their effective interest rates at the balance sheet date and the years in which they reprice.

	Weighted Average Effective Interest Rate		Floating Interest Rate Total	
	2008	2007	2008	2007
	\$	\$	\$	\$
<b>Financial Assets</b>				
Cash & cash equivalents	Nil	Nil	4437.56	4444.81
<b>Total Financial Assets</b>			4437.56	4444.81

**Fair Values**

The fair values are the same as the carrying amounts shown in the balance sheet.

**5. BRANCH OBLIGATIONS**

The closing balance of funds at 30 June 2008 includes the following obligations to be included in the following amounts for the following year 2008-2009.

- (1) National component of subs to be paid to ACA National 2007/2008 membership \$1100.00
- (2) Payment of special levy determined by ACA National and to be paid to ACA National \$616.00.  
This levy has been applied to pro rata membership nationally to amount for shortfall in funding and payment for services by the National body.



Association of Consulting Architects

Tasmania

PO Box 8001 Trevallyn  
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T 61 3 6331 5056  
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**Branch Committee of Management Statement**

On 19/4/10 the Committee of Management of Association of Consulting Architects (Tasmanian branch) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2008.

The Committee of Management declares 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 organisation including the rules of a 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 a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) where the organisation consist of 2 or more reporting units, 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 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.

For Committee of Management: RICHARD CRAWFORD

PETER GAGGIN

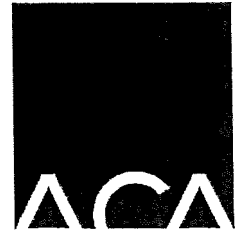
Title of Office held: BRANCH VICE PRESIDENT

BRANCH SECRETARY

Signature:

Date: 19/4/10





Association of Consulting Architects

Tasmania

33A Bain Terrace, Trevallyn  
Tasmanian 7250 Australia

T 61 3 6331 5056

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E [bjbullard@tasmail.com.au](mailto:bjbullard@tasmail.com.au)

**Designated Officer's Certificate**

*s268 Fair Work (Registered Organisations) Act 2009*

I, Peter Gaggin, being the Secretary of the Association of Consulting Architects, Tasmanian Branch certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members on *20 APRIL 2010*; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.

Secretary: Peter Gaggin

Signature: .....

Date: *20.05.10*.....

## DONNELLAN, Kevin

---

**From:** Charles Voss [voss@hbvarchitects.com.au]  
**Sent:** Monday, 21 June 2010 11:33 AM  
**To:** DONNELLAN, Kevin  
**Cc:** nat@aca.org.au  
**Subject:** RE: ACAA - AGM Minutes  
**Attachments:** 20100621122215687.pdf

Hello Kevin  
Reports as attached  
Please call if any problems  
Regards  
Charles Voss

---

**From:** DONNELLAN, Kevin [<mailto:Kevin.Donnellan@fwa.gov.au>]  
**Sent:** Wednesday, 16 June 2010 2:36 PM  
**To:** Charles Voss  
**Subject:** ACAA - AGM Minutes

Charles, address the reports to Iain Stewart, Team Manager, Fair Work Australia. If you can email the reports to me that would be appreciated.

Regards

**KEVIN DONNELLAN**  
Tribunal Services and Organisations

**Fair Work Australia**  
Tel: 03 8661 7764  
Fax: 03 9655 0410  
[kevin.donnellan@fwa.gov.au](mailto:kevin.donnellan@fwa.gov.au)

11 Exhibition St, Melbourne Victoria 3000  
GPO Box 1994, Melbourne Victoria 3001

[www.fwa.gov.au](http://www.fwa.gov.au)

---

**From:** Charles Voss [<mailto:voss@hbvarchitects.com.au>]  
**Sent:** Wednesday, 16 June 2010 2:35 PM  
**To:** DONNELLAN, Kevin  
**Subject:** RE: ACAA - AGM Minutes

Hi Kevin  
Who do I address them to, and can this be done by email ?  
Regards  
Charles Voss

---

**From:** DONNELLAN, Kevin [<mailto:Kevin.Donnellan@fwa.gov.au>]  
**Sent:** Wednesday, 16 June 2010 2:25 PM  
**To:** Charles Voss  
**Subject:** ACAA - AGM Minutes

Thank you Charles, could you lodge the 2008 and 2009 reports accompanied by designated officer's certificates.

