



# CIVIL CONTRACTORS FEDERATION

**TASMANIAN BRANCH:**

PO Box 268 Rosny Park, Tasmania 7018

Telephone: (03) 6244 67 44. Facsimile: (03) 6244 67 55 Mob: 0419 120 059

Email: [ccftas@civilcontractors.com](mailto:ccftas@civilcontractors.com)

FR 2004/459

21 February 2005

Australian Industrial Registry  
G PO Box 1994S  
MELBOURNE VIC 3001

**Attention: Mr Iain Stewart**

Dear Iain

**RE: CCF – TASMANIA FINANCIAL REPORTING**

In respect to the above please find attached information as requested.

Trusting the above is satisfactory.

Regards

**ADRIAN GRANGER  
EXECUTIVE DIRECTOR  
CCF – TASMANIAN BRANCH**



# CIVIL CONTRACTORS FEDERATION

**TASMANIAN BRANCH:**

PO Box 268 Rosny Park, Tasmania 7018

Telephone: (03) 6244 67 44. Facsimile: (03) 6244 67 55 Mob: 0419 120 059

Email: [ccftas@civilcontractors.com](mailto:ccftas@civilcontractors.com)

**Certificate of Secretary or Other Authorised Officer**  
***S268 of Schedule 1B Workplace Relations Act 1996***

I Adrian John Granger being the Executive Officer of the Civil Contractors Federation  
Tasmanian 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 dispatched to members on 26 October 2004; and
- that the full report was presented to a general meeting of members of the reporting unit on 26 October 2004; in accordance with section 266 of the RAO Schedule.

**Signature:**

**Date:** 15 January 2005



# CIVIL CONTRACTORS FEDERATION

**TASMANIAN BRANCH:**

PO Box 268 Rosny Park , Tasmania 7018

Telephone: (03) 6244 67 44. Facsimile: (03) 6244 67 55 Mob: 0419 120 059

Email: [ccftas@civilcontractors.com](mailto:ccftas@civilcontractors.com)

## **Civil Contractors Federation – Tasmanian Office**

### **Operating Report For the Year ended 30 June 2004**

#### **Principal activities**

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

To represent Members as a peak employer association and provide Member services consistent with the objects of the Federation.

#### **Results of principal activities**

The Tasmanian Branch of the Federation's principal activities resulted in: advocacy in relation to industry reform and infrastructure funding; provision of training, industrial and workplace relations services; development of training competencies; and provision of Member communications services.

#### **Significant changes in nature of principal activities**

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

#### **Significant changes in Federation's Financial Affairs**

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

#### **Trustee or director of trustee company of superannuation entity or exempt public sector superannuation scheme**

There are no officers who are trustees of a superannuation entity.

#### **Number of Members**

The number of persons who, at the end of the financial year, were recorded on the Register of members was: 61.

#### **Number of Employees**

The number of persons who were, at the end of the financial year, employees of the Tasmanian Office of the Federation was: One (1).



# CIVIL CONTRACTORS FEDERATION

**TASMANIAN BRANCH:**

PO Box 268 Rosny Park , Tasmania 7018

Telephone: (03) 6244 67 44. Facsimile: (03) 6244 67 55 Mob: 0419 120 059

Email: [ccftas@civilcontractors.com](mailto:ccftas@civilcontractors.com)

## Civil Contractors Federation – Tasmanian Office

### Operating Report For the Year ended 30 June 2004

#### Committee of Management Members

The persons who held office as members of the Committee of Management of the Tasmanian Branch of the Federation for the whole of the financial year were:

#### CCF TASMANIAN COUNCIL

**Title**

**State Executive**

State President:

State Vice-President:

Honorary Treasurer:

Past President:

**Name**

Mr Hugh Maslin

Mr Pat Dwyer

Mr Stewart Geeves

Mr Rex Swain

**Council Representatives:**

Mr Peter Kelly

Mr Phil Sidney

Mr Stuart Dahlenburg

Mr Sean Crane

Mr Ross Cubit

Mr Rob Batchelor

Mr Tony Cook

**Name:** A Granger

**Title of office held:** Executive Director – Tasmanian Branch

**Signature:**

**Date:** 15 January 2005



# CIVIL CONTRACTORS FEDERATION

TASMANIAN BRANCH:

PO Box 268 Rosny Park , Tasmania 7018

Telephone: (03) 6244 67 44. Facsimile: (03) 6244 67 55 Mob: 0419 120 059

Email: [ccftas@civilcontractors.com](mailto:ccftas@civilcontractors.com)

## MINUTES OF THE ANNUAL GENERAL MEETING, 26 October 2004 AT Launceston International Hotel

29 Cameron Street

Launceston

Meeting declared open at 5.30 p.m.

