



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7764
Fax: (03) 9654 6672

Mr. D. Williams
National Executive Director
Civil Contractors Federation
1/8 Glan Avon Road
Hawthorn VIC 3122

Dear Mr. Williams,

Re: Notification of changes made to records of organisation

I have received your letter dated 17 October 2002 and the financial statements of the organisation for the year ended 30 June 2002. The documents were lodged in the Industrial Registry on 23 October 2002.

The documents among other matters refer to the National Executive Director's report in which Mr. Doug Huett states he will not be seeking re-election to the position. It is apparent you are now the National Executive Director of the Civil Contractors' Federation and in this regard a notification of change made to records must be lodged in accordance with subsection 268(4) of the *Workplace Relations Act 1996*.

The information needs to be lodged under cover of a statutory declaration in order to fully comply with the requirements of section 268 of the Act by you certifying that the information lodged is a correct statement of information contained in the corresponding records kept by the organisation.

It would be appreciated if you would lodge this information by completion and return of the enclosed statutory declaration as soon as possible.

Yours sincerely,

Clency Lapierre
Statutory Services Branch

28 October, 2002



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. D. Williams
Executive Director
Civil Contractors Federation
8 Glan Avon Road
HAWTHORN VIC 3122

Dear Mr. Williams,

**Re: Financial documents for year ended 30 June 2002
FR2002/415**

Reference is made to the financial documents of the Civil Contractors Federation for the year ended 30 June 2002. The documents were lodged in the Industrial Registry on 23 October 2002.

The financial documents have been filed.

Yours sincerely,

Larry Powell
Statutory Services Branch

24 October 2002



FR 2002/415
CIVIL CONTRACTORS FEDERATION

National Office:

8 Glan Avon Road, Hawthorn, Victoria 3122
Telephone: (03) 9819 0611 Facsimile: (03) 9819 0622
Email: ccfnat@civilcontractors.com
ABN No: 41 639 349 350

17 October, 2002

Industrial Registrar
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Dear Sir,

Re: Civil Contractors Federation – 2001/2002 Annual Accounts

Please find enclosed a copy of the CCF 2002 Annual Report which includes the annual accounts for 2001/2002 together with a notice of 2002 AGM and minutes of the 2001 Annual General Meeting, as circulated to members..

Should you require any further information, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Doug Williams', is written over a horizontal line.

Doug Williams
National Executive Director



STATUTORY DECLARATION

(1) Here insert name, address and occupation of person making the declaration

I, (1) Douglas Stanley Williams of [redacted] Victoria

do solemnly and sincerely declare

(2) Here insert matter declared to. Where the matter is long, add the words "as follows":- and then set the matter out in numbered paragraphs

(2)

In accordance with the Workplace Relations Act 1996, s272, s273, s274, s279 and s280, I declare that the 2001/2002 Annual Report for the Civil Contractors Federation was approved by National Council on 12 September, 02. The report was then circulated to all members of the Federation on the 18 September and tabled at the Annual General Meeting held on Sunday, 6 October, 2002..

A copy is enclosed for your records.

And I make this solemn declaration by virtue of the *Statutory Declaration Act 1959*, and subject to the penalties provided by that Act for making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(3) Signature of person making the declaration

(3)



Declared at

on the 17th day of October 2002

Before me,

(4) Signature of person before whom the declaration is made

(4)



(5) Here insert title of person before whom the declaration is made.

(5)

Paul Ruxton, Registrar
100 Burwood Rd
Hawthorn





CIVIL CONTRACTORS FEDERATION

National Office:
8 Glan Avon Road, Hawthorn, Victoria 3122
Telephone: (03) 9819 0611 Facsimile: (03) 9819 0622
Email: ccfnat@civilcontractors.com
ABN No: 41 639 349 350

Minutes of Annual General Meeting

**Held on Saturday, 27 October, 2001 at the
Adelaide Convention Centre, Adelaide**

Meeting commenced at 9.00am

Present:

National Executive Committee

Keith McIlwain	National President
Gary McClure	Vice President
Robert Dahan	Honorary Treasurer
Reg Toohey	Immediate Past President
Doug Huett	National Executive Director

Members and guests

1. WELCOME

Mr Keith McIlwain, National President, opened the meeting and welcomed members and guests.