Regards

**KEVIN DONNELLAN**

Tribunal Services and Organisations

**Fair Work Australia**

Tel: 03 8661 7764

Fax: 03 9655 0410

[kevin.donnellan@fwa.gov.au](mailto:kevin.donnellan@fwa.gov.au)

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---

**From:** Charles Voss [<mailto:voss@hbvarchitects.com.au>]

**Sent:** Wednesday, 16 June 2010 2:23 PM

**To:** DONNELLAN, Kevin

**Subject:** FW: ACAA - AGM Minutes

Hi Kevin

The reports went to the AGM as per attachment

Regards

Charles Voss

---

**From:** Peter Gaggin [<mailto:pgaggin@philplighton.com.au>]

**Sent:** Friday, 28 May 2010 10:53 AM

**To:** Charles Voss; Richard Crawford; [cda.arch@bigpond.net.au](mailto:cda.arch@bigpond.net.au); [gilbyvol@bigpond.net.au](mailto:gilbyvol@bigpond.net.au)

**Subject:** ACAA - AGM Minutes

All

Minutes attached from AGM held last week.

Regards,

Peter

Peter Gaggin RAIA

Director

**Philp Lighton Architects Pty Ltd.**

49 Sandy Bay Rd Hobart Tas 7004

T: 03 6223 2333 F:03 6223 2433 E: [pgaggin@philplighton.com.au](mailto:pgaggin@philplighton.com.au)

[www.philplightonarchitects.com.au](http://www.philplightonarchitects.com.au)

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## DONNELLAN, Kevin

---

**From:** DONNELLAN, Kevin  
**Sent:** Tuesday, 23 March 2010 2:35 PM  
**To:** 'Charles Voss'  
**Subject:** FR2008/348 & FR2009/10126 - Financial years ended 30 June 2008 & 2009 - Association of Consulting Architects - Australia, Tasmanian Branch

Hello Charles, could you update me on the current status of the above reports. Regards Kevin

---

**From:** Charles Voss [mailto:voss@hbvarchitects.com.au]  
**Sent:** Friday, 5 March 2010 2:49 PM  
**To:** Richard Crawford; Peter Gaggin; Barbara Bullard  
**Cc:** DONNELLAN, Kevin  
**Subject:** RE: ACA Financial Reporting 2008

Hi all  
Not having any luck getting an auditor that won't take all our funds  
Will try to speak to Michelle Eades on Monday or Tuesday when their office is open  
Chas

---

**From:** Charles Voss  
**Sent:** Wednesday, 3 March 2010 10:56 AM  
**To:** 'Richard Crawford'; 'Peter Gaggin'; 'Barbara Bullard'  
**Cc:** 'DONNELLAN, Kevin'  
**Subject:** RE: ACA Financial Reporting 2008

Hello Richard  
I contacted Christine, who due to full commitments is unable to undertake the audit for us  
She gave me the name of CTC Accounting and Bookkeeping (Tracy Jones) for me to contact. If you are all happy with this and would like me to contact her please get back to me asap as this is urgent  
Chas

---

**From:** Richard Crawford [mailto:Richard@architectsdesignhaus.com]  
**Sent:** Tuesday, 2 March 2010 10:10 AM  
**To:** Charles Voss  
**Subject:** RE: ACA Financial Reporting 2008

Sorry Charlie,  
The auditor we use at the rowing club is Christine Marshall so feel free to contact her  
contact number T62604300

