



Mr Adrian Granger
Executive Director
Civil Contractors Federation
Tasmanian Branch
PO Box 268
ROSNY PARK TAS 7018

Dear Mr Granger

**Re: Financial Reports for year ended 30 June 2005 – Civil Contractors Federation
– Tasmanian Branch – FR2005/332**

I have received the financial reports of the Civil Contractors Federation – Tasmanian Branch for the year ended 30 June 2005 and the amended Secretary's Certificate dated 20 June 2006. The documents were lodged in the Industrial Registry on 13 and 26 June 2006 respectively.

The documents have been filed.

Although the documents have been filed, I would like to comment on some issues arising out of the reports. I make these comments to assist you when you next prepare the financial reports. You *do not* need to take any further action in respect of the financial reports already lodged.

1. Please note, due to the *WorkChoice* legislative changes which commenced on 27 March 2006, the RAO Schedule previously referred to as Schedule 1B is now Schedule 1.
2. Operating Report

Although the CCF – Tasmanian Branch Operating Report provided the names and positions of each person who had been a member of the Committee of Management of the branch, the regulations also require the *period* for which each person held such a position be specified. (See s.254 of the RAO Schedule and Regulation 159(c) of the RAO Regulations)

3. Financial Report to include Notice setting out sections 272(1), (2) and (3)

The General Purpose Financial Report must include a notice drawing attention to the fact that prescribed information is available to members on request. A copy of subsections 272(1), (2) and (3) must be included in the financial report. This information is normally set out in the Notes to the financial report or statement. (See s.272(5) of the RAO Schedule)

If you have any queries regarding the above matters please contact me on (03) 8661 7989 (Wednesday and Thursday).

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'Cynthia Lo-Booth'.

Cynthia Lo-Booth
Statutory Services Branch

5 July 2006

C.c. Ms Elizabeth Frankow

By e-mail: lfrankow@civilcontractors.com



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

20th June 2006

Cynthia Lo-Booth
Australian Industrial Registry
Level 35
80 Collins Street
MELBOURNE VIC 3000

Dear Cynthia,

Re: Outstanding Financial Documents - workplace Relations Act 1996
Certificate of Secretary for year ended 30 June 2005.
REF: FR2005/332

In respect to the above and your emailed dated Thursday 15th June find enclosed Secretary Certificate changes as requested.

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

Regards

A handwritten signature in black ink, appearing to read "Elizabeth Frankow", is written over a faint, larger version of the signature.

Elizabeth Frankow
EXECUTIVE ASSISTANT
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: cftas@civilcontractors.com

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

I Adrian Granger being the Executive Director of the Civil Contracting 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 provided to members on 28 / 03 / 2006 ; and
- that the full report was presented at a General Meeting of the reporting unit which invitations were sent to all members of Civil Contractors Federation Tasmania Branch to attend General meeting held on 23 / 05 / 2006 in accordance with section 266 of the RAO Schedule.

Signature _____

Date: _____

A handwritten signature in black ink, appearing to read 'Adrian Granger', is written over a horizontal line. Below the signature, the date '20/6/2006' is handwritten in black ink over another horizontal line.



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No.1 Ticket Holder 2006 National Conference



Australian Government

Australian Industrial Registry

Level 35, 80 Collins Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672
Email: Cynthia.lobooth@air.gov.au

Ms Elizabeth Frankow
Branch Administrative Officer
Civil Contractors Federation
Tasmanian Branch
PO Box 268
ROSNY PARK TAS 7018

By e-mail: lfrankow@civilcontractors.com

Dear Ms Frankow

Re: Financial Reports for year ended 30 June 2005 – Civil Contractors Federation – Tasmanian Branch – FR2005/332

I refer to our telephone conversation earlier today.

I have received the financial reports of the Civil Contractors Federation – Tasmanian Branch for the year ended 30 June 2005. The documents were lodged in the Industrial Registry on 13 June 2006.

The documents have not yet been filed due to a deficiency in the Secretary's Certificate dated 23 May 2006.

You advised that the Civil Contractors Federation – Tasmanian Branch provided the full financial report to all its members and invited all its members to attend a general meeting held on 23 May 2006 to present the full report.

