



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

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Mr Peter Nolan  
Chief Executive Officer  
Civil Contractors Federation  
South Australian Branch  
60 Woodville Road  
WOODVILLE SA 5011

By e-mail: [pnolan@civilcontractors.com](mailto:pnolan@civilcontractors.com)

Dear Mr Nolan

**Re: Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)**  
**Financial Reports for year ended 30 June 2008 – FR2008/381**

I acknowledge receipt of the new designated officer's certificate dated 13 October 2008. The certificate was lodged in the Industrial Registry on 17 October 2008. Thank you for your prompt response.

The financial report for year ended 30 June 2008 has been filed.

For future financial reports please note the comments I had made in my letter of 2 October 2008:

- Signatories to the operating report, committee of management statement and designated officer's certificate must be signed by an elected officer with voting rights and not by the Branch Chief Executive Officer; and
- Provide details of any recovery of wages activity and if no such activity was undertaken provide a statement in the committee of management statement or the auditors report to state that "no recovery of wages activity for the financial year was undertaken" so that the Registrar is aware that the reporting unit has turned their mind to the requirements of Schedule 1 and the Reporting Guidelines.

If you wish to discuss any matters contained in this correspondence I can be contacted on (03) 8661 7989 (Wed – Fri) or by email at [cynthia.lobooth@airc.gov.au](mailto:cynthia.lobooth@airc.gov.au).

Yours sincerely,

Cynthia Lo-Booth  
Statutory Services Branch

17 October 2008

**Certificate of Designated Officer**  
s268 of Schedule 1 Workplace Relations Act 1996

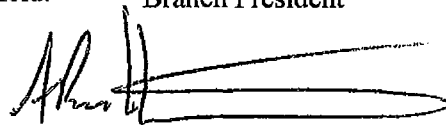
I, Anthony William Baulderstone, being the President of the Civil Contractors Federation SA Branch certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 7<sup>th</sup> August 2008; and
- that the full report was presented to a general meeting of members of the reporting unit on 10<sup>th</sup> September 2008; in accordance with section 266 of the RAO Schedule.

For CCF SA Branch Board: *Anthony William Baulderstone*

Title of Office Held: Branch President

Signature:

A handwritten signature in dark ink, appearing to read 'Anthony Baulderstone', written over a horizontal line.

Date: 13/10/2008.



Mr Peter Nolan  
Chief Executive Officer  
Civil Contractors Federation  
South Australian Branch  
60 Woodville Road  
WOODVILLE SA 5011

By e-mail: [pnolan@civilcontractors.com](mailto:pnolan@civilcontractors.com)

Dear Mr Nolan

**Re: Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)  
Financial Reports for year ended 30 June 2008 – FR2008/381**

I acknowledge receipt of the financial reports for the South Australian Branch of the Civil Contractors Federation for the year ended 30 June 2008. The documents were lodged in the Industrial Registry on 24 September 2008.

The documents have not been filed.

**1. What you are required to do for the financial report for year ended 30 June 2008.**

The current designated officer's certificate dated 4 August 2008 was executed prior to the events to which it is certifying and contains information inconsistent to that contained in the cover letter of 22 September 2008. The second dot point of the certificate states that the full report was provided to members on 4 August 2008 but the auditor's report which forms part of the full report was signed on 5 August. The cover letter states the audited financial accounts and reports were provided to members on 7 August 2007 (which I take to mean 2008). I note the minutes of the Branch Annual General Meeting were lodged as evidence that the meeting took place, but unfortunately the minutes were unsigned. To resolve the abovementioned issues **I request a new designated officer's certificate be lodged with the Registry.** The second dot point of the certificate should reflect the date the full report (which contains the auditor's report) was provided to the members (7 August 2008) and the new certificate should be signed contemporaneously. For future reference please ensure the execution date of the designated officer's certificate is at a date after the date of the general meeting of members where the full report is presented.

**2. Comments for Future Financial Reports.**

Please note that as the Branch Chief Executive Officer you do not qualify as a designated "officer" as defined in sections 6 and 9 of the RAO Schedule and therefore cannot be a signatory to the operating report. I am aware of rule 51 of the Civil Contractors Federation rules which state that the Branch Chief Executive Officer "*shall be a Secretary of each Branch*" and "*(t)hey shall conduct all correspondence on behalf of the Branch and accept as directed by the Branch President the same shall be conducted in their name.... prepare and furnish all notices and returns required to be given by or on behalf of the Branch of the Federation under any law.*" However, for the purposes of the financial reports prepared under the RAO Schedule you are not an "officer" as defined by the RAO Schedule.

Please ensure in future that all reports or statements that form part of the full report is signed by an elected officer with voting rights, such as the Branch President, Branch Vice President or Branch Treasurer.

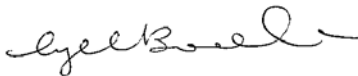
I have also noted the accounts do not provide any information in relation to any recovery of wages activity. Items 16 – 23, 25(f) and 27(b) of the Reporting Guidelines govern the financial reporting of recovery of wages activity.

Where the reporting unit has not undertaken any recovery of wages activity for the financial year a statement in the auditor's report or in the committee of management statement to say that there was no recovery of wages activity for the financial year would be sufficient.

I anticipate receipt of the new designated officer's certificate by 17 October 2008. Please advise me if this will be a problem.

If you wish to discuss any matters contained in this correspondence I can be contacted on (03) 8661 7989 (Wed – Fri) or by email at [cynthia.lobooth@airc.gov.au](mailto:cynthia.lobooth@airc.gov.au).

Yours sincerely,

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

Cynthia Lo-Booth  
Statutory Services Branch

2 October 2008

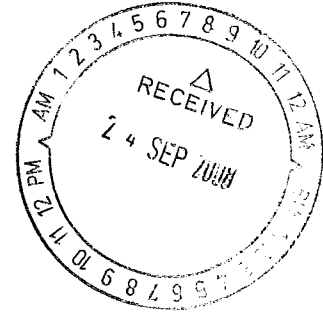


# Civil Contractors Federation

SOUTH AUSTRALIAN BRANCH: 60 Woodville Road, Woodville SA 5011  
Telephone: (08) 8244 0922 • Fax: (08) 8244 0933 • ABN: 65 484 720 549  
E-mail: ccfsa@civilcontractors.com • www.civilcontractors.com

22 September 2008

Deputy Industrial Registrar  
Australian Industrial Registry  
South Australian Registry  
Riverside Centre  
North Terrace  
ADELAIDE SA 5000



Dear Sir/Madam

Please find enclosed the Civil Contractors Federation SA Branch (CCF SA) 2007/2008 Financial and other reports for lodgement.