Kind Regards,

**Richard Crawford**  
Director



293 Macquarie Street Hobart

Tasmania Australia  
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Phone: +61 3 6234 5533  
Fax: +61 3 6223 2656  
Web: [www.architectsdesignhaus.com](http://www.architectsdesignhaus.com)  
Email: [richard@architectsdesignhaus.com](mailto:richard@architectsdesignhaus.com)

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---

**From:** Charles Voss [mailto:voss@hbvarchitects.com.au]  
**Sent:** Thursday, 25 February 2010 5:27 PM  
**To:** Richard Crawford  
**Subject:** RE: ACA Financial Reporting 2008

What about the name of the auditor ?  
Chas

---

**From:** Richard Crawford [mailto:Richard@architectsdesignhaus.com]  
**Sent:** Wednesday, 24 February 2010 9:11 AM  
**To:** Charles Voss  
**Subject:** RE: ACA Financial Reporting 2008

Hi Charlie,  
It all seems fine to me

Kind Regards,

**Richard Crawford**  
Director



293 Macquarie Street Hobart  
Tasmania Australia  
GPO Box 544 Hobart 7001  
Phone: +61 3 6234 5533  
Fax: +61 3 6223 2656  
Web: [www.architectsdesignhaus.com](http://www.architectsdesignhaus.com)  
Email: [richard@architectsdesignhaus.com](mailto:richard@architectsdesignhaus.com)

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---

**From:** Charles Voss [mailto:voss@hbvarchitects.com.au]  
**Sent:** Monday, 22 February 2010 11:04 AM  
**To:** Barbara Bullard; Richard Crawford; Peter Gaggin  
**Subject:** FW: ACA Financial Reporting 2008

Hi Fellows

Can I have some feedback please  
Chas

---

**From:** Charles Voss  
**Sent:** Wednesday, 3 February 2010 11:26 AM  
**To:** Charles Voss; 'Barbara Bullard'; 'Richard Crawford'; 'Peter Gaggin'  
**Subject:** RE: ACA Financial Reporting 2008

Forgot the attachments

---

**From:** Charles Voss  
**Sent:** Wednesday, 3 February 2010 11:25 AM  
**To:** 'Barbara Bullard'; Richard Crawford; 'Peter Gaggin'  
**Subject:** ACA Financial Reporting 2008

Hello all

After much toing and froing to get what is acceptable to Fairwork Australia, I attached docs to go to our auditor. Richard, if I remember correctly you had some one in mind. Can you forward this info go to them or give me a contact. When the auditor has completed the work then we have a committee meeting to sign off on them and all the paperwork gets emailed to members for that year, then a general meeting after 21 days and a send off to the registry.

Will now follow with the 2009 returns who will go to a national auditor. Can Chris confirm that this is the arrangement for the 2009 year ?

We also need to do something re determination of rates for subs etc for 2009 – 2010 year and send them out

Regards  
Charles Voss



Heffernan Button Voss Architects  
22 Salamanca Square  
HOBART TAS 7004

03 6224 9997 p  
03 6224 9998 f  
[voss@hbvarchitects.com.au](mailto:voss@hbvarchitects.com.au)

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**From:** [DONNELLAN, Kevin](#)  
**To:** ["voss@hbvarchitects.com.au"](mailto:voss@hbvarchitects.com.au)  
**Subject:** FR2008/348 - Financial year ended 30 June 2008 - Association of Consulting Architects - Australia, Tasmanian Branch  
**Date:** Wednesday, 13 January 2010 1:03:41 PM

---

Hello Charles, what is the current progress regarding the above report. Regards Kevin

---

**From:** DONNELLAN, Kevin  
**Sent:** Monday, 14 December 2009 11:45 AM  
**To:** 'voss@hbvarchitects.com.au'  
**Subject:** FR2008/348 - Financial year ended 30 June 2008 - Association of Consulting Architects - Australia, Tasmanian Branch

Hello Charles, has there been any further progress in relation to the above report. Regards Kevin

---

**From:** DONNELLAN, Kevin  
**Sent:** Friday, 27 November 2009 2:54 PM  
**To:** 'voss@hbvarchitects.com.au'  
**Subject:** FR2008/348 - Financial year ended 30 June 2008 - Association of Consulting Architects - Australia, Tasmanian Branch

Dear Charles, here is a link to the 2008 financial report of the ACAA [[FR2008/343](#)] containing an operating report and notes to the financial statements, a draft committee of management statement is contained at [Sample Committee of Management Statement](#) [note references to the RAO Schedule are now the Fair Work (Registered Organisations) Act 2009] and a sample designated officer's certificate can be found at [Sample Designated Officers Certificate](#).

