



## AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7993  
Fax: (03) 9654 6672

Mr. D. Dawes  
Executive Director  
Civil Contractors Federation  
Australian Capital Territory Branch  
GPO Box 3022  
CANBERRA ACT 2601

Dear Mr. Dawes,

**Re: Financial statements for year ended 30 June 2002  
FR 2002/416**

Reference is made to the financial statements of the Australian Capital Territory Branch of the Civil Contractors Federation for the year ended 30 June 2002 which were lodged in the Industrial Registry on 14 March 2003.

The financial statements have been filed.

The following matters are referred for assistance when preparing future financial documents; no further action is requested in respect of these:

### 1. Prescribed information notice

There should be included in the accounts a notice drawing attention to provisions of the Act that prescribed information is available to members on request and which sets out a copy of subsections 274(1), (2) and (3) - refer subsection 274(4) of the Act.

### 2. Timescale Provisions

Unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1).

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993.

Yours sincerely,

Larry Powell  
Statutory Services Branch

26 March 2002



# CIVIL CONTRACTORS FEDERATION

Formerly Australian Earthmovers & Road Contractors Federation

**ACT BRANCH:**

241 Northbourne Avenue, Lyncham ACT 2602  
GPO Box 3022, Canberra, ACT 2601  
Telephone: (06) 247 2099. Facsimile: (06) 249 8374.

FJG:LRB

14 March 2003

Ms. C. Hayward,  
Deputy Industrial Registrar,  
Australian Industrial Registry,  
GPO Box 539,  
**CANBERRA CITY ACT 2601**



Dear Ms. Hayward,

I enclose for filing in accordance with the Financial Reporting Requirements of the Workplace Relations Act 1996 two copies of financial documents of the Civil Contractors Federation - ACT.

We wish to advise that the Civil Contractors Federation of the ACT do not have any staff or any assets so consequently are unable to provide a balance sheet.

All matters concerning the Civil Contractors Federation of the ACT are handled by the Master Builders Association of the ACT.

In accordance with Section 280 (1)(b) of the Workplace Relations Act 1996 we attach the necessary two (2) copies of Prescribed Officer Certificate and two (2) copies of the Committee of Management Certificate.

The documents were provided to members on 9 December 2002 and then presented and accepted by members at the Annual General Meeting held on 4 February 2003.

Yours faithfully,

A handwritten signature in black ink, appearing to read "David Dawes".

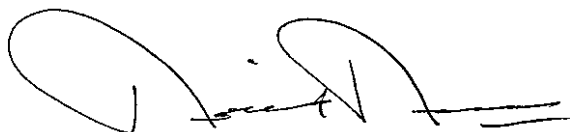
David Dawes  
**Executive Director**

Encls.

CIVIL CONTRACTORS FEDERATION - ACT

**ANNUAL FINANCIAL RETURN PRESCRIBED OFFICER CERTIFICATE**

In pursuance of the provisions of Section 280 (1)(b) of the Workplace Relations Act 1996 I, David Paul Dawes, being the prescribed officer for the Civil Contractors Federation - ACT certify that the Financial Report, Accounts and Statements, for the year ended 30 June 2002 and lodged with the Industrial Registry on 14 March 2003 are copies of the documents presented and accepted by members at an Annual General Meeting held on 4 February 2003 and by the Executive Committee of Management on 4 February 2003.

A handwritten signature in black ink, appearing to read 'David Paul Dawes', with a horizontal line underneath.

David Paul Dawes  
**Executive Director**

14 March 2003

CIVIL CONTRACTORS FEDERATION - ACT

**ANNUAL FINANCIAL RETURN PRESCRIBED OFFICER CERTIFICATE**

In pursuance of the provisions of Section 280 (1)(b) of the Workplace Relations Act 1996 I, David Paul Dawes, being the prescribed officer for the Civil Contractors Federation - ACT certify that the Financial Report, Accounts and Statements, for the year ended 30 June 2002 and lodged with the Industrial Registry on 14 March 2003 are copies of the documents presented and accepted by members at an Annual General Meeting held on 4 February 2003 and by the Executive Committee of Management on 4 February 2003.

A handwritten signature in black ink, appearing to read 'David Paul Dawes', with a stylized flourish at the end.

