



Australian Government
Australian Industrial Registry

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80 Collins Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7787
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lain.stewart@air.gov.au

Mr DS Williams
Executive Director
Civil Contractors Federation
National Office
Level 1 210 High Street
KEW VIC 3101

ccfnat@civilcontractors.com

Dear Mr Williams

**Re: Schedule 1B of the Workplace Relations Act 1996 (Schedule 1B)
Financial reports for year ended 30 June 2005 - FR 2005/326**

Reference is made to the financial reports of the Civil Contractors Federation for the year ended 30 June 2005. The documents were lodged in the Industrial Registry on 24 November 2005.

The documents have now been filed.

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

Auditor's Report

Auditor's Opinion

- (a) The opinion expressed by the auditor in their report has been drafted in terms of the requirements of the previous legislation. Section 257(5) of schedule 1B now sets out 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.”

Auditor's qualifications

- (c) It is not clear from the Report whether or not the Auditor is an approved auditor. In this regard I draw your attention to the definition of approved auditor in regulation 4 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 (the regulations). In all likelihood the Auditor is such a person however, it is our preference that this is made explicit in the Report. I recommend you draw this comment to the attention of your Auditors.

I would be pleased if you would bring these matters to your auditor's attention.

Electronic lodgment

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. 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 subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

Should you wish to discuss this letter, or if you require further information on the financial reporting requirements of Schedule 1B, I can be contacted on (03) 8661 7787 or by email at iain.stewart@air.gov.au

Yours sincerely,

A handwritten signature in black ink that reads "Iain Stewart". The signature is written in a cursive, slightly slanted style.

Iain Stewart
Statutory Services Branch

23 March 2006



CIVIL CONTRACTORS FEDERATION

National Office:

Level 1, 210 High Street, Kew, Vic 3101

Telephone: (03) 9851 9900 Facsimile: (03) 9851 9999

Web site: www.civilcontractors.com Email: ccfnat@civilcontractors.com

ABN No: 41 639 349 350

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

I Douglas Stanley Williams being the National Executive Director of the Civil Contractors Federation 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 19 October 2005; and
- that the full report was presented to a General Meeting of Members of the reporting unit on 12 November 2005; in accordance with section 266 of the RAO Schedule.

Signature:

Date:

24 November 2005

Civil Contractors Federation - National Office
ABN 41 639 349 350

Financial Statements
For the Year ended 30th June 2005

**Civil Contractors Federation - National Office
ABN 41 639 349 350**

**Operating Report
For the Year ended 30 June 2005**

Principal activities

The principal activities 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 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 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 Federation

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

No officer holds a dedicated position as a superannuation trustee under s254(2)(d) of the RAO Schedule

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of members was: 1597

Number of Employees

The number of persons who were, at the end of the financial year, employees of the National Office of the Federation was: Four (4)

Committee of Management Members

The persons who held office as members of the Committee of Management of the Federation at the beginning of the financial year were:

**Civil Contractors Federation - National Office
ABN 41 639 349 350**

**Operating Report
For the Year ended 30 June 2005**

CCF NATIONAL COUNCIL

<u>Title</u>	<u>Name</u>
National Executive National President:	Mr Gary McClure
National Vice-President:	Mr Robert Dahan
Honorary Treasurer:	Mr Phil Marsh
National Council Representatives:	Mr Graeme Lawler Mr Rex Swain Mr Tony Sage Mr Ross Barrett Mr Keith McIlwain Mr Mark Schultz Mr Adrian Fuller Mr John Seymour Mr Kevin Renfrey Mr Trevor Gosatti Mr Rob Batchelor Mr Robert Wilson Mr Gavan McArdle

Following the completion of the Federation's 2004 elections, the persons who held office as members of the Committee of Management were:

<u>Title</u>	<u>Name</u>
National Executive National President:	Mr Gary McClure
National Vice-President:	Mr Robert Dahan
Honorary Treasurer:	Mr Phil Marsh
National Council Representatives:	Mr Graeme Lawler Mr Hugh Maslin Mr Ray Breen Mr Ross Barrett Mr John Seymour Mr Mark Schultz Mr John Plumridge Mr Sid Strano Mr Kevin Renfrey Mr Trevor Gosatti Mr Patrick Dwyer Mr Rae Snodgrass Mr Michael De Simone