Regards

KEVIN DONNELLAN  
Tribunal Services and Organisations

Fair Work Australia  
Tel: 03 8661 7764  
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[kevin.donnellan@fwa.gov.au](mailto:kevin.donnellan@fwa.gov.au)

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GPO Box 1994, Melbourne Victoria 3001

[www.fwa.gov.au](http://www.fwa.gov.au)

**From:** [Charles Voss](#)  
**To:** [DONNELLAN, Kevin](#)  
**Cc:** [barbara.j.bullard@gmail.com](#); [Richard@architectsdesignhaus.com](#); [petergaggin@philplighton.com.au](#)  
**Subject:** RE: FR2008/348 - Financial year ended 30 June 2008 - Application for exemption under section 271  
**Date:** Thursday, 12 November 2009 12:34:13 PM  
**Attachments:** [20091112112129780.pdf](#)  
[20091112112541182.pdf](#)

---

Hello Kevin

Further to our phone conversation today I attach the documentation that was presented at our exec committee meeting on 30 Oct, together with copy of minutes taken by the President. Please give me a call anytime if you wish to discuss

Regards

Charles Voss

---

**From:** DONNELLAN, Kevin [mailto:Kevin.Donnellan@fwa.gov.au]  
**Sent:** Thursday, 12 November 2009 11:18 AM  
**To:** Charles Voss  
**Subject:** FR2008/348 - Financial year ended 30 June 2008 - Application for exemption under section 271

Hello Charles, could you provide me with an update regarding the above report. Regards Kevin

---

**From:** DONNELLAN, Kevin  
**Sent:** Tuesday, 20 October 2009 1:54 PM  
**To:** 'voss@hbvarchitects.com.au'  
**Subject:** FR2008/348 - Financial year ended 30 June 2008 - Application for exemption under section 271

Hello Charles, attached is the correspondence regarding the section 271 application and emails sent from 5 Match 2009 onwards.

Regards

KEVIN DONNELLAN  
Tribunal Services and Organisations

Fair Work Australia  
11 Exhibition St, Melbourne Victoria 3000  
GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7764  
International: (613) 8661 7764  
Facsimile: (03) 9655 0410  
Email: [kevin.donnellan@fwa.gov.au](mailto:kevin.donnellan@fwa.gov.au)

---

**From:** DONNELLAN, Kevin  
**Sent:** Friday, 9 October 2009 2:31 PM  
**To:** 'archwks@bigpond.com'  
**Subject:** FR2008/348 - Financial year ended 30 June 2008 - Application for exemption under section 271

Hello Charles, could you provide an update as requested. Regards Kevin

---

**From:** DONNELLAN, Kevin  
**Sent:** Thursday, 24 September 2009 11:53 AM  
**To:** 'bjbullard@tasmail.com.au'; 'archwks@bigpond.com'  
**Subject:** FR2008/348 - Financial year ended 30 June 2008 - Application for exemption under section 271

Dear Charles, could the Branch provide an update as to the current status of the above report. Regards Kevin Donnellan

---

**From:** DONNELLAN, Kevin  
**Sent:** Tuesday, 8 September 2009 11:59 AM  
**To:** 'archwks@bigpond.com'  
**Subject:** FR2008/348 - Financial year ended 30 June 2008 - Application for exemption under section 271



Dear Charles, could you provide an update regarding the above outstanding report as requested.