Also enclosed is a copy of the minutes of our 2008 CCF SA Branch Annual General Meeting held on 10th September 2008 indicating members adoption of the audited financial report and accompanying papers for the year ended 30th June 2008. In addition the AEC Declaration of results for uncontested offices as well for the SA Branch in 2008/09 are attached.

Copies of the audited financial accounts and accompanying reports were mailed to financial members of the CCF SA Branch on the 7th August 2007.

The CCF SA Branch address is 60 Woodville Road, Woodville, SA 5011.

Yours sincerely

Peter Nolan  
Chief Executive Officer

Enc

# CIVIL CONTRACTORS FEDERATION

## (SA Branch)



Minutes from Annual General Meeting of CCF SA members held at the Port Club, cnr Queen St and Brougham Place, Alberton, on Wednesday 10th September 2008 at 7:30 pm

### Present

Tony Boulderstone (In the Chair)  
Christopher Reynolds (In the Chair)  
Hon Gail Gago MLC

Nick Champion  
Stephen Griffiths

Dr Duncan McFeteridge  
Ministers Adviser  
Barry Curtin  
Russell Ebert  
Peter Nolan  
Mignon Clark  
Alison Scheffler  
Wayne Childs  
Naomi Morgan  
Raelene Docking  
Jessica Nixon  
Frank Lucks  
Bob & Sandra Osborne

- Bardavcol Pty Ltd
- CREST Constructions
- Minister Assisting the Minister for Transport Infrastructure and Energy
- Federal Member for Wakefield
- Shadow Minister for Employment, Training and Further Education
- Shadow Minister for Transport
- Jarred Bowman
- MC
- Guest Speaker
- CCF SA
- CCF SA
- CCF SA
- CCF SA
- CCF SA
- CCF SA
- CCF SA
- CCF SA
- CCF SA

plus representatives from the following companies. Totalling attendance - 180

### Full Members

Abigroup
ADCIV Pty Ltd
Bardavcol Pty Ltd
Boulderstone Hornibrook
Beltrame Civil
BJ Jarrad Pty Ltd
CATCON
Cowell Electric
CREST Constructions
D.B & M Napper Pty Ltd
DMLConstructions
GHD Pty Ltd
Cavco
KBR Pty Ltd
LR & M Constructions Pty Ltd
Lucas Earthmovers
NBS Excavations Pty Ltd
Paluszek Enterprises
PG Enterprises
Pridham Earthmovers
RD & TK Carr
Renfrey Plant Hire Pty Ltd
South Coast Sand & Civil
Topcoat Asphalt
Tron Civil

### Associate Members

Bianco Construction Supplies
Boral
Caterpillar Financial
Humes
Cavpower
CGS Direct Labour Services
Chase Finance
Coates
Construction Equipment Australia
Cooke Precast
Donald Equipment Pty Ltd
Enzed Adelaide
FMG Engineering
FMG Research House
GE Commercial Finance
Hallett Concrete
Hitachi Construction Machinery Australia
Loadex Hire
National Hire
OAMPS Insurance Brokers
OAMPS Superannuation
Resourceco
Rocla
Rocla Pipeline Products

	Cooke Precast
<b>Other Guests</b>	GHD Pty Ltd
Bettacrete	KBR Pty Ltd
Career Employment Group	Roto Oil
Caterpillar Financial	Warrin Mining & Construction Equipment
Chamberlain Investments Pty Ltd	
City of Playford	

### Apologies

were received from the following:-

COMPANY	CONTACT
Bianco Precast	Craig Ainslie
CITB	Steve Larkin
Mine & Quarry Service Co Pty Ltd	Peter Duffy
Federal Member for Port Adelaide	Mark Butler
The Member for Colton	The Hon Paul Caica, MP
CCF SA National CEO	Chris White
Leader of the Opposition	Mr Martin Hamilton-Smith MP, represented tonight by Dr Duncan McFetridge, Shadow Minister for Industry and Trade
Gambier Earth Movers	Barrie Hudson
CCF SA Life Member	David Truran (in Queensland)
Pioneer Road Services	Dave Symington
Deputy Premier	Hon Kevin Foley MP
Spry Earthmovers	Ray Spry
Leader of the Government	Premier Mike Rann, represented tonight by Minister Gail Gago
Minister for Transport, Infrastructure & Energy	Minister Patrick Conlon, represented tonight by Minister Gail Gago
Built Environs	Phil Cornish
BJ Jarrad Pty Ltd	Matt Fitzgerald
AR Contracting Services Pty Ltd	Roger Ashby
Federal Member for Boothby	Dr Andrew Southcott MP

### Introduction

CCF CEO Peter Nolan welcomed everyone to the combined Annual General Meetings of the Civil Contractors Federation SA Branch and Earthmoving Contractors Association Of SA Inc explaining the format for the evening.

### Welcome

President Tony Baulderstone welcomed members, partners, guests and sponsors and in particular, acknowledged Life Members John Chamberlain; Guest Speaker Russell Ebert; and sponsors Hallet Concrete and Rocla.

### Presidents Report

Tony Baulderstone referred to the circulated President's Report and expanded on a number of points, including industry activity, Branch Review, Training, Industry Issues, Meetings, Events and Sponsorship and appreciation to various persons and Committees. He sought to have the full report received and adopted and it was moved by Chris Reynolds and seconded by Andrew Young:

**“ That the President's Report for 2007/2008 as circulated be accepted. “**

### Sponsorship Acknowledgment

Barry Curtin acknowledged 2007 AGM Sponsors Hallet Concrete and Rocla. Barry then invited their representatives Scott Frizell, Rocla Pipeline Products Area Manager SA & NT and Alex Rajkovich, General Manager, Hallett Concrete to address members and guests.

### Minsters Speech

Hon Gail Gago MLC Minister Assisting the Minister for Transport Infrastructure and Energy described the Governments expanded infrastructure spending and the benefits that would flow through to all South Australians.