**ACTION**

### 1. Present, Apologies and Guests

*Present:*

Contractor Members: Tony Cook, Phil Sidney, Andrew Walter, Stuart Dahlenburg, Sean Crane, Ross Cubit, Pat Dwyer, Hugh Maslin  
Adrian Granger (Executive Director).

*Apologies:*

P Kelly, B Peam, S Geeves,

### 2. Confirmation of Previous AGM Minutes

*Motion:* That the minutes of the previous meeting, held on 15 August 2003 be taken as a true and correct record of that meeting.

*Moved:* Hugh Maslin

*Seconded:* Pat Dwyer

*Carried.*

### 3. Business arising from minutes

Nil

### 4. President's Report

As Attached –

*Motion:* That the President's Report be endorsed.

*Moved:* A Walter

*Seconded:* R Cubit

*Carried*

## **5. Financial Report.**

It was resolved that gratitude be extended to Jessica Walter and Andrew Walter for their support and assistance to the Treasurer.

*Motion:* That the Treasurers report be accepted and approved

*Moved:* Phil Sidney

*Seconded:* Sean Crane

*Carried:*

It was resolved that the draft budget for 2004/2005 as tabled be approved.

*Moved:* Stuart Dahlenburg

*Seconded:* Hugh Maslin

*Carried:*

It was resolved that the subscriptions for 2004-2005 be increased to accommodate the annual change in CPI as attached.

*Moved* Pat Dwyer

*Seconded* Stuart Dahlenburg

*Carried*

## **6. Declaration of Branch Election for 2004/2005 Branch Committee**

The Executive Director read the declaration of results.

Branch President – H Maslin. Branch Vice President – P Dwyer

Branch Treasurer – S Geeves

Branch Committee members – S Crane, P Kelly, S Dahlenburg, R Swain, R Batchelor and Phil Sidney.

H Maslin and P Dwyer were elected National Councillors.

## **7. Appointment of Auditors**

*Motion:* That the CCF Tasmanian Branch appoint Denzil Yaxley from Yaxley Business and Accounting Services as Auditor for 2004 – 2005.

*Moved:* R Cubit

*Seconded:* Tony Cook

*Carried*

**8. General Business**

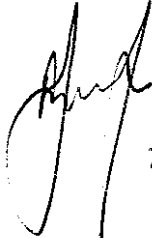
No General Business.

**9. Declaration of date for 2005 Annual General Meeting.**

It was resolved that the Annual General Meeting for 2005 to be held on  
2 September, 2005 in Hobart at a venue to be announced.

**9. Meeting Close**

Meeting closed at 6:15 pm

  
26/OCTOBER/2009  
EXECUTIVE  
DIRECTOR

**YAXLEY BUSINESS and ACCOUNTING SERVICES**

**CIVIL CONTRACTORS FEDERATION (TAS) BRANCH**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2004**

**CONTENTS**

Balance Sheet	Page 1
Profit and Loss Statement	Page 2
Notes to and forming part of the Accounts	Pages 3-4
Cash Flow Statement	Page 5
Audit Opinion	



CIVIL CONTRACTORS FEDERATION (TAS) BRANCH

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2004

	Note	2004 \$	2003 \$
<b>Current assets</b>			
Cash	2	50,038	44,202
Receivables	3	8,335	9,197
<b>Total current assets</b>		<u>58,373</u>	<u>53,399</u>
<b>Total assets</b>		<u>58,373</u>	<u>53,399</u>
<b>Current liabilities</b>			
Creditors & Borrowings	4	667	9,095
Other	5	(1,820)	534
<b>Total current liabilities</b>		<u>(1,153)</u>	<u>9,629</u>
<b>Total liabilities</b>		<u>(1,153)</u>	<u>9,629</u>
<b>Net assets</b>		<u>59,526</u>	<u>43,770</u>
<b>Members' Equity</b>			
Retained profits		59,526	43,770
<b>Total Equity</b>		<u>59,526</u>	<u>43,770</u>