Regards

KEVIN DONNELLAN  
Tribunal Services and Organisations

Fair Work Australia  
11 Exhibition St, Melbourne Victoria 3000  
GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7764  
International: (613) 8661 7764  
Facsimile: (03) 9655 0410  
Email: [kevin.donnellan@fwa.gov.au](mailto:kevin.donnellan@fwa.gov.au)

---

**From:** DONNELLAN, Kevin  
**Sent:** Friday, 14 August 2009 4:13 PM  
**To:** 'archwks@bigpond.com'  
**Subject:** FR2008/348 - Financial year ended 30 June 2008 - Application for exemption under section 271

Dear Charles, could you provide an update on the above outstanding financial report.

Regards

KEVIN DONNELLAN  
Tribunal Services and Organisations

Fair Work Australia  
11 Exhibition St, Melbourne Victoria 3000  
GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7764  
International: (613) 8661 7764  
Facsimile: (03) 9655 0410  
Email: [kevin.donnellan@fwa.gov.au](mailto:kevin.donnellan@fwa.gov.au)

---

**From:** DONNELLAN, Kevin  
**Sent:** Wednesday, 10 June 2009 12:14 PM  
**To:** 'archwks@bigpond.com'  
**Subject:** FW: FR2008/348 - Financial year ended 30 June 2008 - Application for exemption under section 271

Dear Charles, could you provide a response to the attached correspondence of 5 March 2009.

Regards

KEVIN DONNELLAN  
Statutory Services Branch

Australian Industrial Relations Commission  
11 Exhibition St, Melbourne Victoria 3000  
GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7764  
International: (613) 86617 764  
Facsimile: (03) 9655 0410  
Email: [kevin.donnellan@airc.gov.au](mailto:kevin.donnellan@airc.gov.au)

---

**From:** DONNELLAN, Kevin  
**Sent:** Wednesday, 6 May 2009 12:48 PM  
**To:** 'archwks@bigpond.com'  
**Subject:** FR2008/348 - Financial year ended 30 June 2008 - Application for exemption under section 271

Dear Charles, further to the correspondence of Deputy Industrial Registrar Nassios sent on 5 March 2009, could you provide a response as required.

Regards

KEVIN DONNELLAN  
Statutory Services Branch

Australian Industrial Relations Commission  
11 Exhibition St, Melbourne Victoria 3000  
GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7764  
International: (613) 86617 764  
Facsimile: (03) 9655 0410  
Email: [kevin.donnellan@airc.gov.au](mailto:kevin.donnellan@airc.gov.au)

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**From:** DONNELLAN, Kevin  
**Sent:** Thursday, 5 March 2009 12:14 PM  
**To:** 'archwks@bigpond.com'  
**Subject:** FR2008/348 - Financial year ended 30 June 2008 - Application for exemption under section 271

Dear Charles, attached is correspondence from Deputy Industrial Registrar Nassios regarding the above application.

Regards

KEVIN DONNELLAN  
Statutory Services Branch

Australian Industrial Relations Commission  
11 Exhibition St, Melbourne Victoria 3000  
GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7764  
International: (613) 86617 764  
Facsimile: (03) 9655 0410  
Email: [kevin.donnellan@airc.gov.au](mailto:kevin.donnellan@airc.gov.au)

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**Australian Government**

**Australian Industrial Registry**

5 March 2009

Mr Charles Voss  
Treasurer  
Association of Consulting Architects – Australia, Tasmanian Branch

By email: [archwks@bigpond.com](mailto:archwks@bigpond.com)

Dear Mr Voss,

**Re: Application for certificate of exemption from requirements of Chapter 8, Part 3,  
Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule) (FR 2008/348)**

I refer to your application dated 12 November 2008, under section 271 of the RAO Schedule, for an exemption from compliance with Part 3 of Chapter 8 of the Schedule for the Association of Consulting Architects – Australia, Tasmanian Branch in relation to the financial year ended 30 June 2008.

In the past I have granted exemptions under section 271 to the Association of Consulting Architects – Australia, Tasmanian Branch on the basis that the reporting unit did not have any financial affairs.

