



Australian Government

Australian Industrial Registry

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GPO Box 1994, Melbourne, VIC 3001
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Email: Cynthia.lobooth@air.gov.au

Ms Elizabeth Frankow
Executive Assistant
Civil Contractors Federation
Tasmanian Branch
GPO Box 268
ROSNY PARK TAS 7018

By email: cctas@civilcontractors.com

Dear Ms Frankow

**Re: Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)
Financial Reports for year ended 30 June 2007 – FR2007/302**

I acknowledge receipt of the financial reports of the Civil Contractors Federation – Tasmanian Branch for the year ended 30 June 2007. The documents were lodged in the Industrial Registry on 23 October 2007.

The documents have been filed.

Although the documents have been filed, I would like to comment on some minor 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 and filed.

1. References to Schedule 1 of the *Workplace Relations Act 1996*

The Committee of Management Statement contained a reference to Schedule 1B of the *Workplace Relations Act 1996*. Such references should now be to Schedule 1 or the RAO Schedule.

2. Auditor's Report

In the Auditor's Opinion under paragraph (a) the auditor made a reference to section 273 of the *Workplace Relations Act 1996*. Section 273 of Schedule 1 of the Act refers to a Commission order for inspection of the financial records on application by a member of the organisation. This is not the correct section. The relevant section pertaining to the auditor's powers and duties are contained in s.257 of Schedule 1 of the Act.

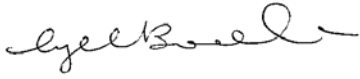
Please bring this to your auditor's attention.

3. Electronic Lodgement

I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to riateam3@air.gov.au. Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see sub-rule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7989 on Wednesdays and Thursdays or by email at Cynthia.lobooth@air.gov.au

Yours sincerely,

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

Cynthia Lo-Booth
Statutory Services Branch

1 November 2007



File 2007/302

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

17th October 2007

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

Dear Larry,

Re: Civil Contractors Federation – Tasmanian Branch
Financial Reports for year ended 30 June 2007.

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

A handwritten signature in black ink, appearing to be "Elizabeth Frankow", written over a light grey background.

Elizabeth Frankow
Executive Assistant
Civil Contractors Federation
Tasmanian Branch



CIVIL CONTRACTORS FEDERATION

TASMANIAN BRANCH:

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Committee of Management Statement

I Patrick Dwyer on 28/8/2007 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 2007.

:

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: Patrick Dwyer
Title of Office held: President – CCF - Tasmanian Branch

Signature: _____

Date: 28/8/07



CIVIL CONTRACTORS FEDERATION

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Email: ccftas@civilcontractors.com

Civil Contracting Federation – Tasmanian Branch Operating Report for year ended 30 June 2007 - 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 2007 were:

CCF TASMANIAN BRANCH

<u>Title</u>	<u>Name</u>
Chief Executive Officer	Mr Adrian Granger
State President	Mr Patrick Dwyer
State Vice President:	Mr Phil Sidney
Honorary Treasurer:	Mr Stewart Geeves
Past President	Mr Hugh Maslin

BRANCH REPRESENTATIVES

Mr Peter Kelly
Mr Hugh Maslin
Mr Rob Batchelor
Mr Stuart Dahlenburg
Mr Ross Cubit
Mr John Treloar
Mr Shane Gregory
Mr Tony Cook
Mr Gavin Young
Mr Tony Good
Mr Phil Sidney

Name: Patrick Dwyer

Title of Office Held: President – Tasmanian Branch

Signature: 

Date: 28/8/07

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

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

Number of Members

The number of persons who, at the end of the financial year were recorded on the Registrar of Members was: Fifty Four (54)

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

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 subrule (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.”

**CIVIL CONTRACTORS FEDERATION (TAS) BRANCH
FINANCIAL STATEMENTS
AS AT 30 JUNE 2007**

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3 Statement of Financial Performance
4 Notes to the Financial Statements
6 Cash Flow Statement
7 Auditor's Report

CIVIL CONTRACTORS FEDERATION (TAS) BRANCH
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2007

		2007	2006
		\$	\$
Current Assets	Note		
Cash	2	75,639	53,949
Receivables	3	6,477	29,852
Total Current Assets		<u>82,116</u>	<u>83,801</u>
Fixed Assets		<u>938</u>	<u>1,460</u>
Total Assets		<u>83,054</u>	<u>85,261</u>
Current Liabilities			
Creditors & Borrowings	4	194	(89)
Other	6	(605)	1,940
Total Current Liabilities		<u>(412)</u>	<u>1,851</u>
Total Liabilities		<u>(412)</u>	<u>1,851</u>
Net Assets		<u>83,465</u>	<u>83,410</u>
Members' Equity			
Retained Profits		83,465	83,410
Total Equity		<u>83,465</u>	<u>83,410</u>