**Civil Contractors Federation - National Office
ABN 41 639 349 350**

**Operating Report
For the Year ended 30 June 2005**

Manner of resignation

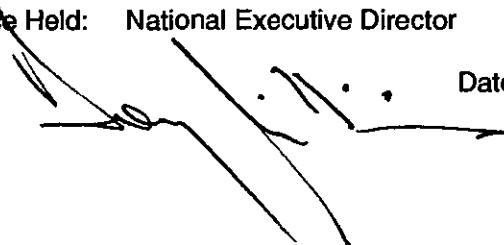
Members may resign from the Federation in accordance with rule 9, which reads as follows:

"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 membership of the Federation takes effect:
 - (a) where the member ceases to become eligible to be 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 sub-rule (1) shall be taken to have been received by the Federation when it was 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 of the Federation is valid even if it is not affected in accordance with this section if the member is informed in writing by or on behalf of the Federation that the resignation has been accepted."

Name: D.S. Williams
Title of Office Held: National Executive Director

Signature:



Date: 20 September 2005

Civil Contractors Federation - National Office
ABN 41 639 349 350

Profit and Loss Statement
For the Year ended 30 June 2005

	2005	2004
	\$	\$
INCOME		
Insurance Endorsement Fee	185,000	185,000
Sponsorship	192,949	199,127
State Contributions - Levy	276,250	312,000
National Conference	25,625	44,096
CCF/IBC Income	48,055	47,500
Interest Received	6,964	3,347
CMS Income	39,011	-
Other Revenue	31,566	27,076
CCF Online	31,867	-
	<u>837,287</u>	<u>818,146</u>
EXPENDITURE		
Accountancy Fees	4,770	2,955
Auditor's Remuneration	6,440	7,262
Bad Debts Written Off	11,356	800
Bank Charges	1,890	1,948
CASE Awards costs	124,891	120,138
CCF Online	34,505	26,214
CMS Admin Costs	5,713	-
Depreciation	6,509	6,041
Doubtful Debts	-	13,831
Electricity	3,682	3,503
Employee Reimbursements	-	264
Executive Member Expenses	-	1,994
Fringe Benefits Tax	14,182	8,962
General Office	3,160	2,876
Hire of Office Equipment	10,086	8,460
Insurance	6,636	5,460
Interest Paid	-	1,116
Legal Costs	10,214	1,156
Meeting Expenses	53,282	39,252
National Communication & Conferences	16,226	15,231
National Lobbying/Rep	41,383	13,344
Printing & Stationery	11,979	10,718
Provision for Industry Action	14,061	26,551
Provision for Long Service Leave	1,615	-
Provision for Annual Leave	4,480	(4,537)

*The accompanying notes form part of these financial statements.
These financial statements should be read in
conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Profit and Loss Statement
For the Year ended 30 June 2005

	2005	2004
	\$	\$
Project Management - Sundry	4,369	450
Recruitment & Temporary Employees	5,618	4,155
Rent & Rates	36,870	36,867
Repairs & Maintenance	7,775	3,399
Salaries & Benefits	286,055	281,147
Staff Supplies & Cleaning	2,415	2,076
Training	86	2,671
Subscriptions & Publications	788	1,083
Superannuation Contributions	23,893	25,290
Telecommunications & Postage	23,460	15,314
Tenancy Outgoings	4,520	3,708
WorkCover Insurance	3,356	5,049
	<u>786,225</u>	<u>694,748</u>
SURPLUS BEFORE INCOME TAX	<u>51,062</u>	<u>123,398</u>

*The accompanying notes form part of these financial statements.
These financial statements should be read in
conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Statement of Appropriations
For the Year ended 30 June 2005