### Apologies

President Tony Baulderstone read out the Apologies for the AGM and asked for any further Apologies from the floor.

### Confirmation of Minutes

President Tony Baulderstone referred to minutes previously distributed and called to have the minutes confirmed.

It was moved by Andrew Young and seconded by Garry Stewart:

**"That the minutes of the CCF Annual General Meeting held on the 29 August 2007 as circulated in the 2008 Annual Report be taken as read and confirmed as a true and correct record."** Carried

### SA Branch Board Members Elections for 2008 / 2009

Peter Nolan explained the election process and announced the results of the election for the 2008/2009 Board, as conducted by the Federation. The following had been elected unopposed for a one-year term:

<b>Branch President:</b>	Christopher Reynolds	ADCIV Pty Ltd
<b>Branch Vice-President:</b>	Garry Stewart	LR & M Constructions Pty Ltd
<b>Branch Honorary Treasurer:</b>	Andrew Young	Top Coat Asphalt
<b>National Board Member:</b>	Anthony Baulderstone	
<b>Alternate National Board Member</b>	Christopher Reynolds	

<b>SA Branch Board Members:</b>	Anthony Baulderstone	Bardavcol Pty Ltd
	Gerard Beltrame	Beltrame Civil Pty Ltd
	Aaron Blackmore	Tron Civil Contracting Pty Ltd
	Philip Cornish	Built Environs Pty Ltd
	Stephen Fines-Phillips	ADCIV Pty Ltd
	Peter Little	PG Enterprises Pty Ltd
	Andrew Lukasik	York Civil Pty Ltd
	James Melnike	CATCON Pty Ltd
	Ted Paluszek	Paluszek Enterprises Pty Ltd
	Brian Sickerdick	Linke Contracting Pty Ltd
	Allan Wilkey	Pridham Earthmovers Pty Ltd

### 2007 / 2008 Annual Financial Report

The audited Financial Report for the year ended 30 June 2008, with accompanying reports, as circulated tonight, was tabled and explained by Andrew Young. It was moved by Andrew Young and seconded by Chris Reynolds:

**"That the audited financial report for the year ending 30 June 2008 be approved."** Carried

### 2008 / 2009 Subscriptions

Andrew Young referred to the recommended subscriptions for 2008/2009 circulated with the meeting papers tonight. These were unchanged from the previous year. It was noted that this was the third year in a row that subscriptions had not been raised. It was moved by Andrew Young and seconded by Garry Stewart:

**"That the recommended subscription rates for 2008/2009 be approved."** Carried

### 2008 / 2009 Auditor

Due to the retirement of our current auditor, Robert W Foster CPA, Andrew Young advised that the SA Board has recommended that Cleland McFarlane Selth be appointed for 2008/2009. Andrew thanked Robert Foster, who has been auditing our accounts for a number of years.



It was moved by Andrew Young and seconded by Chris Reynolds:

**“That Cleland McFarlane Selth be appointed as auditor for the 2008/2009 year. “** Carried

### **Certificates of Recognition**

Andrew Young called on the new SA Branch President Christopher Reynolds to come to the stage. Chris introduced Tony Baulderstone (Bardavcol), Kevin Renfrey (Renfrey Plant Hire) and Dennis Lorenzin (DML Constructions) who each accepted a framed Certificate of Recognition, in appreciation of their service on the CCF SA Board.

### **Guest Speaker**

Barry Curtin introduced Guest Speaker Russell Ebert who outlined his sporting history starting with the Port Adelaide Football Club and his involvement through schools in football today

Barry Curtin thanked Russell for his entertaining account.

### **Date of Next AGM / Upcoming Events**

Frank Lucks the CCF SA Member Services Manager advised members next AGM would be in September in 2009 at a date to be confirmed in 2008 and also of upcoming events.

### **Vote of Thanks**

CCF SA Vice President Garry Stewart offered a vote of thanks to Sponsors, Members, Guests, The Port Club staff and Barry Curtin.

### **Closed**

Barry Curtin closed the meeting at 10.15pm

### **Read and Confirmed**

### **Chairman**

/ /

**Civil Contractors Federation  
SA Branch**

**Annual Accounts**

**For the Year Ended**

**30 June 2008**

## **CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH**

### **Independent Audit Report to the Branch Members**

I have audited the accounts and statements of Civil Contractors Federation SA Branch for the year ended 30<sup>th</sup> June 2008, as set out in this report. The Board of Management is responsible for the preparation and presentation of the accounts and Statements and the information contained therein.

I have conducted an independent audit of the accounts and statements in order to express an opinion on them to the Branch organization members. My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts and statements are free of material mis-statement.

My procedures included examinations on a test basis of evidence supporting the amounts and other disclosures in the accounts and 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 accounts and statements are presented fairly in accordance with Australian Accounting Standards, other mandatory professional reporting requirements the Workplace Relations Act, so as to present a view which is consistent with our understanding of the Branch organisation's financial position, the results of its operations and its cash flows.

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

#### **Audit Opinion**

a) In my opinion:

- (i) there were kept by the Branch organization in relation to the year, satisfactory accounts records, including:
  - A. records of the sources and nature of the income of the Branch organization (including income from members); and
  - B. records of the nature and purposes of the expenditure of the Branch organisation: and
- (ii) the accounts and statements prepared under the Workplace Relations Act in relation to the year were properly drawn and presented fairly in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the requirements of the RAO Schedule contained in the Workplace Relations Act of:
  - A. the financial affairs of the Branch organization as at the end of the year; and
  - B. the income and expenditure and any surplus or deficit of the Branch organization for the year; and
  - C. its cash flows for the year; and

- b) all the information and explanations that, under subsection (2) of section 257 of the Workplace Relations Act 1996 and the RAO Schedule, officers or employees of the Branch organization were required to provide were provided.
- c) In conducting my audit I have complied with the independence requirements of Australian professional ethical pronouncements.

**Emphasis of Matter**

Without qualification to the opinion expressed above, attention is drawn to the following matters affecting the financial report at 30<sup>th</sup> June 2008.

**1) Inherent Uncertainty Regarding Going Concern**

Attention is drawn to the matters referred to in notes 3, 4 and 5 to the accounts and statements. The South Australian Branch is part of the Civil Contractors Federation and accordingly, the South Australian Branch assets and liabilities form part of the assets and liabilities of the Civil Contractors Federation.