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION (TAS) BRANCH**

**INCOME AND EXPENDITURE STATEMENT**

**AS AT 30 JUNE 2004**

Note	2004	2003
	\$	\$
<b>INCOME</b>		
CCF Cards	7,891	13,168
Dinner & Functions	20,876	16,254
Endorsements fees	748	750
Awards & Presentations	3,045	-
Interest received	300	204
Membership	39,660	30,810
Fees	2,559	6,371
National Pre-qualification Program	7,809	-
Stationery	935	705
Training	7,408	5,490
Sponsorship	-	2,000
Sundry income	1,770	977
<b>TOTAL INCOME</b>	<b>93,001</b>	<b>76,729</b>
<b>EXPENDITURE</b>		
Accountancy	3,456	2,520
Bank charges	855	754
Books & Publications	677	455
Civil Contractors Federation	5,673	4,150
CCF Cards	3,530	1,456
Function & Activity costs	17,795	13,830
Insurance	846	725
Postage	398	906
Pre-qualification system costs	5,150	2,800
Printing & Stationary	194	214
Professional fees	31,080	31,231
Telephone	1,143	965
Training	1,336	4,900
Travelling & accomodation	4,400	7,153
Sundry expenses	712	-
<b>TOTAL EXPENDITURE</b>	<b>77,245</b>	<b>72,059</b>
<b>Operating profit before Income Tax</b>	<b>15,756</b>	<b>4,670</b>
<b>Retained earnings carried forward</b>	<b>43,770</b>	<b>39,100</b>
<b>Profit available for Appropriation</b>	<b>59,526</b>	<b>43,770</b>
<b>RETAINED PROFITS</b>	<b>59,526</b>	<b>43,770</b>

The accompanying notes form part of the financial statements.

**CIVIL CONTRACTORS FEDERATION (TAS BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2004**

**NOTE 1      SIGNIFICANT ACCOUNTING POLICIES**

These financial statements are a special purpose financial report prepared specifically for the members of the Federation so as to enable compliance with the Work Place Relations Act (1996). The Members have determined that the Federation is not a reporting entity as defined in Statements of Accounting Concepts 1: Definition of a Reporting Entity.

As the financial report relates to a non-reporting entity as defined in Statement of Accounting Concepts 1, Accounting Standards other professional reporting requirements issued by Australian professional accounting bodies do not have mandatory applicability.

The statements have been prepared on the basis of historical costs And do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of these statements.

**Income Tax**

The Federation is exempt from income tax under Section 50-45 of the Income Tax Assessment Act (1997) as amended.

**CIVIL CONTRACTORS FEDERATION (TAS) BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
<b>NOTE 2</b>		
Cash at Bank	49,824	43,933
CCF National Conference	214	269
	<u>50,038</u>	<u>44,202</u>
 <b>NOTE 3</b>		
Receivables	<u>8,335</u>	<u>9,197</u>
 <b>NOTE 4</b>		
Accounts Payable	<u>667</u>	<u>9,095</u>
 <b>NOTE 5</b>		
GST on supplies	<u>(1,820)</u>	<u>534</u>

**CIVIL CONTRACTORS FEDERATION (TAS) BRANCH**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
<b>Cash flow from operating activities</b>		
Cash Receipts in the course of operation	93,563	73,014
Cash Payments in the course of operations	88,027	62,759
Interest received	300	204
<b>Net cash surplus from operating activities</b>	<u>5,836</u>	<u>10,459</u>
<b>Net increase (decrease) in cash held</b>	5,836	10,459
<b>Cash at beginning of year</b>	44,202	33,743
<b>Cash at the end of financial year</b>	<u>50,038</u>	<u>44,202</u>

## YAXLEY BUSINESS and ACCOUNTING SERVICES

### **THE CIVIL CONTRACTORS FEDERATION (TAS BRANCH) INDEPENDENT AUDIT REPORT**

#### **SCOPE**

We have audited the financial report, of The Civil Contractors Federation (Tas Branch) for the year ended 30 June 2004 being a special purpose financial report consisting of the statement of financial position, statement of income and expenditure, and accompanying notes set out on pages 1 to 5. The Federations' Members are responsible for the financial statements and have determined that the accounting policies used are consistent with the financial reporting requirements of The Civil Contractors Federation (Tas Branch) and are appropriate to meet the needs of the Workplace Relations Act (1996). We have conducted an independent audit of these financial statements in order to express an opinion on it to the members of the Federation. No opinion is expressed 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. 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 of evidence supporting the amounts and other disclosures in the financial statements, and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are 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 Accounting Standards nor other mandatory professional reporting requirements in Australia.