	2005	2004
	\$	\$
Retained Earnings - Beginning of Year	207,894	84,496
Surplus from ordinary activities before income tax	51,062	123,398
Income tax relating to ordinary activities (Note 1c)	-	-
Net Surplus	<u>258,956</u>	<u>123,398</u>
Retained Earnings at 30th June 2005	<u>258,956</u>	<u>207,894</u>

*The accompanying notes form part of these financial statements.
These financial statements should be read in
conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Balance Sheet
As at 30 June 2005

	Note	2005 \$	2004 \$
CURRENT ASSETS			
Cash	2	213,933	199,241
Receivables	3	139,450	88,798
TOTAL CURRENT ASSETS		<u>353,383</u>	<u>288,039</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	4	21,491	23,546
TOTAL NON-CURRENT ASSETS		<u>21,491</u>	<u>23,546</u>
TOTAL ASSETS		<u>374,874</u>	<u>311,585</u>
CURRENT LIABILITIES			
Payables	5	23,488	13,495
Current tax liabilities	7	11,818	9,854
Provisions	8	80,612	60,911
TOTAL CURRENT LIABILITIES		<u>115,918</u>	<u>84,260</u>
NON-CURRENT LIABILITIES			
Interest-bearing liabilities	6	-	19,430
TOTAL NON-CURRENT LIABILITIES		<u>-</u>	<u>19,430</u>
TOTAL LIABILITIES		<u>115,918</u>	<u>103,690</u>
NET ASSETS		<u>258,956</u>	<u>207,895</u>
MEMBERS EQUITY			
Retained Earnings	9	258,956	207,894
TOTAL MEMBERS EQUITY		<u>258,956</u>	<u>207,894</u>

*The accompanying notes form part of these financial statements.
These financial statements should be read in
conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Statement Of Cash Flows
For the Year Ended 30 June 2005

	Note	2005 \$	2004 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Income Receipts		734,610	844,771
Interest Received		6,964	3,347
Other Revenue		84,992	27,077
Payments To Employees		(309,948)	(311,456)
Interest Paid		-	(1,116)
Other Payments		<u>(508,045)</u>	<u>(382,838)</u>
Net Cash Provided By Operating Activities	11(b)	<u>8,573</u>	<u>179,784</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Fixed Asset Purchases		<u>(4,454)</u>	<u>(14,054)</u>
Net Cash Provided / (Used) By Investing Activities		<u>(4,454)</u>	<u>(14,054)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Monies (Lent) (To) State Branches/Repaid		30,000	(30,000)
Repayment Of Borrowings From State Branches/(Repaid)		<u>(19,430)</u>	<u>(28,385)</u>
Net Cash Provided / (Used) By Financing Activities		<u>10,570</u>	<u>(58,385)</u>
Net Increase In Cash Held		<u>14,689</u>	<u>107,346</u>
Cash At The Beginning Of The Financial Year		196,068	88,722
Cash At The End of The Financial Year	11(a)	<u>210,757</u>	<u>196,068</u>

*The accompanying notes form part of these financial statements.
These financial statements should be read in
conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2005

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report and it has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board. The financial report is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The financial report has been prepared on an accruals basis. Cost is based on fair value, which is the amount in which an asset could be exchanged between knowledgeable, willing participants in an arm's length transaction.

Unless otherwise stated, the accounting policies have been consistently applied. The financial report is for the entity known as Civil Contractors Federation – National Office, a Federation, as an individual entity.

The following is a summary of the material accounting policies used by Civil Contractors Federation – National Office in the preparation of the financial report.

(a) Property, plant and equipment

Property, plant and equipment are carried at cost, independent of Councillors' valuation. Excluding freehold land, all assets are depreciated over their useful lives to Civil Contractors Federation - National Office ABN 41 639 349 350 .

(b) Leases

Where substantially all the risks and benefits incidental to the ownership of a leased fixed asset, but not the legal ownership, are transferred to the Federation, are classified as finance leases.

Finance leases are capitalised as an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value is brought to account.

Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the federation will obtain ownership of the asset, or over the term of the lease.

Lease payments are allocated between the lease interest expense for the period and the reduction of the lease liability.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(c) Contingent Liabilities

Non known.