David Paul Dawes  
**Executive Director**

14 March 2003

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# WALTER & TURNBULL

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CHARTERED ACCOUNTANTS

MANAGEMENT CONSULTANTS

A DIVISION OF WALTER & TURNBULL PTY LTD

ABN 97 099 740 879

GPO Box 1955, Canberra, A.C.T. 2601  
1st Floor, 19 - 23 Moore Street, Turner A.C.T. 2612  
Telephone (02) 6247 6200 Facsimile (02) 6257 6655  
E-mail: walterturnbull@walturn.com.au  
www.walturn.com.au

## INDEPENDENT AUDITOR'S REPORT TO THE COMMITTEE OF THE CIVIL CONTRACTORS FEDERATION A.C.T. BRANCH

### *Scope*

We have completed our audit of the attached Special Purpose Financial Report comprising the Statement of Receipts and Payments (the Statement) and obtained all the information and explanations we require in relation to the Committee of the Civil Contractors Federation A.C.T. Branch (the Committee) for the period 1 July 2001 to 30 June 2002. The Committee is responsible for the preparation and presentation of the Statement and the information contained therein, and has determined that the basis of accounting used is appropriate to the needs of the Committee. We have conducted an independent audit of the Statement in order to express an opinion to the Committee. We disclaim any assumption of responsibility for any reliance on this report or on the attached Statement to which it relates to any person other than the Committee.

Our audit has been conducted in accordance with Australian Accounting Standards to provide reasonable assurance as to whether the Statement is free from material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts disclosed in the Statement. The financial report is prepared on an accruals basis and is based on historic costs and does not take into account changing money values. Statements of Accounting Concepts and Accounting Standards have not been applied in the preparation and presentation of the Statement.

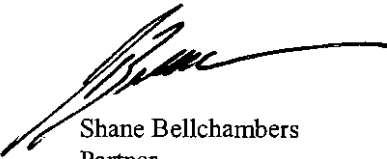
The audit opinion expressed in this report has been formed on the above basis.

### *Audit Opinion*

We have audited the Special Purpose Financial Report.


1. In our opinion:

- (a) the Civil Contractors Federation A.C.T. Branch maintained satisfactory accounting records in relation to the year including:
    - (i) records of the sources and nature of the income of the organisation (including income from members); and
    - (ii) records of the nature and purposes of the expenditure of the organisation; and
  - (b) the accompanying Statement is properly drawn up in accordance with the provisions of section 273 of the Workplace Relations Act 1996 so as to give a true and fair view of the receipts and payments of Civil Contractors Federation A.C.T. Branch for the year ended 30 June 2002 and of its cash and bank balances as at that date.
2. All the information and explanations that, under subsection (2) of Section 276 of the Act, officers or employees of the Association were required to provide were provided.



Shane Bellchambers  
Partner  
WALTER & TURNBULL  
Chartered Accountants

Dated: 18 October 2002  
Canberra, ACT



**CIVIL CONTRACTORS FEDERATION A.C.T. BRANCH**  
**STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED**  
**30 JUNE 2002**

	2001/2002	2000/2001
	\$	\$
<b>Receipts</b>		
Subscriptions	7,000.00	8,500.00
Earthworks Awards	-	750.00
Licence Fees	-	3,387.50
Interest	<u>17.12</u>	<u>75.93</u>
Total Receipts	<u>7,017.12</u>	<u>12,713.43</u>
<b>Expenditure</b>		
Insurances	118.89	576.05
Annual General Meeting	172.73	-
Audit Fees	300.00	-
Office Expenses	438.79	-
Special Projects Fund	233.34	3,000.00
ACT State Contribution	2,435.37	5,659.44
Bank Charges	<u>118.57</u>	<u>125.29</u>
Total Expenditure	<u>3,817.69</u>	<u>9,360.78</u>
Operating Surplus	3,199.43	3,352.65
Accumulated Surplus carry forward	<u>7,783.57</u>	<u>4,430.92</u>
Accumulated Surplus	<u>10,983.00</u>	<u>7,783.57</u>
<b>Represented by:</b>		
Cash at Bank	10,983.00	7,661.49
GST Payable/(Refundable)	<u>-</u>	<u>122.08</u>
	<u>10,983.00</u>	<u>7,783.57</u>

**CIVIL CONTRACTORS FEDERATION A.C.T. BRANCH**

**COMMITTEE OF MANAGEMENT CERTIFICATE**

In pursuance of the provisions of Regulation 109(1)(b) under the Workplace Relations Act 1996 ("the Act"), we, Gavin McArdle and Peter Middleton, being the two members of the Committee of the Civil Contractors Federation A.C.T., do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (1) in the opinion of the Committee, the attached financial statements show a true and fair view of the financial affairs of the organisation as at 30 June 2002;
- (2) in the opinion of the Committee, meetings of the Committee were held during the year ended 30 June 2002, in accordance with the rules of the organisation;
- (3) to the knowledge of any members of the Committee, there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 274(2) of the Act), or copies of those records or other documents, or copies of the rules of the organisation have not been furnished or made available to members in accordance with the requirements of the ACT, the Regulations thereto, or the rules of the organisation; and
- (4) the organisation has, in relation to the report made in accordance with sub-section 276(4) of the Act by the Auditor in respect of the financial year ended 30 June 2001 and the financial statements prepared in accordance with section 273(1) in respect of that financial year, complied with the provision of sub-section 279(1) of the Act.