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

#### **AUDIT OPINION**

In our opinion, the financial statements of The Civil Contractors Federation (Tas Branch) are in accordance with:

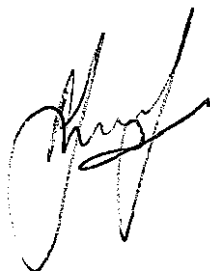
- (a) The financial statements have been prepared in accordance with Section 273 of the Workplace Relations Act (1996), and are drawn up to give a true and fair view of:
  - i. The financial affairs of The Civil Contractors Federation (Tas) Branch) as at 30 June 2004; and
  - ii. The income and expenditure, and any surplus of deficit, of the Federation for the year ended 30 June 2004; and

- (b) Civil Contractors Federation (Tas Branch) has kept satisfactory accounting records in relation to the year, including:
- i. Records of sources and nature of income of the Federation (including income from members); and
  - ii. Records of the nature and purposes of the expenditure of the Federation; and
- (c) All information and explanations required under subsection (2) by the officers or employees of the Federation have been provided.

**YAXLEY BUSINESS & ACCOUNTING SERVICES**

  
**D T Yaxley / CPA**

Dated this 20<sup>th</sup> day of September 2004



EXECUTIVE DIRECTOR  
CCF - TASMANIA BRANCH

26 / October / 2004



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

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

Mr. Adrian Granger  
Executive Director  
Civil Contractors Federation  
Tasmanian Branch  
PO Box 268  
Rosny Park TAS 7018

Dear Mr. Granger,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial Reports for year ended 30 June 2004  
FR2004/459**

I have received the financial documents for the Tasmanian Branch of the abovenamed organisation for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 23 February 2005.

I direct your attention to the following comments concerning the above reports and the financial reporting obligations under the RAO Schedule. Please note that these matters are generally advised for assistance in the future preparation of financial reports. With the exception of the comments concerning items 1(a) and 3, no further action is required in respect of the subject documents.

**1. Auditor's report**

**(a) Special purpose financial report**

A reporting unit is required by section 253(2) of the RAO Schedule to prepare a general purpose financial report from its financial records.

While in some cases, the contents of a special purpose financial report and a general purpose financial report might not be substantially different, the requirement to prepare a general purpose financial report is quite clear.

The auditor's report and the notes to the financial accounts indicate that a special purpose financial report was prepared by the organisation instead of a general purpose financial report.

Could you please advise me in writing the reasons for the preparation of a special purpose financial report instead of a general purpose financial report.

**(b) Audit opinion**

The opinion expressed by the auditor in their report has been drafted in terms of the previous requirements of the Act. Section 257(5) of the RAO Schedule now sets the matters on which an auditor is required to state an opinion. An acceptable wording would be as follows:



*“In our opinion the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule.”*

## **2. Operating Report**

### **(a) Right of members to resign:**

Subsection 254(2)(c) requires the operating report to “give details” of the right of members to resign from the reporting unit under section 174 of the RAO Schedule. The requirement may be met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule, which makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. It would appear in this case that rule 9 of the organisation’s rules is applicable.

## **3. Committee of Management Statement**

A Committee of Management Statement needs to be lodged. Under item 17 of the reporting guidelines, the committee of management statement must include declarations as to whether in the opinion of the committee of management:

- (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; and*
- (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 consists 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; and*

(vi) *there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.*

In addition to these requirements, the committee of management statement must be made in accordance with such resolution passed by the committee in relation to the matters requiring declaration. The statement must also specify the date of the resolution. Would you please arrange for the above statement to be lodged in the Registry as soon as possible.

#### **4. General Purpose Financial Report (GPFR)**

##### **Notes to Accounts**

The accounts must contain a notice drawing the attention of the members to provisions of the RAO Schedule that prescribed information is available to them on request. Subsection 272(5) of the RAO Schedule requires the GPFR to set out subsections 272(1), (2) and (3). Would you please ensure those subsections are copied into the GPFR in the next financial report of the Branch.