CIVIL CONTRACTORS FEDERATION (TAS) BRANCH
STATEMENT OF FINANCIAL PERFORMANCE
AS AT 30 JUNE 2007

	2007	2006
	\$	\$
INCOME		
CCF Cards	24,551	17,858
Dinner & Functions	50,591	64,447
Endorsements fees	568	
Awards & Presentations	2,545	1,900
Interest Received	626	333
Membership	37,254	38,636
Fees		6,586
National Pre-qualification Program	4,302	4,055
CCF Publications	7,730	3,440
Training	360	1,040
Sponsorship	221,332	5,500
Sundry Income	1,209	338
TOTAL INCOME	351,067	144,133
EXPENDITURE		
Accountancy	1,075	250
Bank Charges	1,454	608
Books & Publications	3,001	3762
Civil Contractors Federation	21,730	15,077
CCF Cards	12,655	6,232
Depreciation	522	813
Functions & Activity Costs	222,076	34,106
Insurance	822	892
Postage	4,850	1,461
Printing & Stationery	10,787	1,913
Professional Fees	48,845	41,295
Telephone	5,243	400
Travelling & accomadation	16,300	6,614
Sundry Expenses	1,652	1,714
TOTAL EXPENDITURE	351,013	115,137
Operating Profit before Income Tax	55	28,996
Retained earnings carried forward	83,410	54,414
Prior Period adjustment		
Profit available for Appropriation	55	28,996
RETAINED PROFITS	83,465	83,410

CIVIL CONTRACTORS FEDERATION (TAS) BRANCH.
NOTES TO FORMING PART OF THE FINANCIAL STATEMENT.
AS AT 30 JUNE 2007

1. STATEMENT OF 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 schedule 1 of the Work Place Relations Act (1996). The members have determined that the Federation is not a reporting entity as defined in Statement of Accounting Concepts 1: Definition of a Reporting Entity.

As the financial reports relates to a non reporting entity as defined in Statement of Accounting Concepts , 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 this report for Civil Contractors Federation (TAS) Branch;

a) Property Plant and equipment

Plant and Equipment, property are carried at cost, independent or committee's valuation. Excluding freehold land, all assets are depreciated over their useful lives to Civil Contractors Federation (TAS) Branch.

b) Inventories

Inventories are measured at the lower of cost or net realisable value. Costs are allocated on a first in first out basis and also includes direct labour, direct materials and an appropriate amount of fixed and variable overhead expenses.

c) Income Tax

Pursuant to the provisions of the Income Tax Assessment Act, the Association is exempt from income tax.

CIVIL CONTRACTORS FEDERATION (TAS) BRANCH
NOTES TO FORMING PART OF THE FINANCIAL STATEMENTS
AS AT 30 JUNE 2007

	2007	2006
	\$	\$
Note 2		
Cash at Bank	72,054	53,836
CCF Tasmania account	3,504	113
Beacon Foundation	81	
	75,639	53,949
Note 3		
Receivables	4,373	29,852
Withholding Credits	104	
Inventory	2,000	
	6,477	29,852
Note 4		
Accounts Payable	194	(89)
	194	(89)
Note 5		
GST on supplies	(605)	1,940
	(605)	1,940

**CIVIL CONTRACTORS FEDERATION (TAS) BRANCH
STATEMENT OF CASH FLOWS
AS AT 30 JUNE 2007**

	2007	2006
	\$	\$
Cash flow from operating activities	(352,640)	(137,156)
Cash Receipts in the course operations	373,817	156,164
Interest Received	626	311
Net cash surplus/deficit from operating activites	21,803	19,319
Net Increase(decrease) in cash held	21,803	19,319
Cash at beginning of year	53,836	34,517
Cash at end of financial year	75,639	53,836

CIVIL CONTRACTORS FEDERATION (TAS) BRANCH
AUDIT REPORT
AS AT 30 JUNE 2007

SCOPE

We have audited the financial report, of the Civil Contractors Federation (TAS) Branch for the year ended 30 June 2007 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' member 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 member, 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

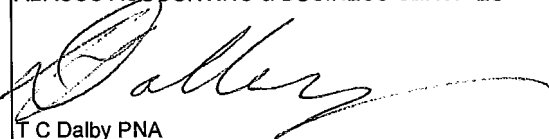
In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 (ROA Schedule) of the Workplace Relations Act 1996.

a) The financial statements have been prepared in accordance with Section 273 of the Workplace Relations Act (1996), and 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 2007;
 - ii. The income and expenditure, and any surplus or deficit, of the Federation for the year ended 30 June 2007; and
- b) Civil Contractors Federation (TAS) Branch has kept satisfactory accounting records in 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.

ABACUS ACCOUNTING & BUSINESS SERVICES



T C Dalby PNA
National Institute of Accountants
Holder of Practice Certificate

Dated this day of 2007

5 / 9 / 07



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

Certificate of the Authorised Officer (Branch President)
S268 of Schedule 1 B Workplace Relations Act 1996

I Patrick Dwyer being the President 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 provided to members on 10th September 2007; and
- that the full report was presented at the Annual General Meeting of the reporting unit which invitations were sent to all members of Civil Contractors Federation Tasmania Branch to attend the Annual General Meeting held on 9th October 2007 in accordance with section 266 of the RAO Schedule.

Signature

Date:

9/10/2007