I have, however, recently conducted a review with respect to all registered organisations regarding the circumstances under which an exemption should be granted under section 271 of the RAO Schedule. Under section 271, I must be satisfied that the reporting unit did not have any financial affairs in the financial year.


Looking to the information that has been provided to me regarding the financial affairs of the Tasmanian Branch, the Branch acknowledges that it does have financial affairs.

On the basis of this information, I must refuse to grant the application, under section 271, for an exemption from the financial reporting requirements of Part 3 of Chapter 8 of the RAO Schedule for the financial year ended 30 June 2008.

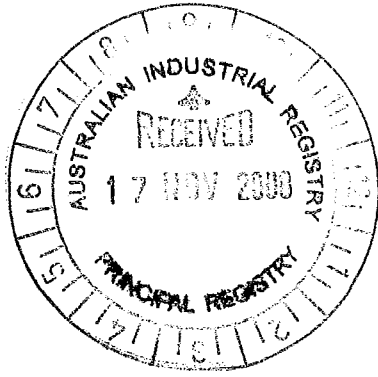
As I noted above, I have in the past granted section 271 applications made by the Tasmanian Branch of the Association of Consulting Architects – Australia. On its face, the information contained in the present application is the same as that contained in applications granted before my review.

I would ask that you contact Kevin Donnellan at a convenient time so that we may discuss how the Branch can meet this obligation under the RAO Schedule on 03 8661 7764 or at [kevin.donnellan@airc.gov.au](mailto:kevin.donnellan@airc.gov.au).

Yours sincerely,



Terry Nassios  
Deputy Industrial Registrar



**Association of Consulting Architects**

**Tasmania**

33A Bain Terrace, Trevallyn  
Tasmanian 7250 Australia

T 61 3 6331 5058

F 61 3 6331 5058

E [bjbullard@tasmail.com.au](mailto:bjbullard@tasmail.com.au)

REGISTRAR  
AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION  
GPO Box 19945  
MELBOURNE VIC 3011

Attention: Mr Robert Pfeiffer

Dear Sir

WORKPLACE RELATIONS ACT  
SECTION 271A

My name is Charles Voss. I am currently a practising architect and a member and the branch treasurer of the Association of Consulting Architects, Tasmania Branch. I am acting on behalf of the Branch in this matter at the request of the Branch Committee of Management.

As provided for under subsection 271(l) of the RAO Schedule and regulation 165 of the Workplace Relations Regulations 2003, I am applying for a Certificate to exempt the Branch from the requirements of the Act relating to financial matters occurring in the year ending 30 June 2008.

In support of the application.

1. The Branch is the state representation of the national body Association of Consulting Architects Australia.
2. The Branch consists of 5 members only for the financial year.
3. Membership fees as the only source of income consists of a major National and a minor branch component.
4. The branch currently has an account with the Commonwealth Bank – Account.Nº 06 7000 00258986. Financial transactions are primarily undertaken as collection of membership fees. Most of these membership fees consist of a national component that is forwarded to the national body on receipt of their tax invoice for the same.
5. In previous years, the branch has applied for and was granted exemption from the requirements relating to the formal financial reporting under the Act. The branch finds its self in a similar circumstance again this financial year ending June 2008 in that the amounts of funds available to pay for compliance auditing fees is of such magnitude that our branch component of membership fees would need to increase significantly. This step is seen as impractical considering the numbers of members and potential for increased membership in the State.  
The alternative is to close the branch for financial reasons resulting in no local representation of the national body for members or to become affiliated with another State Chapter.

