



Australian Government
Australian Industrial Registry

Level 5
11 Exhibition Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9655 0410

Mr Robert Dahan
National President
Civil Contractors Federation
Level 1, 210 High Street
KEW VIC 3101

Dear Mr Dahan,

**Re: Financial Reports for year ended 30 June 2006 – Civil Contractors Federation
- FR 2006/247**

Receipt is acknowledged of the financial reports of the Civil Contractors Federation for year ended 30 June 2006. The documents were lodged in the Industrial Registry on 23 November 2006.

The financial documents have been filed.

I direct your attention to the following comments concerning the above reports and the financial reporting obligations under Schedule 1. Please note that these matters are advised for assistance in the future preparation of financial reports; no further action is required in respect of the subject documents.

1. Operating Report

Operating report - not signed by designated officer

I note that the operating report has been signed by the organisation's then Chief Executive Officer.

The operating report may be prepared by the committee of management or a designated officer (refer s254(3) of the RAO Schedule). An examination of the rules of the organisation indicates that the Chief Executive Officer is not an "officer" or "designated officer" within the definitions set out in ss6 and 243 of the RAO Schedule.

Future operating reports should be signed by a person holding a position falling within the definition of "designated officer".

2. Auditor's Report

Auditor's Qualifications

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. 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

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 Lodgement 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

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7993 or by email at larry.powell@air.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L. Powell'.

Larry Powell
Statutory Services Branch

27 November 2006



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 1 Workplace Relations Act 1996

I Robert Dahan being the National President 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 13 October 2006; and
- that the full report was presented to a general meeting of members of the reporting unit on 11 November 2006; in accordance with section 266 of the RAO Schedule.

Signature:

Date:

20/11/2006

Civil Contractors Federation - National Office
ABN 41 639 349 350

Financial Statements
For the Year ended 30th June 2006

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

**Operating Report
For the Year ended 30 June 2006**

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.

As a result of the introduction of Australian equivalents to International Financial Reporting Standards (A IFRS), the financial reports have been prepared in accordance with those standards. There has been no impact to the accounts with the introduction.

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

No officer, or member [to the best of my knowledge] 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: 1737.

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).

Civil Contractors Federation - National Office
ABN 41 639 349 350

Operating Report
For the Year ended 30 June 2006

Committee of Management Members (Board)**

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

CCF NATIONAL BOARD

<u>Title</u>	<u>Name</u>	<u>Period of Office</u>
National President:	Mr Gary McClure Mr Robert Dahan	01-07-05 to 12-11-05 12-11-05 to 30-06-06
National Vice-President:	Mr Robert Dahan Mr Phil Marsh	01-07-05 to 12-11-05 12-11-05 to 30-06-06
Honorary Treasurer:	Mr Phil Marsh Mr Ross Barrett	01-07-05 to 12-11-05 12-11-05 to 30-06-06

[National Councilors:]

<i>Other Board Members</i>	Mr Gary McClure	12-11-05 to 30-06-06
	Mr John Seymour	01-07-05 to 30-06-06
	Mr Graeme Lawler	01-07-05 to 30-06-06
	Mr Patrick Dwyer	01-07-05 to 30-06-06
	Mr Rae Snodgrass	01-07-05 to 30-06-06
	Mr Ross Barrett	01-07-05 to 12-11-05

Alternate Board Members

	Mr Mark Schultz	01-07-05 to 30-06-06
	Mr John Plumridge	01-07-05 to 30-06-06
	Mr Sid Strano	01-07-05 to 30-06-06
	Mr Kevin Renfrey	01-07-05 to 30-06-06
	Mr Trevor Gosatti	01-07-05 to 30-06-06
	Mr Hugh Maslin	01-07-05 to 30-06-06
	Mr Ray Breen	01-07-05 to 29-09-05
	Mr Dennis McDonald	29-09-05 to 30-06-06
	Mr Michael De Simone	01-07-05 to 30-06-06

** At a Special General Meeting of the Members held on 12th of November 2005 alterations to the CCF Rules (including changes relating to the structure of the Committee of Management) were carried. The changes were subsequently certified by the acting Industrial Registrar on 5th June 2006.

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

**Operating Report
For the Year ended 30 June 2006**

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.”

D.S. Williams
Chief Executive Officer (National)

Signature:

Dated this 14th day of September 2006

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

**Income Statement
For the Year ended 30 June 2006**

	2006	2005
	\$	\$
INCOME		
Insurance Endorsement Fee	230,000	185,000
Sponsorship	217,750	192,949
Branch Contributions - Levy	299,451	276,250
Branch Contributions - Insurances	38,566	-
National Conference	44,555	25,625
CCF/IBC Income	55,387	48,055
Interest Received	8,459	6,964
CCF Online	25,448	31,867
Office Sublease	5,063	5,437
CMS Income	72,922	39,011
Other Revenue	46,226	26,129
	<u>1,043,827</u>	<u>837,287</u>
EXPENDITURE		
Accountancy Fees	5,035	4,770
Auditor's Remuneration	8,450	6,400
Bad Debts Written Off	-	11,356
Bank Charges	2,495	1,890
CASE Awards costs	191,359	124,891
CCF Online	27,553	34,505
Depreciation	6,457	6,509
Electricity	3,945	3,682
Fringe Benefits Tax	15,132	14,182
General Office	1,552	2,738
Hire of Office Equipment	12,942	10,086
Insurance	39,512	6,636
Legal Costs	5,878	10,214
Meeting Expenses	85,176	53,282
National Communication & Conferences	21,199	16,226
Postage	418	425
Prequal Administration costs	-	5,713
National Lobbying/Rep	53,247	41,383
Printing & Stationery	17,192	11,979
Provision for Industry Action	26,910	14,061
Provision for Long Service Leave	817	1,615
Provision for Annual Leave	(1,637)	4,480
Project Management - Sundry	5,700	4,369
Recruitment & Temporary Employees	24,954	5,618
Research & Data	1,308	-

*The accompanying notes form part of these financial statements.
These financial statements have not been subject to audit or review and should be read in
conjunction with the attached audit Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Income Statement
For the Year ended 30 June 2006

	2006	2005
	\$	\$
Rent & Outgoings	41,335	36,870
Repairs & Maintenance	4,279	7,775
Salaries & Benefits	293,174	286,055
Staff Supplies & Cleaning	5,870	2,415
State Payments - OAMPS	40,088	-
Training	11,532	86
Subscriptions & Publications	614	788
Sundry Expenses	8,699	-
Superannuation Contributions	27,444	23,893
Telecommunications & Postage	18,134	23,460
Tenancy Outgoings	-	4,520
Workcover Insurance	3,127	3,353
	<u>1,009,890</u>	<u>786,225</u>
OPERATING SURPLUS BEFORE INCOME TAX	<u>33,937</u>	<u>51,062</u>

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Civil Contractors Federation - National Office
ABN 41 639 349 350

Changes on Member's Equity
For the Year ended 30 June 2006

	2006	2005
	\$	\$
Retained Earnings - Beginning of Year	258,955	207,894
Surplus from ordinary activities before income tax	33,937	51,062
Income tax relating to ordinary activities	-	-
Net Surplus	<u>292,892</u>	<u>258,956</u>
Retained Earnings at 30th June 2006	<u>292,892</u>	<u>258,956</u>

*The accompanying notes form part of these financial statements.
These financial statements have not been subject to audit or review and should be
read in conjunction with the attached Audit Report.*

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

**Balance Sheet
As at 30 June 2006**

	Note	2006 \$	2005 \$
CURRENT ASSETS			
Cash	2	361,857	213,933
Receivables	3	133,990	139,450
TOTAL CURRENT ASSETS		<u>495,847</u>	<u>353,383</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	4	15,303	21,491
TOTAL NON-CURRENT ASSETS		<u>15,303</u>	<u>21,491</u>
TOTAL ASSETS		<u>511,150</u>	<u>374,874</u>
CURRENT LIABILITIES			
Payables	5	15,178	23,488
Current tax liabilities	6	12,782	11,818
Provisions	7	108,191	80,612
Other		82,107	-
TOTAL CURRENT LIABILITIES		<u>218,258</u>	<u>115,918</u>
TOTAL LIABILITIES		<u>218,258</u>	<u>115,918</u>
NET ASSETS		<u>292,892</u>	<u>258,956</u>
MEMBERS' EQUITY			
Retained earnings		292,892	258,956
TOTAL MEMBERS' EQUITY		<u>292,892</u>	<u>258,956</u>

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conjunction with the attached Audit Report.*

Civil Contractors Federation - National Office
ABN 41 639 349 350

Statement of Cash Flows
For the Year ended 30 June 2006

	Note	2006 \$	2005 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Income Receipts		910,552	734,610
Interest Received		8,459	6,964
Other Revenue		158,820	84,992
Payments To Employees		(320,618)	(309,948)
Interest Paid		-	-
Other Payments		<u>(609,017)</u>	<u>(508,045)</u>
Net Cash Provided By Operating Activities	11(b)	<u>148,196</u>	<u>8,573</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Fixed Asset Purchases		<u>(269)</u>	<u>(4,454)</u>
Net Cash Provided / (Used) By Investing Activities		<u>(269)</u>	<u>(4,454)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Monies (Lent) (To) State Branches/Repaid		0	30,000
Repayment Of Borrowings From State Branches/(Repaid)		<u>0</u>	<u>(19,430)</u>
Net Cash Provided / (Used) By Financing Activities		<u>0</u>	<u>10,570</u>
Net Increase In Cash Held		<u>147,927</u>	<u>14,689</u>
Cash At The Beginning Of The Financial Year		210,757	196,068
Cash At The End of The Financial Year	11(a)	<u>358,684</u>	<u>210,757</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 30 June 2006

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) Employee Benefits

Provision is made for the liability due to employee benefits arising from services rendered by employees but unpaid as at balance date. Employee benefits expected to be settled within one year and benefits arising from wages & salaries, sick leave and annual leave which will be paid after one year have been measured at the amount expected to be paid when the liability falls due, plus any associated on-costs. Other benefits payable later than one year are measured at the present value of the estimated future cash outflows for those benefits.