I confirm that an amended Secretary's Certificate will be provided as soon as practicable to reflect that a general meeting, not a committee of management meeting, was held in accordance with section 266 of Schedule 1 of the RAO Schedule.

If you have any queries you may contact me on (03) 8661 7989 (Wednesday and Thursday).

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Cynthia Lo-Booth', written in a cursive style.

Cynthia Lo-Booth
Statutory Services Branch

15 June 2006



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

5th June 2006

Larry Powell
Australian Industrial Registry
Level 35
80 Collins Street
MELBOURNE VIC 3000

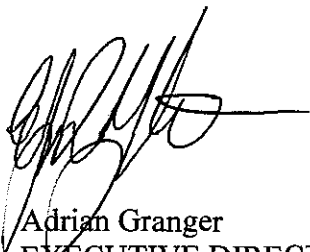
Dear Larry,

Re: Outstanding Financial Documents - workplace Relations Act 1996
Financial Reports for year ended 30 June 2005.
REF: FR2005/332

In respect to the above please find attached full Report as required.

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

Regards

by 

Adrian Granger
EXECUTIVE DIRECTOR
CCF TASMANIAN BRANCH



CIVIL CONTRACTORS FEDERATION

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Committee Of Management Statement

I Adrian Granger on 23/5/06 the Committee of Management of Civil Contractors Federation – Tas 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 2005

:

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 Federation 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 Federation 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, 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 Federation; 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 order has been made for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: Adrian Granger
Title of Office held: Executive Director – CCF - Tasmanian Branch

Signature: _____

Date: 23/5/2006



CIVIL CONTRACTORS FEDERATION

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Telephone: (03) 6244 67 44. Facsimile:

(03) 6244 67 55 Mob: 0419 120 059

Email: cctas@civilcontractors.com

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

I Adrian Granger being the Executive Director of the Civil Contracting 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 provided to members on 28/3/06; and
- that the full report was presented to the committee of management of the reporting unit on 23/5/06 in accordance with section 266 of the RAO Schedule.

Signature _____

Date: 23/5/2006



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No.1 Ticket Holder 2006 National Conference



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

Civil Contracting Federation – Tasmanian Branch Operating Report for year ended 30 June 2005 - s254

Committee of Management Members

The persons who held office as member of the Committee of Management of the Tasmanian Branch of the Civil Contractors Federation for the financial years ending 30 June 2005 were:

CCF TASMANIAN COUNCIL

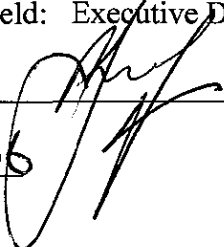
<u>Title</u>	<u>Name</u>
Executive Director	Mr Adrian Granger
State President	Mr Hugh Maslin
State Vice President:	Mr Patrick Dwyer
Honorary Treasurer:	Mr Stewart Geeves
Past President	Mr Rex Swain

COUNCIL REPRESENTITATIVES

Mr Peter Kelly
Mr Tony Cook
Mr Gavin Young
Mr Hugh Maslin
Mr Rob Batchelor
Mr Stuart Dahlenburg
Mr Ross Cubit
Mr Phil Sidney

Name: Adrian Granger

Title of Office Held: Executive Director – Tasmanian Branch

Signature: 

Date: 23/5/06

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 Principle 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 service.

Significant changes in nature of principle activities

There were no significant changes in the nature of the Association'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 Registrar of Members was: Fifty Five (55)

Number of Employees:

The number of employees at the end of the financial year of the Tasmanian Office of the Federation was: One (1)

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.

COPY

YAXLEY BUSINESS and ACCOUNTING SERVICES

CIVIL CONTRACTORS FEDERATION (TAS) BRANCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2005

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CIVIL CONTRACTORS FEDERATION (TAS) BRANCH

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2005

	Note	2005 \$	2004 \$
Current assets			
Cash	2	34,517	50,038
Receivables	3	15,881	8,335
Total current assets		<u>50,398</u>	<u>58,373</u>
Total assets		<u>50,398</u>	<u>58,373</u>
Current liabilities			
Creditors & Borrowings	4	2,101	667
Other	5	(6,117)	(1,820)
Total current liabilities		<u>(4,016)</u>	<u>(1,153)</u>
Total liabilities		<u>(4,016)</u>	<u>(1,153)</u>
Net assets		<u>54,414</u>	<u>59,526</u>
Members' Equity			
Retained profits		54,414	59,526
Total Equity		<u>54,414</u>	<u>59,526</u>

The accompanying notes form part of these financial statements.