2. APOLOGIES

Don Stein

3. ADOPTION OF THE MINUTES OF THE 2000 ANNUAL GENERAL MEETING

Moved: G Cherrie

Seconded: P Marsh

"That the Minutes of the 2000 Annual General Meeting be adopted"

CARRIED

4. PRESIDENT'S REPORT

The President tabled his report and thanked National Councillors for their attendance at Council Meetings during the past twelve months to set CCF policy, Rob Batchelor for his enthusiasm during his term as National President, CCF Executive Directors and the 49 CCF staff members throughout Australia for their dedication. He also noted the sad passing of Harry Wauer, Honorary Treasurer and acknowledged his significant contribution to the Federation over many years, particularly in the area of training.

5. ACCEPTANCE OF ANNUAL ACCOUNTS

Rob Dahan, Treasurer for the past six months, tabled the Annual Accounts for the 2000/2001 financial year.

Moved: G McClure

Seconded: G Cherrie

"That the 2000/2001 Annual Accounts be approved"

CARRIED

6. APPOINTMENT OF AUDITOR

Moved: J Chamberlain

Seconded: G Lawler

"That Bliss Burgin & Co. be appointed as Auditor for 2001/2002

CARRIED

7. DECLARATION OF OFFICE BEARERS

National President

Keith McIlwain

National Vice President

No nominations received

Honorary Treasurer

Rob Dahan

As no nomination was received for National Vice President in the election conducted by the Electoral Commission, National Office conducted an election to fill the casual vacancy. Two nominations were received, Gary McClure and Adrian Granger. Returning Officers appointed to conduct the election were David Truran and Ken Edgley with the result of the election being Gary McClure elected as National Vice President.

8. Appointment of Returning Officers

Ken Edgley, Rick Schibeci and Gary Gardiner were appointed as Returning Officers for 2001/2002.

The Annual General Meeting closed at 9.20am



Annual Accounts to 30/06/2002

CIVIL CONTRACTORS FEDERATION NATIONAL OFFICE

PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 30TH JUNE 2002

	2002 \$	2001 \$
INCOME		
Insurance Endorsement Fee	135,000	122,250
Sponsorship	179,500	92,250
State Contributions - Levy	298,650	112,718
National Conference	51,218	38,182
Beaconsfield Press	58,300	-
Interest Received	4,274	663
Sundry Income & Reimbursements	5,800	34,780
Office Sublease	-	7,836
Special Projects Funds	-	17,000
Diesel Fuel Rebate	-	60,000
Prequal Income	7,255	105,393
Earth Award License fee	-	12,500
	<hr/>	<hr/>
	739,997	603,572