In the event that the Civil Contractors Federation was unable to pay its debts, it is believed that all of the assets of the Branch could be applied for that purpose.

I have no means to properly assess whether the Civil Contractors Federation is in a position to pay its debts as and when they fall due and I do not believe that the South Australian Branch is in a position to provide any further assistance to me in this regard.

I do not believe it is possible for a conclusion to be reached by me or the Branch Board of Management on the ability of the Civil Contractors Federation to pay its debts as and when they fall due without an audit being conducted on the Civil Contractors Federation and all of its other Branches, and the results of such audit being provided to me before the completion of my audit of the South Australian Branch.

The Workplace Relations Act requires that the accounts and statements of the Branch be separately prepared and audited as an autonomous entity.

Date:

5<sup>th</sup> August 2008



ROBERT W FOSTER FCPA  
Certified Practising Accountant  
Registered Company Auditor  
I hold a current Public Practice  
Certificate

18 Warwick Avenue  
TOORAK GARDENS SA 5066  
T: (08) 8364 2877  
F: (08) 8364 2776

# **CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH**

## **INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2008**

	Note	2007-2008	2006-2007
<b>INCOME FROM ALL ACTIVITIES</b>	<b>12</b>	<b>4,099,587</b>	<b>683,976</b>
<b>Less:</b>			
<b>EXPENSES FROM ALL ACTIVITIES</b>	<b>13</b>	<b>3,748,876</b>	<b>671,135</b>
<b>SURPLUS FOR YEAR OF INCOME OVER EXPENDITURE</b>		<b>350,711</b>	<b>12,841</b>
<b>Less Transfer to:</b>			
Training Resources Reserve		100,000	0
Machinery Replacement Reserve		100,000	0
Operational Reserve		130,000	0
<b>SURPLUS FOR YEAR AFTER TRANSFER TO RESERVES</b>		<b>20,711</b>	<b>12,841</b>

# CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH

## BALANCE SHEET

FOR THE YEAR ENDED 30 JUNE 2008

	NBS	2007	2008	2006	2007
<b>CURRENT ASSETS</b>					
Cash	15a	453,233		182,495	
Receivables	15b	622,305		47,036	
Investments	15c	998,000		198,000	
Other	15d	54,691		29,799	
<b>Total Current Assets</b>		<b>2,128,229</b>		<b>457,330</b>	
<b>NON-CURRENT ASSETS</b>					
Property, Plant, Other	15e	2,501,246		38,876	
<b>Total Non-Current Assets</b>		<b>2,501,246</b>		<b>38,876</b>	
<b>TOTAL ASSETS</b>		<b>4,629,475</b>		<b>496,206</b>	
<b>CURRENT LIABILITIES</b>					
<b>Total Current Liabilities</b>	15f	<b>657,538</b>		<b>256,776</b>	
<b>NON-CURRENT LIABILITIES</b>					
<b>Total Non-Current Liabilities</b>	15g	<b>26,778</b>		<b>3,267</b>	
<b>TOTAL LIABILITIES</b>		<b>684,316</b>		<b>260,043</b>	
<b>NET ASSETS</b>		<b>3,945,159</b>		<b>236,163</b>	
<b>MEMBERS FUNDS</b>					
Reserves	16	1,519,137		12,841	
Retained Surplus		2,426,022		223,322	
<b>TOTAL MEMBERS FUNDS</b>		<b>3,945,159</b>		<b>236,163</b>	

**CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2008**

**1. Statement of Significant Accounting Policies**

**Basis of Preparation**

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, and the requirements of the RAO schedule contained in the Workplace Relations Act 1996.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Compliance with Australian Accounting Standards ensures that the financial statements and notes also comply with International Financial Reporting Standards.

Material accounting policies adopted in the preparation of this financial report are presented below. They have been consistently applied unless otherwise stated.

The financial report has been prepared on an accrual basis and is based on historical costs, modified where applicable by the measurement at fair value of selected non-current assets.

The financial report covers Civil Contractors Federation South Australian Branch as an organisation registered under the Workplace Relations Act 1996 and includes its operating activities and those of its training arm Civil Train as disclosed in the financial statement.

**2. Income Tax**

The activities of the Federation are carried on for the purpose of promotion and development of an industrial resource of Australia and not for the purpose of profit or gain to its individual members. Accordingly, the Federation is exempt from income tax.

**3. Branch Relationship with the Civil Contractors Federation**

The Branch, while autonomous in relation to most of its day to day operations, is not considered to be a separate entity at law from the Civil Contractors Federation.

The ownership of Branch assets and responsibility for Branch liabilities are believed to ultimately rest with the Civil Contractors Federation. It is therefore possible that Branch assets may be appropriated by the Civil Contractors Federation to meet its obligations, which could include providing financial support to other Branches.

**4. Going Concern**

While the Branch, if viewed as an autonomous legal entity, is believed to be able to pay its debts as and when they fall due, no assessment has been made as to the likelihood of the Branch being called upon to financially support the Civil Contractors Federation either nationally or in respect of its other Branches.

Assets and liabilities of the Branch have been brought to account on the basis that the Branch activities will continue. The values attributed in the accounts to assets and the stated amounts of liabilities may not be realised or settled at their recorded values in the event that the Branch ceased to continue its business and there may also be changes in the dates of maturity of liabilities. Such potential differences in values have not been quantified.

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2008**

**5. Contingent Liabilities and Contingent Assets**

The Branch is believed to be liable for unpaid debts of the Civil Contractors Federation to the extent of the Branch assets and at the date of this report, no known liability exists for any contingent liability. The organisation is not aware of any known contingent asset at 30th June 2008.

**6. Employee Entitlements**

Provision has been made in the accounts to allow for annual and long service leave entitlements due to employees at 30/06/08, together with on costs required by accounting standards.