(d) Taxation

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

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2005

(e) 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 272 which reads as follows:

- 1) *A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.*
- 2) *The application must me in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.*
- 3) *A reporting unit must comply with an application made under subsection (1).*

(f) Impact of Adoption of Australian Equivalents to International Financial Reporting Standards

The federation is preparing and managing the transition to Australian Equivalents to International Financial Reporting Standards (AIFRS) effective for the financial years commencing from 1 January 2005. The adoption of AIFRS will be reflected in the federation's financial statements for the year ending 30 June 2006. On first time adoption of AIFRS, comparatives for the financial year ended 30 June 2005 are required to be restated. The majority of the AIFRS transitional adjustments will be made retrospectively against retained earnings at 1 July 2004. The impact of any changes have yet to be assessed and will be disclosed in 2006 financial statements.

(g) Payments to Employees of Salaries and Superannuation

	\$
Office Holders	146,500
Others	<u>177,630</u>
	<u>\$324,130</u>

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2005

	2005	2004
	\$	\$
2. CASH		
Commonwealth Bank Cheque A/c	98,519	110,589
CBA Account No. 2	45,335	28,961
Cash at Bank - Earth Awards	42,504	33,160
ANZ V2 Investment	24,402	23,358
Petty Cash on Hand	100	100
Security Deposit For 210 High Street	3,073	3,073
	<u>213,933</u>	<u>199,241</u>
3. RECEIVABLES		
Current		
Other Debtors - CCF	274	11,611
Other Debtors - CEA	-	16,750
Sundry Debtors	81,462	30,437
Less: Provision for Doubtful Debts	-	(13,831)
CMS Loan Account	39,011	13,831
CCF /IBC Partnership Loan A/c	18,703	-
Short Term Branch Loans	-	30,000
	<u>139,450</u>	<u>88,798</u>
4. PROPERTY, PLANT & EQUIPMENT		
Plant & Equipment		
Office Furniture & Equipment at cost	103,286	98,832
Less Accumulated Depreciation	81,795	75,286
	<u>21,491</u>	<u>23,546</u>
5. PAYABLES		
Current		
Accounts Payable	14,760	7,634
Sundry Creditors	8,728	5,861
	<u>23,488</u>	<u>13,495</u>

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2005

	2005	2004
	\$	\$
6. INTEREST BEARING LIABILITIES		
Non-Current		
Branch Loans	-	19,430
	<u>0</u>	<u>19,430</u>
7. CURRENT TAX LIABILITIES		
Provision For GST	11,818	9,854
	<u>11,818</u>	<u>9,854</u>
8. PROVISIONS		
Current		
Provision for Annual Leave	19,113	14,632
Provision for L.S.L.	1,615	-
Provision Diesel Fuel Campaign	19,272	19,728
Provision for Industry Action	40,612	26,551
	<u>80,612</u>	<u>60,911</u>
9. RETAINED EARNINGS AT THE BEGINNING OF THE FINANCIAL YEAR		
Retained earnings at the beginning of the financial year	207,894	84,496
Add		
Net surplus attributable to members of the Federation	51,062	123,398
Retained earnings at the end of the financial year	<u>258,956</u>	<u>207,894</u>
10. LEASING REQUIREMENTS		
Financial Leasing Commitments		
Payable:		
Not later than one year	9,306	9,306
Later than one year and not later than two years	9,306	9,306
Later than two years and not later than five years	6,204	15,509
Lease payments	<u>24,816</u>	<u>34,121</u>

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2005

	2005	2004
	\$	\$
11(a) RECONCILIATION OF CASH		
Commonwealth Bank Cheque A/C	98,516	110,588
CBA Account No. 2	45,335	28,961
Cash at Bank - Earth Awards	42,504	33,160
ANZ V2 Investment	<u>24,402</u>	<u>23,358</u>
	<u>210,757</u>	<u>196,068</u>
 11(b) RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO SURPLUS FROM ORDINARY ACTIVITIES AFTER INCOME TAX		
Surplus From Ordinary Activities After Income Tax	51,062	123,398
Net Cash Flows In Surplus From Ordinary Activities:		
Depreciation	6,509	6,041
Changes In Assets & Liabilities:		
(Increase) / Decrease In Receivables	(80,633)	43,777
(Increase) / Decrease Provision for Doubtful Debts	13,831	-
Increase / (Decrease) In Provisions	8,058	24,260
Increase / (Decrease) In Creditors & Accruals	<u>9,746</u>	<u>(17,692)</u>
Net Cash Provided By Operating Activities	<u>8,573</u>	<u>179,784</u>

These notes should be read in conjunction with the attached Audit Report.