#### **5. Timescale Requirements**

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

From the information available, the reports were dispatched to members on 26 October 2004 and presented to a general meeting of members on the same day. It is not possible the reports were provided to members at least 21 days before the meeting (refer s265(5)(a) of the RAO Schedule).

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

If you wish to discuss these or any related matters I can be contacted on (03) 8661 7764 (Wednesdays) or by e-mail at [marylyn.beare@air.gov.au](mailto:marylyn.beare@air.gov.au).



Marylyn Beare  
Statutory Services Branch

4 May 2005



# CIVIL CONTRACTORS FEDERATION

---

**TASMANIAN BRANCH:**

PO Box 268 Rosny Park , Tasmania 7018  
Telephone: (03) 6244 67 44. Facsimile:  
(03) 6244 67 55 Mob: 0419 120 059  
Email: [cctas@civilcontractors.com](mailto:cctas@civilcontractors.com)

9<sup>th</sup> March 2006

Marylyn Beare  
GPO Box 1994S  
MELBOURNE VIC 3001

Dear Marylyn,

Re: Schedule 1B of the workplace Realtions Act 1996  
Financial Reports for year ended 30 June 2004.  
REF: FR2004/459

In respect to the above please find attached information requested.

As per conversation with yourself and Elizabeth Frankow yesterday it is with the understanding that we do not need to report the reasons for the Special Purpose Report as the Accountant was not able to give a reason as why it was stated that it was a Special Purpose Report and that the matter had now been rectified as of year ended 2005.

If you have any queries do not hesitate to contact Elizabeth Frankow on the above contact details or via email at [lfrankow@civilcontractors.com](mailto:lfrankow@civilcontractors.com).

Regards



Adrian Granger  
EXECUTIVE DIRECTOR  
CCF TASMANIAN BRANCH



# CIVIL CONTRACTORS FEDERATION

## TASMANIAN BRANCH:

PO Box 268 Rosny Park , Tasmania 7018

Telephone: (03) 6244 67 44. Facsimile: (03) 6244 67 55 Mob: 0419 120 059

Email: [ccftas@civilcontractors.com](mailto:ccftas@civilcontractors.com)

## **Manner of resignation s254(2)(c)**

### **Rule 9 – Resignation of Members**

- (1) A member may resign from the Federation by written notice addressed and delivered to the National Executive Director.
- (2) A notice of resignation from the membership of the Federation takes effect:
  - (a) where the member ceases to be eligible to become a member of the Federation:
    - (i) on the day on which the notice is received by the Federation; or
    - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is later; or
  - (b) in any other case:
    - (i) at the end of two weeks, after the notice is received by the Federation; or
    - (ii) on the day specified in the notice;whichever is later.
- (3) 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,
- (4) A notice delivered to the person mentioned in subrule (1) shall be taken to have been received by the Federation when it is delivered,
- (5) 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 (1) of Rule 9.
- (6) A resignation from membership 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.



# CIVIL CONTRACTORS FEDERATION

**TASMANIAN BRANCH:**

PO Box 268 Rosny Park , Tasmania 7018

Telephone: (03) 6244 67 44. Facsimile: (03) 6244 67 55 Mob: 0419 120 059

Email: [ceftas@civilcontractors.com](mailto:ceftas@civilcontractors.com)

## Committee of Management Statement For the Year ended 30<sup>th</sup> June 2004

I Adrian Granger on 26 October 2004 the committee of Management of the Civil Contractors Federation 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<sup>th</sup> June 2004.

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 1B 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
  - (v) No requests were received from any member of the reporting unit or a Registrar for information under section 272 of the RAO Schedule; and
  - (vi) No orders have been made by the Commission under section 273 of the RAO Schedule.

For Committee of Management Adrian Granger

Title of Office Held: Executive Director

Signature \_\_\_\_\_

Date: \_\_\_\_\_



**Australian Government**

**Australian Industrial Registry**

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

Mr. Adrian Granger  
Executive Director  
Civil Contractors Federation  
Tasmanian Branch  
PO Box 268  
Rosny Park TAS 7018

Dear Mr. Granger,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial Reports for year ended 30 June 2004  
FR2004/459**

We acknowledge receipt of your letter dated 9 March 2006 and financial documents for the Tasmanian Branch of the abovenamed organisation for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 20 March 2006.

The documents have now been filed.

A handwritten signature in cursive script that reads 'M Beare'.

Marylyn Beare  
Statutory Services Branch  
22 March 2006