Long service leave is calculated from day one of employment. Balances of employee entitlements are contained in the Balance Sheet as under:-

	<u>Annual Leave</u>	<u>Long Service Leave</u>
Balance 01/07/07	7,662	15,869
Increase/Decrease for Year	60,991	29,779
Balance 30/06/08	<u>68,653</u>	<u>45,648</u>

**7. Lease of Office**

The Branch leases a building from Earthmoving Contractors Association SA Inc. at an annual rental of \$83,000 for the year ending 30/06/08. (See Note 20)

**8. Related Party Disclosures**

Some of the CCF SA members are also members of the Earthmoving Contractors Association of SA Inc (ECA). They comprise a significant majority of all of the members of ECA. In addition, most of the members of the Board of Management of the organisation hold equivalent managerial positions with ECA. They comprise a significant majority of all of those equivalent ECA managerial positions.

The following persons were members of the Board of the SA Branch for some or all of the year ended 30th June 2008:-

Tony Baulderstone	Andrew Lukasik
Chris Reynolds	Ted Paluszek
Dennis Lorenzin	Kevin Renfrey
Andrew Young	Mark Wauer
John Allen	Allan Wilkey
Garry Stewart	Aaron Blackmore
Ray Thompson	Brian Sickerdick
James Melnik	

Other than Ted Paluszek, no other member of the Board of the SA Branch or related party to them has received or become entitled to receive any payment or other benefit of pecuniary value from the organisation, ECA or Civil Train. Mr Paluszek received payment for Training Services delivered by CCF SA at normal commercial annual rates.



**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2008**

Material transactions between the organisation, and ECA are as follows:-

- (i) The organisation has charged ECA for the provision of administrative and member services at commercial rates; and
- (ii) The Civil Contractors Federation (CCF) purchased Beaconsfield Press shares and an attaching partnership interest from ECA SA for \$25,000. CCF allocated the benefit of the investment and the attaching liability for the cost of purchase equally between the organisation (CCF SA) and the Northern Territory Branch (CCF NT). CCF SA is to administer the transaction and it accounts for:-
  - A \$12,500 share (50%) of the investment; and
  - the full liability to ECA SA for the cost of 100% of the investment; and
  - the amount owed by CCF NT for its 50% interest in the investment, which has been paid in full.

The price paid for the shares is believed to be at fair commercial value.

**9. Workplace Relations Act - RAO Schedule Section 272**

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of an organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

**10. Financial Instruments**

The organisation has the following financial assets and liabilities at 30/06/08.

<b><u>Financial Assets</u></b>	<b><u>Carrying Amount</u></b>	<b><u>Net Fair Value</u></b>
Cash on Hand	2,500	2,500
Accounts Receivable	637,305	637,305
Payments in Advance	54,691	54,691
Cash at Bank	450,733	450,733
Term Deposit	998,000	998,000
<b><u>Financial Liabilities</u></b>		
Accounts Payable	300,914	300,914
Accrued Expenses and in Advance	172,433	172,433

**Interest Rate Risk**

The financial instruments above are subject to normal commercial interest rate fluctuation as determined by the money markets from time to time.

**Credit Risk**

The maximum exposure to credit risk at balance date to the above recognised financial assets is the carrying amount (net of provisions) as disclosed in the Balance Sheet and Notes to the Financial Statements. The organisation does not have material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Organisation.

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2008**

**Net Fair Values**

The net fair value assigned to each financial asset and financial liability is the carrying amount as disclosed in the Balance Sheet and in the Notes to and forming part of the Accounts.

The net fair value is the recorded book value for each financial asset and financial liability.

It is expected the Organisation will receive the carrying amount for each financial asset as recorded and it will discharge its financial liabilities at the carrying amount shown, subject only to commercial interest rate adjustments as determined from time to time by market fluctuations.

**11. Operating Cash Reserve**

The Management Committee resolved on the 11th August 2004 to create an operating cash reserve based on three months expenditure and such reserve to be fully established in a term deposit. The amount required is based on the 2008/2009 budgeted expenditure of \$637,655 (consolidated) (25% of \$2,550,619 - consolidated).

At 30/06/08 \$637,655 (consolidated) has been set aside in a term deposit as disclosed in the Balance Sheet.

**12. & 13. Profit & Loss Statements for period 01/07/07 to 30/06/08**

INCOME	2007 - 2008	2006 - 2007
2007 CCF National Conference	3,000	0
Advertising Income	3,123	0
Australian Standard Sales	1,884	0
Award Servicing	0	6,002
Bank Interest Received	60,863	16,713
CAR	0	210
CCF Servicing to ECA	30,000	20,809
Certificate IV Training	35,529	0
CITB Plant Op Train Log Sheets	99,990	0
Civil Train Merger	0	15,000
Civil Train Servicing General	5,837	31,391
CMP Production Income	543,736	0
CMS - IMS	59,286	50,309
Earth Awards Entry Fees	9,864	0
Fuel Income - AFD	6,516	3,033
Function Sponsorship	54,462	0
Functions	211,875	81,503
Hire/Lease	79,052	0
Interstate Training	15,000	0
Meeting Room	6,116	2,588
Meetings	11,680	20,027
Member Subs Received	369,460	345,740
QAMPS Endorsement Fee	0	4,153
Power Commission	0	380
Pre Employment Training	225,027	0
Publication Sales	7,854	0
Qualifications	1,092,447	0
Short Courses	1,074,007	0
Sponsorships	48,250	56,000
Staffing Grants	12,008	0
Sundry	1,497	10,898
Year Book	26,955	19,420
Sale of Non Capitalised Assets	1,700	0
Profit Sale Non Current Assets	908	0
Sundry Income	231	0
Insurance Recoveries	1,230	0
	<b>4,089,587</b>	<b>683,976</b>