**CIVIL CONTRACTORS FEDERATION
NATIONAL OFFICE**

**PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2002**

	2002 \$	2001 \$
EXPENDITURE		
Accountancy Fees	2,840	-
Advertising & Promotion	5,779	-
Airfares & Travel Expenses	-	45,576
Amortisation of Leased Assets	-	7,887
ACIF Subscription	10,510	7,500
Auditor's Remuneration	3,650	4,135
Bank Charges	1,183	1,800
CASE Awards costs	107,807	63,584
Civil Contractors On Line	19,022	19,807
COSBOA Subscription	8,040	6,900
Depreciation	10,596	12,018
Diesel Fuel Campaign	573	60,000
Electricity	6,035	3,792
Executive Member Expenses	1,000	-
Fringe Benefits Tax	14,366	17,909
Hire Purchase Charges	2,684	1,400
Insurances (Professional Services)	1,922	1,728
Insurance	2,154	1,949
Interest Paid	3,331	1,443
Leasing Charges	-	2,477
Loss on Sale of Leased Assets	716	-
Meeting Expenses	74,685	41,236
Motor Vehicle Expenses	6,975	5,718
National Communication	12,454	-
Photocopying	570	938
Postage	3,497	4,556
Prequal Administration costs	11,921	44,411
National Lobbying/Rep	12,055	-
Printing & Stationery	8,982	7,515
Provision for Long Service Leave	7,617	5,620
Provision for Annual Leave	(3,630)	11,818
Provision for Doubtful Debts	7,800	-
Project Management - Sundry	347	-
Research & Data	537	-
Rent & Rates	39,244	37,880
Repairs & Maintenance	3,335	989
Salaries & Benefits	224,341	177,293
Staff Supplies & Cleaning	2,008	1,861
Staff Training	2,545	3,319
Subscriptions & Publications	2,394	4,140
Sundry Expenses	3,656	5,203
Superannuation Contributions	27,885	41,688
Telephone	13,687	11,696
Workcover Insurance	3,376	2,949
	<hr/> 668,489	<hr/> 668,735
NET OPERATING PROFIT	71,508	(65,163)
Accumulated Losses - Beginning of Year	1,596	(63,567)
	<hr/>	<hr/>
UNAPPROPRIATED PROFIT AT 30TH JUNE 2002	\$69,912	(\$1,596)

**CIVIL CONTRACTORS FEDERATION
NATIONAL OFFICE**



**BALANCE SHEET
AS AT 30TH JUNE 2002**

	Note	2002 \$	2001 \$
CURRENT ASSETS			
Cash	2	252,127	104,796
Receivables	3	57,619	127,630
TOTAL CURRENT ASSETS		309,746	232,426
NON-CURRENT ASSETS			
Property, plant and equipment	4	14,643	41,882
TOTAL NON-CURRENT ASSETS		14,643	41,882
TOTAL ASSETS		324,389	274,308
CURRENT LIABILITIES			
Accounts Payable	5	8,708	-
Borrowings	6	57,390	44,810
Provisions	7	45,757	57,823
Other	8	30,000	18,932
TOTAL CURRENT LIABILITIES		141,855	121,565
NON-CURRENT LIABILITIES			
Borrowings	6	75,004	124,338
Provisions	7	37,618	30,001
TOTAL NON-CURRENT LIABILITIES		112,622	154,339
TOTAL LIABILITIES		254,477	275,904
NET ASSETS (LIABILITIES)		69,912	(1,596)
EQUITY			
Issued capital	9	-	-
Retained profits		69,912	(1,596)
TOTAL EQUITY		69,912	(1,596)
Hire Purchase & Leasing Commitments	10		

The accompanying notes form part of these financial statements.



**CIVIL CONTRACTORS FEDERATION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2002**

1 STATEMENT OF ACCOUNTING POLICIES

These financial statements are a special purpose financial report prepared for use by members of the company. The directors have determined that the company is not a reporting entity.

The statements have been prepared in accordance with the requirements of the following applicable Accounting Standards and other mandatory professional reporting requirements:

- AASB 1002 : Events Occurring after Balance Date
- AASB 1018 : Profit and Loss Accounts
- AASB 1021 : Depreciation of Non-Current Assets
- AASB 1025 : Application of the Reporting Entity Concept and Other Amendments
- AASB 1031 : Materiality

No other applicable Accounting Standards or mandatory professional reporting requirements have been applied.

The statements are also prepared on an accruals basis. They are based on historic 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:

Property, Plant and Equipment

Property, plant and equipment are included at cost or at valuation.

All assets, excluding freehold land and buildings are depreciated over their estimated useful lives.

Employee Entitlements

Contributions are made to an employee superannuation fund and are charged as expenses when incurred.



**CIVIL CONTRACTORS FEDERATION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2002**

Taxation

No liability exists for income tax as "Trade Unions" are exempt from tax under section 23(f) of the "Income Tax Assessment Act".

Leave

Provision for annual leave represents annual leave entitlement to staff as at balance date.