**Civil Contractors Federation - National Office
ABN 41 639 349 350**

**Committee Of Management Statement
For the Year ended 30th June 2005**

On the 20th day of September 2005, the Committee of Management of the Civil Contractors Federation (National Office), passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2005:

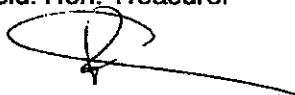
The Committee of Management declares in relation to the GPFR that in its Opinion:

- (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 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) 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.

For Committee of Management:

Title of Office Held: Hon. Treasurer

Signature:



Dated this 20th day of September 2005

INDEPENDENT AUDIT REPORT

To the members of Civil Contractors Federation

Scope

I have audited the attached general purpose financial report, as set out on pages 5 to 15, of Civil Contractors Federation for the year ended 30th June 2005. The Federation's Committee of Management is responsible for the financial report and have 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 Committee of Management'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 income of the Federation (including income from members) and the nature and purpose of payments in respect of the year;
- (2) All information and explanations that, under Section 273 subsection (2) of the Workplace Relations Act 1996, officers or employees of the organisation were required to provide, were provided; and
- (3) The attached accounts which are prepared on an accrual basis, 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 2005; 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 21st day of September 2005.


.....
Alan M. Bliss
Registered Company Auditor



**Civil Contractors Federation - National Office
ABN 41 639 349 350**

**Financial Statements
For the Year ended 30th June 2005**

**Civil Contractors Federation - National Office
ABN 41 639 349 350**

**Operating Report
For the Year ended 30 June 2005**

Principal activities

The principal activities 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 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 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 Federation.

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

No officer holds a dedicated position as a superannuation trustee under s254(2)(d) of the RAO Schedule.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of members was: 1597

Number of Employees

The number of persons who were, at the end of the financial year, employees of the National Office of the Federation was: Four (4)

Committee of Management Members

The persons who held office as members of the Committee of Management of the Federation at the beginning of the financial year were:

Civil Contractors Federation - National Office
ABN 41 639 349 350

Operating Report
For the Year ended 30 June 2005

CCF NATIONAL COUNCIL

<u>Title</u>	<u>Name</u>
National Executive National President:	Mr Gary McClure
National Vice-President:	Mr Robert Dahan
Honorary Treasurer:	Mr Phil Marsh
National Council Representatives:	Mr Graeme Lawler Mr Rex Swain Mr Tony Sage Mr Ross Barrett Mr Keith McIlwain Mr Mark Schultz Mr Adrian Fuller Mr John Seymour Mr Kevin Renfrey Mr Trevor Gosatti Mr Rob Batchelor Mr Robert Wilson Mr Gavan McArdle

Following the completion of the Federation's 2004 elections, the persons who held office as members of the Committee of Management were:

<u>Title</u>	<u>Name</u>
National Executive National President:	Mr Gary McClure
National Vice-President:	Mr Robert Dahan
Honorary Treasurer:	Mr Phil Marsh
National Council Representatives:	Mr Graeme Lawler Mr Hugh Maslin Mr Ray Breen Mr Ross Barrett Mr John Seymour Mr Mark Schultz Mr John Plumridge Mr Sid Strano Mr Kevin Renfrey Mr Trevor Gosatti Mr Patrick Dwyer Mr Rae Snodgrass Mr Michael De Simone

**Operating Report
For the Year ended 30 June 2005**

Manner of resignation

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

“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 membership of the Federation takes effect:
 - (a) where the member ceases to become eligible to be 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 sub-rule (1) shall be taken to have been received by the Federation when it was 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 of the Federation is valid even if it is not affected in accordance with this section if the member is informed in writing by or on behalf of the Federation that the resignation has been accepted.”