## EXPENSES

	2007 - 2008	2006 - 2007
Accounting Fees	6,805	0
Advertising & Promotions	82,459	0
Annual Leave -adj to provision	77,308	2,807
Audit	3,765	3,350
Australian Standards for Sale	1,698	0
Award Servicing	0	831
Bad Debts	0	5,898
Bank Charges	9,457	2,581
Casual Employees & Contractors	24,823	0
CCF National Conferences	3,780	2,331
CCF National Issues - Fuel	0	127
CCF National Levy	84,793	28,048
CCF National Meetings	7,473	6,815
CCF On Line Monthly Charge	4,328	0
CCF Online	4,382	1,657
Cleaning & Rubbish Removal	36,078	0
CMS - IMS	19,039	35,510
CMS - SCIMS	7,800	0
Computer Expenses	31,238	2,265
Consultant	83,883	5,672
Council Rates	2,247	0
Debt Collection Fees	276	207
Depreciation	250,379	8,144
Emergency Services Levy	193	0
Employer Superannuation	25,262	0
Employment Expenses	31,586	0
Entertainment	3,153	0
Equipment Hire	44,925	0
Ex-Gratia Payments	30,000	0
Freight Paid	1,084	0
Fringe Benefits Tax	19,581	4,050
Fuel	108,765	0
Function Expenses	209,738	61,508
Ground & Building Maintenance	63,336	0
Hire of Facilities	2,865	0
Interest Paid	0	1,113
L/S/L - adj to provision	7,639	4,880
Legal Expenses & Fees	7,303	0
Lobbying & Promotion Expenses	1,185	735
Marketing	24,488	0
Meeting Expenses	16,536	20,564
Meeting Room Expenses	1,174	422
Merger Expenses	38,708	1,510
Motor Veh - Running Costs	930	16,076
Motor Vehicle Expenses	70,677	7,717
OHS&W Compliance Expenses	4,089	0
Other Operating	43,733	2,785
Payments on Behalf Woodville	1,399	0
Payroll Tax	45,587	0
Postage	8,858	0
Print, Post, Stat, Cour	22,662	14,902
Printing & Stationery	119,410	0
Professional Development (all)	36,807	0
Project Consultancy	16,310	0
Publications for Sale	6,109	0
R&M Office Equipment	74,025	0
R. Carr A/L & L/S/L take up	20,061	0
Registration	8,744	0
Rent	63,000	63,000
Salaries and Wages	1,479,288	265,978
Security	2,781	0
Sponsorships Cost Offset	25,179	17,644
Staff Amenities	16,370	0
Staff Training	3,924	0
Staffing (incl Recruitment fees/Safety)	2,921	18,115
Student DAIS Certif Expense	12,592	0
Subscriptions	5,852	2,309
Sundry Expenses	550	7,910
Superannuation	80,902	19,913
Telephone	38,258	10,222
Tools & Consumables	6,884	0
Training - Assessments	0	36
Training - Civil Train Tickets	18	0
Training - Misc Expenses	140	1,285
Training Materials	11,874	0
Travel & Accommodation	43,582	96
Uniforms	11,073	0
Utilities	17,174	0
Workcover	16,048	2,721
Year Book Expenses	13,501	11,480
Insurance	42,175	6,981
Photocopier Charges	16,395	0
	<b>3,748,878</b>	<b>671,135</b>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

**14. Auditor's Remuneration**

	2007 - 2008	2006 - 2007
Audit fees for auditing and reviewing financial report of Consolidated activities	10,795	10,600

**15a Current Assets - Cash**

	2007 - 2008	2006 - 2007
24 hr. Cash Deposit	39,457	0
Cash at Bank	411,276	181,995
Cash on Hand	2,500	500
	<b>453,233</b>	<b>182,495</b>

**15b Current Assets - Receivables**

Accounts Receivable	637,305	47,036
Less Prov. For Doubtful Debts	-15,000	0
	<b>622,305</b>	<b>47,036</b>

**15c Current Assets - Investments**

Term Deposits - General	360,345	198,000
Term Deposits-Operating Res.	637,655	0
Term Deposits - Total	<b>998,000</b>	<b>198,000</b>

**15d Current Assets - Other**

Payments in Advance	21,504	29,800
GST Refund	1,709	0
Training Reserve	15,293	0
Accrued Reserve	13,967	0
Work In Progress	2,218	0
	<b>54,691</b>	<b>29,800</b>

**15e Non-Current Assets**

Land at Valuation	1,000,000	0
Building & Infrastructure	651,091	0
Less Prov. For Depreciation	-53,896	0
Office Equipment	367,522	85,062
Less Prov. For Depreciation	-280,560	-70,543
Plant & Equipment	1,363,006	0
Less Prov. For Depreciation	-825,965	0
Motor Vehicles	430,334	27,819
Less Prov. For Depreciation	-163,016	-15,961
Tools	9,125	0
Less Prov. For Depreciation	-8,895	0
Beaconsfield Shares	12,500	12,500
	<b>2,501,246</b>	<b>38,877</b>

**15f Current Liabilities**

Accounts Payable	300,914	10,317
GST Liability	149	20,829
Employee Liabilities	0	5,568
Accrued Expenses	3,515	5,250
Receipts in Advance	9,625	29,349
Subscriptions in Advance	147,786	165,198
Other Creditors	11,358	0
Prov. Annual Leave (Note 6)	68,653	7,662
Prov. Long Serv. Leave (Note 6)	18,870	12,602
Training in Advance	96,668	0
	<b>657,538</b>	<b>256,775</b>

**15g Non-Current Liabilities**

Prov. Long Serv. Leave (Note 6)	<b>26,778</b>	<b>3,265</b>
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**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2008**

**16. Statement of Changes in Equity for year ended 30 June 2008**

	Retained Earnings	Asset Reval. Reserve	General Reserves	TOTAL
Balance 01/07/06	223,322			223,322
Attributable to Members	12,841			12,841
Balance 01/07/07	236,163			236,163
Transferred to Retained Earnings				0
this Year	2,169,148	401,708	787,429	3,358,285
Attributable to Members	20,711	0	330,000	350,711
Revaluation Increments	0	0	0	0
<b>Balance 30/06/08</b>	<b>2,426,022</b>	<b>401,708</b>	<b>1,117,429</b>	<b>3,945,159</b>

**General Reserves at 30/06/08**

Training Resource Reserve	100,000
Machinery Replacement	100,000
Infrastructure Grant	487,319
Operational Reserve	430,110
	<b>1,117,429</b>

**17. Cash Flow Statement for year ended 30 June 2008**

<b>Opening Cash Resources</b>	<b>380,485</b>
Term Deposit	188,000
<b>Cash Flows from Operating Activities</b>	<b>630,864</b>
<b>Cash Flows from Result of Merger</b>	<b>471,885</b>
<b>Cash Flows from Investing Activities</b>	
Purchase of Non-Current Assets	-233,146
Sales of Non-Current Assets	3,135
<b>Balance of Cash Resources at 30/06/08</b>	<b>1,451,233</b>
Represented by:	
Cash at Bank	450,733
Petty Cash	2,500
Term Deposits	998,000
	<b>1,451,233</b>