Long service leave has been calculated on the basis of service to date after 5 years service with the Federation. This amount will only become payable once an employee has completed a suitable period of service.

Reporting entity/Information to members or Registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of SubSections (1), (2) and (3) of 274 which reads as follows:

- 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 the organisation or a Registrar, make the specified information available to the member or Registrar in such a manner, and within such time as is prescribed.*
- 3) *A Registrar may only make 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 a member.*

Contingent Liabilities - None known.

Salaries & Benefits

The amount paid as Salaries and Benefits was divided as follows:

Salary and benefits paid to holders of office	\$91,672
Salary and benefits paid to employees	\$132,669



**CIVIL CONTRACTORS FEDERATION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2002**

	2002 \$	2001 \$
2 CASH		
Commonwealth Bank Cheque A/C	103,010	21,216
Commonwealth Bank Investment A/C	-	48,218
Cash at Bank - Earth Awards	53,430	35,162
ANZ V2 Investment	95,487	-
Petty Cash on Hand	200	200
	252,127	104,796
3 RECEIVABLES		
CURRENT		
Sundry Debtors	47,612	120,763
Less: Provision for Doubtful Debts	7,800	-
	39,812	-
Other debtors	17,807	6,867
	57,619	127,630
4 PROPERTY, PLANT & EQUIPMENT		
Office Furniture & Equipment at cost	91,504	81,299
Less Accumulated Depreciation	76,861	68,315
	14,643	12,984
Motor Vehicles under Lease	-	52,557
Less: Accumulated Amortisation	-	23,659
	-	28,898
Total property, plant & equipment	14,643	41,882
5 ACCOUNTS PAYABLE		
CURRENT		
Trade Creditors - CEA	8,708	-

**CIVIL CONTRACTORS FEDERATION
NATIONAL OFFICE**



**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2002**

	2002	2001
	\$	\$
6 BORROWINGS		
CURRENT		
Accounts Payable	53,938	28,323
Hire Purchase Liability	3,452	7,791
Lease Liability	-	8,696
	<hr/>	<hr/>
	57,390	44,810
	<hr/>	<hr/>
NON-CURRENT		
Hire Purchase Liability	-	3,447
Lease Liability	-	20,891
Branch Loans	75,004	100,000
	<hr/>	<hr/>
	75,004	124,338
	<hr/>	<hr/>
7 PROVISIONS		
CURRENT		
Provision for Annual Leave	24,664	28,294
Provision Diesel Fuel Campaign	19,728	19,728
GST Due	1,365	9,801
	<hr/>	<hr/>
	45,757	57,823
	<hr/>	<hr/>
NON-CURRENT		
Provision for Long Service Leave	37,618	30,001
	<hr/>	<hr/>
8 OTHER LIABILITIES		
CURRENT		
Accrued Costs re CASE Awards	-	18,232
Prepaid Income	30,000	700
	<hr/>	<hr/>
	30,000	18,932
	<hr/>	<hr/>
9 ISSUED CAPITAL		
10 HIRE PURCHASE AND LEASING COMMITMENTS		
FINANCE LEASE AND HIRE PURCHASE COMMITMENTS		
Not later than one year	3,551	19,043
Later than one year and not later than two years	-	24,557
	<hr/>	<hr/>
	3,551	43,600
Less: Future Finance Charges	99	2,775
	<hr/>	<hr/>
Total Finance Lease and Hire Purchase Liability	3,452	40,825
	<hr/>	<hr/>



**CIVIL CONTRACTORS FEDERATION
NATIONAL OFFICE**

**ACCOUNT OFFICERS CERTIFICATE
FOR THE YEAR ENDED 30TH JUNE 2002**

I, Robert Dahan, being the officer responsible for keeping the accounting records of the Civil Contractors Federation, certify that as at 30 June, 2002 the number of members of the Federation was 1217.