Name: D.S. Williams
Title of Office Held: National Executive Director

Signature: Date: 20 September 2005

Civil Contractors Federation - National Office
ABN 41 639 349 350

Profit and Loss Statement
For the Year ended 30 June 2005

	2005	2004
	\$	\$
INCOME		
Insurance Endorsement Fee	185,000	185,000
Sponsorship	192,949	199,127
State Contributions - Levy	276,250	312,000
National Conference	25,625	44,096
CCF/IBC Income	48,055	47,500
Interest Received	6,964	3,347
CMS Income	39,011	-
Other Revenue	31,566	27,076
CCF Online	31,867	-
	<u>837,287</u>	<u>818,146</u>
EXPENDITURE		
Accountancy Fees	4,770	2,955
Auditor's Remuneration	6,440	7,262
Bad Debts Written Off	11,356	800
Bank Charges	1,890	1,948
CASE Awards costs	124,891	120,138
CCF Online	34,505	26,214
CMS Admin Costs	5,713	-
Depreciation	6,509	6,041
Doubtful Debts	-	13,831
Electricity	3,682	3,503
Employee Reimbursements	-	264
Executive Member Expenses	-	1,994
Fringe Benefits Tax	14,182	8,962
General Office	3,160	2,876
Hire of Office Equipment	10,086	8,460
Insurance	6,636	5,460
Interest Paid	-	1,116
Legal Costs	10,214	1,156
Meeting Expenses	53,282	39,252
National Communication & Conferences	16,226	15,231
National Lobbying/Rep	41,383	13,344
Printing & Stationery	11,979	10,718
Provision for Industry Action	14,061	26,551
Provision for Long Service Leave	1,615	-
Provision for Annual Leave	4,480	(4,537)

*The accompanying notes form part of these financial statements.
These financial statements should be read in
conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Profit and Loss Statement
For the Year ended 30 June 2005

	2005	2004
	\$	\$
Project Management - Sundry	4,369	450
Recruitment & Temporary Employees	5,618	4,155
Rent & Rates	36,870	36,867
Repairs & Maintenance	7,775	3,399
Salaries & Benefits	286,055	281,147
Staff Supplies & Cleaning	2,415	2,076
Training	86	2,671
Subscriptions & Publications	788	1,083
Superannuation Contributions	23,893	25,290
Telecommunications & Postage	23,460	15,314
Tenancy Outgoings	4,520	3,708
WorkCover Insurance	3,356	5,049
	<u>786,225</u>	<u>694,748</u>
SURPLUS BEFORE INCOME TAX	<u>51,062</u>	<u>123,398</u>

*The accompanying notes form part of these financial statements.
These financial statements should be read in
conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Statement of Appropriations
For the Year ended 30 June 2005

	2005	2004
	\$	\$
Retained Earnings - Beginning of Year	207,894	84,496
Surplus from ordinary activities before income tax	51,062	123,398
Income tax relating to ordinary activities (Note 1c)	-	-
Net Surplus	<u>258,956</u>	<u>123,398</u>
Retained Earnings at 30th June 2005	<u>258,956</u>	<u>207,894</u>

*The accompanying notes form part of these financial statements.
These financial statements should be read in
conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Balance Sheet
As at 30 June 2005

	Note	2005 \$	2004 \$
CURRENT ASSETS			
Cash	2	213,933	199,241
Receivables	3	139,450	88,798
TOTAL CURRENT ASSETS		<u>353,383</u>	<u>288,039</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	4	21,491	23,546
TOTAL NON-CURRENT ASSETS		<u>21,491</u>	<u>23,546</u>
TOTAL ASSETS		<u>374,874</u>	<u>311,585</u>
CURRENT LIABILITIES			
Payables	5	23,488	13,495
Current tax liabilities	7	11,818	9,854
Provisions	8	80,612	60,911
TOTAL CURRENT LIABILITIES		<u>115,918</u>	<u>84,260</u>
NON-CURRENT LIABILITIES			
Interest-bearing liabilities	6	-	19,430
TOTAL NON-CURRENT LIABILITIES		<u>-</u>	<u>19,430</u>
TOTAL LIABILITIES		<u>115,918</u>	<u>103,690</u>
NET ASSETS		<u>258,956</u>	<u>207,895</u>
MEMBERS EQUITY			
Retained Earnings	9	258,956	207,894
TOTAL MEMBERS EQUITY		<u>258,956</u>	<u>207,894</u>