**18. Reconciliation of Cash Flows Provided from Operating Activities**

Operating Surplus for Year	350,711
<b>Add Back Non-Cash Items</b>	
Depreciation	250,380
Provisions Annual & Long Service Leave	-3,927
Profit on Sale of Assets	-908
Increase in Current Assets	-37,120
Increase in Current Liabilities	71,728
<b>Net Cash provided by Operating Activities</b>	<b>630,864</b>

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2008**

**19. Reconciliation of Non-Current Assets at 30 June 2008**

	Opening Bal. 1/07/07	Result of Merger	Additions	Sales	Profit on Disposal	Deprecn.	Closing WDV 30/6/08
Land *	0	1,000,000	0			0	1,000,000
Building *(Incl. Infrastructure)	0	609,600	1,091			-13,696	597,195
Office Equipment	0	39,786	57,788			-33,686	63,888
Motor Vehicles	0	170,339	99,770			-57,777	212,332
Plant	0	661,613	1,005	-3,135	908	-123,349	537,042
Software	0	0	214			-214	0
Waste	0	1	0			0	1
Tools	0	293	0			-64	229
Office Equipment	14,518	0	17,648			-9,091	23,075
Motor Vehicle	11,858	0	55,629			-12,503	54,984
Beaconsfield Press Share	12500	0	0			0	12,500
	<b>38,876</b>	<b>2,481,832</b>	<b>233,145</b>	<b>-3,135</b>	<b>908</b>	<b>-250,380</b>	<b>2,501,246</b>

\* Denotes at Revaluation

**Total Non-Current Assets as per Balance Sheet**

**2,501,246**

Each non-current asset contained in the Balance Sheet at 30/06/08 is carried at cost or valuation less where applicable, any accumulated depreciation or impairment adjustment

At each reporting date the Organisation reviews the carrying values of the non-current assets to determine whether there is any indication that those assets have been impaired and the carrying value may not be recoverable.

The Organisation is not primarily dependant on the asset's ability to generate cash flows and they would be replaced if the Organisation was deprived of them. The value in use is the depreciated replacement cost.

The above non-currents assets are carried at the original cost of each item and depreciation is calculated each year on the straight line basis over the useful life of the items concerned.

A valuation of all non-current assets is presently being undertaken by Licensed Valuers but the valuation was not completed at the date of this report. Adjustments up or down may be necessary when the valuation is completed.

**20. Events Subsequent to Balance Date**

Since the 1st of July 2008 no circumstances or events have arisen which have significantly affected or may significantly affect the operations of the Organisation, the results of those operations or the state of the affairs of the Organisation in the financial year subsequent to the 1<sup>st</sup> July 2008 other than the following.

- 1) The Organisation will assume responsibility for the assets and liabilities of Earthmoving Contractors Association of SA Inc at some stage during the 2008/09 financial year.
- 2) Any movement in the values up or down on the non-current assets when the valuation of these assets is completed.



23<sup>rd</sup> July 2008

## CIVIL CONTRACTORS FEDERATION

SOUTH AUSTRALIAN BRANCH: 60 Woodville Road, Woodville S.A. 5011  
Telephone: (08) 8244 0922 • Facsimile: (08) 8244 0933 • ABN: 65 484 720 549  
Email: [ccfsa@civilcontractors.com](mailto:ccfsa@civilcontractors.com) • Website: [www.civilcontractors.com](http://www.civilcontractors.com)

Mr. R. W. Foster  
Robert W. Foster  
Certified Practising Accountant  
18 Warwick Avenue  
TOORAK GARDENS SA 5065

Dear Mr. Foster,

This representation letter required by Auditing Standard ASA 580 is provided to you in connection with your audit of the financial report of Civil Contractors Federation South Australia incorporating the activities of Civil Train and also the activities of Earthmoving Contractors Association of SA Inc for the period ended 30<sup>th</sup> June 2008, for the purpose of you expressing an opinion as to whether the financial report is in all respects presented fairly in accordance with applicable Australian Accounting Standards and the requirements of the Workplace Relations Act 1996 and the RAO schedule and any other mandatory reporting requirements.

We acknowledge our responsibility for the implementation and operation of accounting and internal control systems that are designed to prevent and detect fraud and errors in the accounting system so that the financial report is free of material misstatements and omissions.

We confirm to the best of our knowledge and belief the following representations made to you during the course of your audit.

1. We have made available to you:

- a) All financial records and related data, other information, explanations and assistance necessary for the conduct of the audit, and
- b) Minutes of all Meeting of Directors

2. There have been to the best of our knowledge, no irregularities involving management or employees who may have a significant role in the internal control structure.

3. We have established and maintained an adequate internal control structure to facilitate the preparation of a reliable financial report and adequate financial records have been maintained. There are no material transactions that have not been properly recorded in the accounting records underlying the financial report.

4. All known Accounts Receivable and Accounts Payable due for collection and payment have been raised in the accounting system at 30<sup>th</sup> June 2008 and adequate provision for any known bad debts has been made in the accounts.

5. All grants provided by Government Agencies or other entities and any miscellaneous income has been raised and noted in the accounts.

6. All non-current assets known to exist at 30<sup>th</sup> June 2008 are properly recorded in the accounting system and that the Board has addressed revaluations and impairment matters so that non-current assets are included in the Balance Sheet at fair market value and adequate depreciation rates have been applied for property, plant & equipment and office equipment.

We acknowledge that instructions for a valuation of non-current assets has been given to a firm of Licensed Valuers for the 30/06/08 year but at the date of preparing the final statements for 30/06/08 the Valuers could not complete the report in time for our accounting deadline of account finalisation.

We will make this report available to you in due course.

7. All known liabilities including any contingent liabilities have been raised or brought to your attention during the audit process.
8. Except as disclosed in the financial report no events have occurred subsequent to the Balance Sheet date that would require adjustment to, or disclosure in the financial report other than the valuation of non-current assets as disclosed in Note 6 above.

We understand that your examination was made in accordance with Australian Auditing Standards and was therefore designed primarily for the purpose of expressing an opinion on the financial report of the entity taken as a whole and that your tests of the financial records and other auditing procedures were limited to those which you considered necessary for that purpose.