In my opinion,

- (i) The attached accounts show a true and fair view of the financial affairs of the Federation as at 30 June, 2002.
- (ii) A record has been kept of all monies paid by, or collected from members and all monies so paid or collected have been credited to the account to which those monies are to be credited, in accordance with the rules of the Federation.
- (iii) Before any expenditure was incurred by the Federation, approval for the incurring of the expenditure was obtained in accordance with the rules of the Federation.
- (iv) With regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- (v) No loans or other financial benefits, other than remuneration in respect of their full-time employment with the Federation, was made to person holding office in the Branch.
- (vi) The register of members of the Federation was maintained in accordance with the Act.

Signed this ^{9th}..... day of September, 2002

.....
ROBERT DAHAN
Treasurer



**CIVIL CONTRACTORS FEDERATION
NATIONAL OFFICE**

**NATIONAL COUNCIL REPORT
FOR THE YEAR ENDED 30TH JUNE 2002**

COMMITTEE OF MANAGEMENT CERTIFICATE

We, being two members of the Committee of Management of Civil Contractors Federation, do state on behalf of the Committee in accordance with a resolution passed by the Committee that:

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Federation as at 30 June, 2002.
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June, 2002 in accordance with the rules of the Federation.
- (iii) to the knowledge of any member of the Committee, during the financial year to which the accounts relate, there have been no instances where records of the Federation or other documents (not being documents containing information made available to a member of the Federation under Subsection 274(2) of the Workplace Relations Act 1996), or copies of those records or other documents, or copies of the rules of the Federation, have not been furnished or made available to members of the Federation in accordance with the requirements of the Workplace Relations Act 1996, as amended, the Regulations thereto, or rules of the Federation, as the case may be.
- (iv) the Federation has complied with SubSection 279(1) and (6) of the Act in relation to the financial accounts in respect of the year 30th June, 2001 and the auditor's report thereon.

Signed this..... day of September, 2002

.....
Keith McIlwain

.....
Robert Dahan



Alan M. Bliss B. COMM
CHARTERED ACCOUNTANT
REGISTERED COMPANY AUDITOR

74 Fletcher Street
Essendon Vic. 3040
Telephone: (03) 9375 1144 (4 Lines)
Facsimile: (03) 9370 9848

PO Box 362
Essendon 3040

Email: alan@blissburgin.com.au

INDEPENDENT AUDIT REPORT

To the members of Civil Contractors Federation

Scope

I have audited the attached special purpose financial report comprising the Profit and Loss Statement, Balance Sheet, Accounting Officer's Certificate, Committee of Management Certificate and Notes to the financial statements, of Civil Contractors Federation for the year ended 30 June 2002. The Federation's National Council is responsible for the financial report and has determined that the accounting policies used are consistent with the financial reporting requirements of the Federation's constitution and are appropriate to meet the needs of the members. I have conducted an independent audit of the financial report in order to express an opinion on it to the members of Civil Contractors Federation. No Opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the National Council's financial reporting requirements under the Federation's constitution. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

My audit has been conducted in accordance with Australian Auditing Standards. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements

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

Audit Opinion

In my opinion:

- (1) The Federation maintained satisfactory accounting records detailing the sources and nature of the receipts of the Federation (including receipts from members) and the nature and purpose of payments in respect of the year;
- (2) All information and explanations that, under subsection 273 subsection (2) of the Workplace Relations Act 1996, were provided by officers or employees of the organisation ; and
- (3) The attached accounts and statements are prepared on an accrual basis, and are properly drawn up so as to give a true and fair view of:
 - (a) The financial affairs of the Federation as at 30th June 2002; and
 - (b) The Income and Expenditure and any surplus or deficit, of the Federation for the year ended on that date.

Signed at ESSENDON this 9th day of Sep^r 2002.


Alan M. Bliss
Registered Company Auditor



Chartered Accountant



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 8654 6672

Ref: FR2002/415-[267V]

Mr D.E. Huett
Executive Director
Civil Contractors Federation
1/8 Glan Avon Road
HAWTHORN VIC 3122

Dear Mr. Huett

**Re: Civil Contractors Federation
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
11 July, 2002