CIVIL CONTRACTORS FEDERATION (TAS) BRANCH

INCOME AND EXPENDITURE STATEMENT

AS AT 30 JUNE 2005

Note	2005	2004
	\$	\$
INCOME		
CCF Cards	7,687	7,891
Dinner & Functions	2,155	20,876
Endorsements fees	748	748
Awards & Presentations	3,518	3,045
Interest received	328	300
Membership	30,173	39,660
Fees	7,778	2,559
National Pre-qualification Program	4,018	7,809
CCF Publications	992	935
Training	552	7,408
Sponsorship	-	-
Sundry income	2,690	1,770
TOTAL INCOME	<u>60,639</u>	<u>93,001</u>
EXPENDITURE		
Accountancy	1,125	3,456
Bank charges	631	855
Books & Publications	1,130	677
Civil Contractors Federation	5,441	5,673
CCF Cards	-	3,530
Function & Activity costs	17,652	17,795
Insurance	713	846
Postage	896	398
Pre-qualification system costs	2,100	5,150
Printing & Stationary	2,875	194
Professional fees	30,000	31,080
Telephone	1,720	1,143
Training	-	1,336
Travelling & accomodation	1,024	4,400
Sundry expenses	444	712
TOTAL EXPENDITURE	<u>65,751</u>	<u>77,245</u>
Operating profit before Income Tax	<u>(5,112)</u>	<u>15,756</u>
Retained earnings carried forward	<u>59,526</u>	<u>43,770</u>
Profit available for Appropriation	<u>54,414</u>	<u>59,526</u>
RETAINED PROFITS	<u>54,414</u>	<u>59,526</u>

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 2005

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES

These financial statements are a general 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 2005

	2005	2004
		\$
NOTE 2		
Cash at Bank	34,344	49,824
CCF National Conference	173	214
	<u>34,517</u>	<u>50,038</u>
NOTE 3		
Receivables	<u>15,881</u>	<u>8,335</u>
NOTE 4		
Accounts Payable	<u>2,101</u>	<u>667</u>
NOTE 5		
GST on supplies	<u>(6,117)</u>	<u>(1,820)</u>

CIVIL CONTRACTORS FEDERATION (TAS) BRANCH

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2005

	2005	2004
	\$	\$
Cash flow from operating activities		
Cash Receipts in the course of operation	53,765	93,563
Cash Payments in the course of operations	68,614	88,027
Interest received	328	300
Net cash surplus/deficit from operating activities	<u>(15,521)</u>	<u>5,836</u>
Net increase (decrease) in cash held	(15,521)	5,836
Cash at beginning of year	50,038	44,202
Cash at the end of financial year	<u>34,517</u>	<u>50,038</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 2005 being a general 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.

The audit has been conducted in accordance with Australian Auditing Standards. The 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 general purpose financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule.

- (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 2005; and
 - ii. The income and expenditure, and any surplus or deficit, of the Federation for the year ended 30 June 2005; 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 FCPA

Dated this 5th day of August 2005

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 2005 being a general 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.

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YAXLEY BUSINESS and ACCOUNTING SERVICES

THE CIVIL CONTRACTORS FEDERATION (TAS) BRANCH INDEPENDENT AUDIT REPORT

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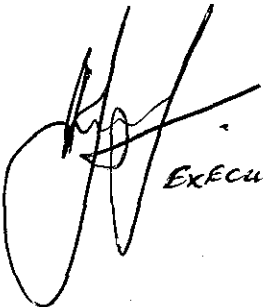
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- (b) Civil Contractors Federation (TAS) Branch has kept satisfactory accounting records in relation to the year, including:
 - i. Records of sources and nature of income of the Federation (including income from members); and
 - ii. Records of the 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 5th day of August 2005


EXECUTIVE DIRECTOR.