Yours faithfully,



Chief Executive Officer



Finance Manager



**Certificate of Designated Officer**  
s268 of Schedule 1 Workplace Relations Act 1996

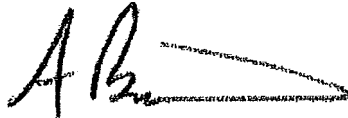
I, Anthony William Baulderstone, being the President of the Civil Contractors Federation SA Branch certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 4<sup>th</sup> August 2008; and
- that the full report was presented to a general meeting of members of the reporting unit on 10<sup>th</sup> September 2008; in accordance with section 266 of the RAO Schedule.

For CCF SA Branch Board: *Anthony William Baulderstone*

Title of Office Held:            Branch President

Signature:

A handwritten signature in black ink, appearing to be 'A Baulderstone', with a long horizontal stroke extending to the right.

Date: 4 August 2008

**Civil Contractors Federation  
South Australian Branch**

**SA Branch Board Statement  
For the Year ended 30th June 2008**

On 4<sup>th</sup> August, the Board of the Civil Contractors Federation South Australian Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30<sup>th</sup> 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 Schedule 1 of the Workplace Relations Act 1996, 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 other reporting units of the organisation; and

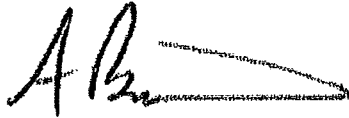
No requests were received from any member of the reporting unit or a Registrar for information under section 272 of the RAO Schedule; and

No orders have been made by the Commission under section 273 of the RAO Schedule.

For CCF SA Branch Board: *Anthony William Baulderstone*

Title of Office Held: Branch President

Signature:

A handwritten signature in black ink, appearing to read 'A Baulderstone', with a long horizontal stroke extending to the right.

Date: 4 August 2008

## **CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH**

### **Operating Report for the Year ended 30 June 2008**

#### **Principal activities s254(2)(a)**

The principal activities of the Branch during the financial year were: The provision of advocacy, management systems, training and the conduct of regular industry meetings, functions and events to comply with the relevant objects of the organisation.

#### **Results of principal activities s254(2)(a)**

The Branch's principal activities resulted in: ongoing representation to government and agencies on industrial and other industry issues and continuing to offer to industry access to a user pay structured management system (integrating OHS, quality assurance and environmental management) under the Federation's Contractor Management System.

#### **Significant changes in nature of principal activities s254(2)(a)**

Significant changes in the nature of the principal activities during the financial year were a result of the merger between the Civil Contractors Federation SA branch and Civil Skills & Technology Centre. All audited financial statements are presented as consolidated figures.

#### **Significant changes in Federation's Financial Affairs s254(2)(b)**

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

#### **Trustee or director of trustee company of superannuation entity or exempt public sector superannuation scheme s254(2)(d)**

No officer, or member [to the best of my knowledge] holds a dedicated position as a superannuation trustee under s254(2)(d) of the RAO Schedule.

#### **Number of Members RAO req 159(a)**

The number of persons who, at the end of the financial year, were recorded on the Register of members was: 291

#### **Number of Employees RAO req 159(b)**

The number of persons who were, at the end of the financial year, employees of the South Australian Branch of the Federation was: Twenty Two measured on a full-time equivalent basis.

**Board Members RAO rep 159(c)**

The persons who held office as members Board Members of the South Australian Branch during the financial year were:

Anthony Baulderstone,	President	1-7-2007 to 30-6-2008
Christopher Reynolds,	Vice President	1-7-2007 to 30-6-2008
Andrew Young,	Honorary Treasurer	1-7-2007 to 30-6-2008
Garry Stewart,	Branch Board Member	1-7-2007 to 30-6-2008
Andrew Lukasik	Branch Board Member	1-7-2007 to 30-6-2008
Aaron Blackmore,	Branch Board Member	1-7-2007 to 30-6-2008
Allan Wilkey,	Branch Board Member	1-7-2007 to 30-6-2008
Ted Paluszek,	Branch Board Member	1-7-2007 to 30-6-2008
Dennis Lorenzin,	Branch Board Member	1-7-2007 to 30-6-2008
Brian Sickerdick	Branch Board Member	1-7-2007 to 30-6-2008
James Melnike	Branch Board Member	1-9-2007 to 31-3-2008
John Allen	Branch Board Member	1-7-2007 to 31-8-2007
John Allen	Branch Board Member	1-4-2008 to 30-6-2008
Ben Lucas	Branch Board Member	1-7-2007 to 30-6-2008
Phil Cornish	Branch Board Member	1-7-2007 to 30-6-2008
Kevin Renfrey	Branch Board Member	1-7-2007 to 30-6-2008
Peter Nolan	Chief Executive Officer	11-7-2007 to 30-6-2008

The persons who held office as Board Members of the National Branch during the financial year were:

Anthony Baulderstone	National Board Member	1-7-2007 to 30-6-2008
Kevin Renfrey	Alternate Board Member	1-7-2007 to 30-6-2008

## **Manner of Resignation**

Members may resign from the Federation in accordance with rule 9, which reads as follows:

### **"9 - RESIGNATION OF MEMBERS**

- (a) A Member may resign from the Federation by written notice addressed and delivered to the Chief Executive Officer (National).
- (b) A notice of resignation from membership of the Federation takes effect:
  - (i) at the end of two weeks after the notice is received by the Federation; or
  - (ii) on the day specified in the notice;whichever is later.
- (c) Any dues payable but not paid by a former Member of the Federation in relation to a period before the Member's resignation from the Federation took effect, may be sued for and recovered in the name of the Federation, in a court of competent jurisdiction, as a debt due to the Federation.
- (d) A notice delivered to the person mentioned in sub rule (1) shall be taken to have been received by the Federation when it was delivered.
- (e) A notice of resignation that has been received by the Federation is not invalid because it was not addressed and delivered in accordance with sub rule (a) of Rule 9.
- (f) A resignation from membership of the Federation is valid even if it is not effected in accordance with this section if the Member is informed in writing by or on behalf of the Federation that the resignation has been accepted."

Name: Peter Nolan

Title of Office held: Chief Executive Officer

Signature



Date: 4<sup>th</sup> August 2008