6. The Committee of Management consists of financial members elected by the Branch in accordance with the rules of the organisation and under the management of the AEC. The Committee meets regularly and regulates the affairs of the Branch in a thorough and consistent manner. Minutes of each meeting are kept as records and are available on request.
7. For your information we enclose copies of the 2007/2008 documentation that has been forwarded to members by the Secretary, ACA Tasmania.
8. For completeness and in pursuance to Regulation 165, while the branch expends economic resources (for this financial year – bank fees, admin costs, taxation), it does not rely on another reporting unit of the organisation to expend its own economic resources or incur financial obligations so that the Branch may conduct its activities, and it does not rely on any person or body corporate or trust to expend its own economic resources or incur financial obligations so that the branch may conduct its activities.

Please advise if further information is required to enable you to make a decision.

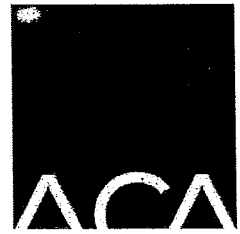
Yours faithfully

A handwritten signature in black ink, appearing to read 'Charles Voss', written over a horizontal line.

CHARLES VOSS  
TREASURER

12 November 2008





Association of Consulting Architects

Tasmania

167 York Street Launceston  
Tasmanian 7250 Australia

T 61 3 6331 5870

F 61 3 6331 1646

E archwks@bigpond.com

### ACCOUNTING OFFICER'S CERTIFICATE

I, CHARLES WILLIAM FRANCIS VOSS, being the officer responsible for keeping the accounting records of the Tasmanian Branch of the Association certify that as at the 30 June 2008 the number of members of the Branch was 5 (five).

- (i) The attached financial statements show a true and fair view of the financial affairs of the Branch as at 30 June 2008.
- (ii) A record has been kept of all moneys paid to or collected from members of the Branch and all moneys so paid or collected have been credited to the back to which those moneys are to be credited in accordance with the rules of the Association.
- (iii) Before any expenditure was incurred by the Branch, approval of the incurring of the expenditure was obtained in accordance with the rules of the Association.
- (iv) No payments were made out of funds or accounts operated by the Branch in respect of compulsory levies raised by the branch or voluntary contributions collected from members of the Branch or other funds, the operation of which is required by the rules of the Association for a propose other than the purpose for which the fund was operated.
- (v) No loans or other benefits other than remuneration in respect of their full time employment with the Branch were made to persons holding in the Branch.
- (vi) The register of members of the branch was maintained in accordance with the Workplace Relations Act 1996.

Dated at Hobart on this 10 day of OCTOBER 2008

  
CHARLES VOSS  
BRANCH TREASURER

\*\*"Accounting Officers" means the office of the organisation responsible for the keeping of the accounting records of the organisation.



Association of Consulting Architects

Tasmania

167 York Street Launceston  
Tasmanian 7250 Australia

T 61 3 6331 5870

F 61 3 6331 1646

E archwks@bigpond.com

### CERTIFICATE OF BRANCH COMMITTEE OF MANAGEMENT

We RICHARD CRAWFORD and PETER GAGGIN, being two members of the branch Committee of the Association of Consulting Architects – Australia (Tasmanian branch), do state on behalf of the Committee an in accordance with a resolution passed by the Committee, that:

- (i) in the opinion of the Branch Committee, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2008.
- (ii) in the opinion of the Branch Committee, meetings of Committee were held during the year ended 30 June 2008 in accordance with the rules of the Association.
- (iii) to the knowledge of any member of the Branch Committee, there have been no instances, during the financial year to which the financial statements relate, where records of the Branch or other documents, (not being documents containing information made available to a member of the Branch under sub-section 274(2) of the Workplace Relations Acts 1996) or copies of those records available to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto or the rules of the Association.
- (iv) the Branch has complied with sub-section 279(1 and (6) of the Act in relation to the financial accounts and statements in respect of immediately preceding financial year, and the auditor's report thereon.

Dated at Hobart on this 10 day of OCTOBER. 2008

Signed in accordance with a resolution passed by the Branch Committee.

A handwritten signature in black ink, appearing to read 'Richard Crawford', written over a horizontal line.

RICHARD CRAWFORD

A handwritten signature in black ink, appearing to read 'Peter Gaggin', written over a horizontal line.

PETER GAGGIN