*The accompanying notes form part of these financial statements.
These financial statements should be read in
conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Statement Of Cash Flows
For the Year Ended 30 June 2005

	Note	2005	2004
		\$	\$
CASH FLOW FROM OPERATING ACTIVITIES			
Income Receipts		734,610	844,771
Interest Received		6,964	3,347
Other Revenue		84,992	27,077
Payments To Employees		(309,948)	(311,456)
Interest Paid		-	(1,116)
Other Payments		<u>(508,045)</u>	<u>(382,838)</u>
Net Cash Provided By Operating Activities	11(b)	<u>8,573</u>	<u>179,784</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Fixed Asset Purchases		<u>(4,454)</u>	<u>(14,054)</u>
Net Cash Provided / (Used) By Investing Activities		<u>(4,454)</u>	<u>(14,054)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Monies (Lent) (To) State Branches/Repaid		30,000	(30,000)
Repayment Of Borrowings From State Branches/(Repaid)		<u>(19,430)</u>	<u>(28,385)</u>
Net Cash Provided / (Used) By Financing Activities		<u>10,570</u>	<u>(58,385)</u>
Net Increase In Cash Held		<u>14,689</u>	<u>107,346</u>
Cash At The Beginning Of The Financial Year		196,068	88,722
Cash At The End of The Financial Year	11(a)	<u>210,757</u>	<u>196,068</u>

*The accompanying notes form part of these financial statements.
These financial statements should be read in
conjunction with the attached Auditors Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2005

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report and it has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board. The financial report is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The financial report has been prepared on an accruals basis. Cost is based on fair value, which is the amount in which an asset could be exchanged between knowledgeable, willing participants in an arm's length transaction.

Unless otherwise stated, the accounting policies have been consistently applied. The financial report is for the entity known as Civil Contractors Federation – National Office, a Federation, as an individual entity.

The following is a summary of the material accounting policies used by Civil Contractors Federation – National Office in the preparation of the financial report.

(a) Property, plant and equipment

Property, plant and equipment are carried at cost, independent of Councillors' valuation. Excluding freehold land, all assets are depreciated over their useful lives to Civil Contractors Federation - National Office ABN 41 639 349 350 .

(b) Leases

Where substantially all the risks and benefits incidental to the ownership of a leased fixed asset, but not the legal ownership, are transferred to the Federation, are classified as finance leases.

Finance leases are capitalised as an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value is brought to account.

Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the federation will obtain ownership of the asset, or over the term of the lease.

Lease payments are allocated between the lease interest expense for the period and the reduction of the lease liability.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(c) Contingent Liabilities

Non known.

(d) Taxation

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

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2005

(e) 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 272 which reads as follows:

- 1) *A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.*
- 2) *The application must me in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.*
- 3) *A reporting unit must comply with an application made under subsection (1).*

(f) Impact of Adoption of Australian Equivalents to International Financial Reporting Standards

The federation is preparing and managing the transition to Australian Equivalents to International Financial Reporting Standards (AIFRS) effective for the financial years commencing from 1 January 2005. The adoption of AIFRS will be reflected in the federation's financial statements for the year ending 30 June 2006. On first time adoption of AIFRS, comparatives for the financial year ended 30 June 2005 are required to be restated. The majority of the AIFRS transitional adjustments will be made retrospectively against retained earnings at 1 July 2004. The impact of any changes have yet to be assessed and will be disclosed in 2006 financial statements.