Contributions made to employee superannuation funds are charged as expenses when incurred.

(b) Property, Plant & Equipment

Depreciation

Excluding freehold land the depreciable amount of all fixed assets including capitalised leased assets and buildings are depreciated on a straight line basis over the useful lives to the company commencing from the time the asset is ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements. Depreciation is not charged as an expense to properties held for investment purposes.

The depreciation rates used for each class of assets are:

Class of Fixed Assets	Depreciation Rate
Office Equipment	10 - 30%

(c) Leases

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.

(d) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax, except;

(i) where the amount of GST incurred is not recoverable from the Australian Taxation Office, it is then recognised as part of the cost of acquisition of an asset or as part of an item of expenses.

(ii) Receivables and payables are stated with the amount of GST included.

Civil Contractors Federation - National Office
ABN 41 639 349 350

Notes to the Financial Statements
For the Year ended 30 June 2006

(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 available to the person making the application.*
- 2) *The application must be 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) **First time Adoption of Australian Equivalents to International Financial Reporting Standards**

On transition and first time adoption of Australia Equivalents of International Reporting Standards (AIFRS) there have been no changes to the equity or profit and loss between previous GAAP and AIFRS.

(g) **Payments to Employees of Salaries and Superannuation**

	\$
Office Holders	139,794
Others	<u>195,956</u>
	<u>\$335,750</u>

(h) **Related Party Transaction**

The National Office enters into a number of transactions during the year with related branches of the Federation, in the nature of annual levies and group insurance charges, such amounts are disclosed in the Income Statement.

Amounts receivable from related Branches by the National office at year end are \$37,095

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 30 June 2006

	2006	2005
	\$	\$
2. CASH		
Commonwealth Bank Cheque A/c	129,919	98,519
CBA Account No. 2	75,129	45,335
Cash at Bank - Earth Awards	94,815	42,504
ANZ V2 Investment	58,821	24,402
Petty Cash on Hand	100	100
Security Deposit for 210 High Street	3,073	3,073
	<u>361,857</u>	<u>213,933</u>
3. RECEIVABLES		
Current		
Other Debtors	1,637	274
Sundry Debtors	46,095	81,462
CMS Loan Account	62,804	39,011
CCF/IBC Partnership Loan Account	23,454	18,703
	<u>133,990</u>	<u>139,450</u>
4. PROPERTY, PLANT & EQUIPMENT		
Plant & Equipment		
Office Furniture & Equipment at cost	103,555	103,286
Less Accumulated Depreciation	88,252	81,795
	<u>15,303</u>	<u>21,491</u>
5. PAYABLES		
Current		
Accounts Payable	6,544	14,760
Sundry Creditors	8,634	8,728
	<u>15,178</u>	<u>23,488</u>
6. CURRENT TAX LIABILITIES		
Provision for GST	12,782	11,818
	<u>12,782</u>	<u>11,818</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 30 June 2006

	2006	2005
	\$	\$
7. PROVISIONS		
Current		
FBT Payable	900	-
Superannuation Payable	769	-
Salary Packaging Payable	575	-
Provision for Annual Leave	17,475	19,113
Provision for Long Service Leave	2,432	1,615
Provision Diesel Fuel Campaign	19,272	19,272
Provision for Industry Action	66,768	40,612
	<u>108,191</u>	<u>80,612</u>
8. CAPITAL AND LEASING REQUIREMENTS		
Financial Leasing Commitments		
Operating Leases Payable:		
Not later than one year	49,506	9,306
Later than one year and not later than two years	46,404	9,306
Later than two years and not later than five years	30,150	6,204
Total Lease Liability	<u>126,060</u>	<u>24,816</u>

9. CONTINGENT LIABILITIES

The Federation is presently reviewing its exposure to Payroll tax, the amount and exposure to such amounts, is, at this stage uncertain.

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

Committee of Management Statement
For the Year ended 30 June 2006

On the 14th day of September, 2006, the Committee of Management of 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 2006:

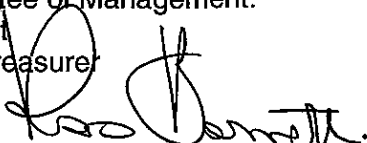
The Committee of Management declares in relation to the GPFR that in its Opinion:

- (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 1 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:

Ross Barrett
Honorary Treasurer

Signature:



Dated this 14th day of September 2006

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 4 to 14, of Civil Contractors Federation for the year ended 30th June 2006. The Federation's Committee of Management 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 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.

Independence

In conducting my audit, I followed applicable independence requirements of Australian professional pronouncements.

Audit Opinion

In my 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 as at and for the year ended 30th June, 2006.

Signed at Essendon this 15th day of September 2006.

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