(g) Payments to Employees of Salaries and Superannuation

	\$
Office Holders	146,500
Others	<u>177,630</u>
	<u>\$324,130</u>

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2005

	2005	2004
	\$	\$
2. CASH		
Commonwealth Bank Cheque A/c	98,519	110,589
CBA Account No. 2	45,335	28,961
Cash at Bank - Earth Awards	42,504	33,160
ANZ V2 Investment	24,402	23,358
Petty Cash on Hand	100	100
Security Deposit For 210 High Street	3,073	3,073
	<u>213,933</u>	<u>199,241</u>
3. RECEIVABLES		
Current		
Other Debtors - CCF	274	11,611
Other Debtors - CEA	-	16,750
Sundry Debtors	81,462	30,437
Less: Provision for Doubtful Debts	-	(13,831)
CMS Loan Account	39,011	13,831
CCF /IBC Partnership Loan A/c	18,703	-
Short Term Branch Loans	-	30,000
	<u>139,450</u>	<u>88,798</u>
4. PROPERTY, PLANT & EQUIPMENT		
Plant & Equipment		
Office Furniture & Equipment at cost	103,286	98,832
Less Accumulated Depreciation	81,795	75,286
	<u>21,491</u>	<u>23,546</u>
5. PAYABLES		
Current		
Accounts Payable	14,760	7,634
Sundry Creditors	8,728	5,861
	<u>23,488</u>	<u>13,495</u>

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2005

	2005	2004
	\$	\$
6. INTEREST BEARING LIABILITIES		
Non-Current		
Branch Loans	-	19,430
	<u>0</u>	<u>19,430</u>
7. CURRENT TAX LIABILITIES		
Provision For GST	11,818	9,854
	<u>11,818</u>	<u>9,854</u>
8. PROVISIONS		
Current		
Provision for Annual Leave	19,113	14,632
Provision for L.S.L.	1,615	-
Provision Diesel Fuel Campaign	19,272	19,728
Provision for Industry Action	40,612	26,551
	<u>80,612</u>	<u>60,911</u>
9. RETAINED EARNINGS AT THE BEGINNING OF THE FINANCIAL YEAR		
Retained earnings at the beginning of the financial year	207,894	84,496
Add		
Net surplus attributable to members of the Federation	51,062	123,398
Retained earnings at the end of the financial year	<u>258,956</u>	<u>207,894</u>
10. LEASING REQUIREMENTS		
Financial Leasing Commitments		
Payable:		
Not later than one year	9,306	9,306
Later than one year and not later than two years	9,306	9,306
Later than two years and not later than five years	6,204	15,509
Lease payments	<u>24,816</u>	<u>34,121</u>

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30th June 2005

	2005	2004
	\$	\$
11(a) RECONCILIATION OF CASH		
Commonwealth Bank Cheque A/C	98,516	110,588
CBA Account No. 2	45,335	28,961
Cash at Bank - Earth Awards	42,504	33,160
ANZ V2 Investment	<u>24,402</u>	<u>23,358</u>
	<u>210,757</u>	<u>196,068</u>
 11(b) RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO SURPLUS FROM ORDINARY ACTIVITIES AFTER INCOME TAX		
Surplus From Ordinary Activities After Income Tax	51,062	123,398
Net Cash Flows In Surplus From Ordinary Activities:		
Depreciation	6,509	6,041
Changes In Assets & Liabilities:		
(Increase) / Decrease In Receivables	(80,633)	43,777
(Increase) / Decrease Provision for Doubtful Debts	13,831	-
Increase / (Decrease) In Provisions	8,058	24,260
Increase / (Decrease) In Creditors & Accruals	<u>9,746</u>	<u>(17,692)</u>
Net Cash Provided By Operating Activities	<u>8,573</u>	<u>179,784</u>

These notes should be read in conjunction with the attached Audit Report.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Committee Of Management Statement
For the Year ended 30th June 2005

On the 20th day of September 2005, the Committee of Management of the Civil Contractors Federation (National Office), passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th 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 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) 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.

For Committee of Management:

Title of Office Held: Hon. Treasurer

Signature:

Dated this 20th day of September 2005