.....  
**Gavin McArdle**  
Chairman



.....  
**Peter Middleton**  
Treasurer

.....18.....October.....2002.....  
Date

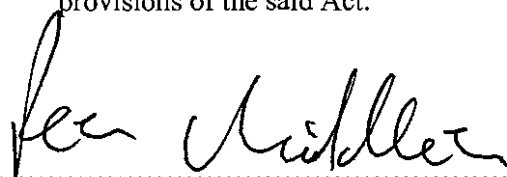
## CIVIL CONTRACTORS FEDERATION A.C.T. BRANCH

### ACCOUNTING OFFICER'S CERTIFICATE

In pursuance of the provisions of Regulation 109(1)(a) under the Workplace Relations Act 1996 ("the Act"), I, Peter Middleton, being the officer responsible for keeping the accounting records of the Civil Contractors Federation A.C.T. Branch, certify that as at 30 June 2002 the number of members of the organisation was 14.

In my opinion:

- (1) the attached financial statements show a true and fair view of the financial affairs of the organisation as at 30 June 2002;
- (2) a record has been kept of all monies paid by, or collected from, members of the organisation and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the organisation;
- (3) no expenditure was incurred or payment made by the organisation except as authorised in accordance with the rules of the organisation;
- (4) 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 the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (5) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation were made to persons who hold office in the organisation; and
- (6) the register of members of the organisation was maintained in accordance with the provisions of the said Act.



.....  
**Peter Middleton**  
Treasurer

..... 18 October 2002  
Date



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# WALTER & TURNBULL

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CHARTERED ACCOUNTANTS

MANAGEMENT CONSULTANTS

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ABN 97 099 740 879

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E-mail: walterturnbull@walturn.com.au  
www.walturn.com.au

## INDEPENDENT AUDITOR'S REPORT TO THE COMMITTEE OF THE CIVIL CONTRACTORS FEDERATION A.C.T. BRANCH

### *Scope*

We have completed our audit of the attached Special Purpose Financial Report comprising the Statement of Receipts and Payments (the Statement) and obtained all the information and explanations we require in relation to the Committee of the Civil Contractors Federation A.C.T. Branch (the Committee) for the period 1 July 2001 to 30 June 2002. The Committee is responsible for the preparation and presentation of the Statement and the information contained therein, and has determined that the basis of accounting used is appropriate to the needs of the Committee. We have conducted an independent audit of the Statement in order to express an opinion to the Committee. We disclaim any assumption of responsibility for any reliance on this report or on the attached Statement to which it relates to any person other than the Committee.

Our audit has been conducted in accordance with Australian Accounting Standards to provide reasonable assurance as to whether the Statement is free from material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts disclosed in the Statement. The financial report is prepared on an accruals basis and is based on historic costs and does not take into account changing money values. Statements of Accounting Concepts and Accounting Standards have not been applied in the preparation and presentation of the Statement.

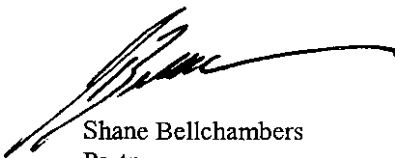
The audit opinion expressed in this report has been formed on the above basis.

### *Audit Opinion*

We have audited the Special Purpose Financial Report.

1. In our opinion:

- (a) the Civil Contractors Federation A.C.T. Branch maintained satisfactory accounting records in relation to the year including:
    - (i) records of the sources and nature of the income of the organisation (including income from members); and
    - (ii) records of the nature and purposes of the expenditure of the organisation; and
  - (b) the accompanying Statement is properly drawn up in accordance with the provisions of section 273 of the Workplace Relations Act 1996 so as to give a true and fair view of the receipts and payments of Civil Contractors Federation A.C.T. Branch for the year ended 30 June 2002 and of its cash and bank balances as at that date.
2. All the information and explanations that, under subsection (2) of Section 276 of the Act, officers or employees of the Association were required to provide were provided.



Shane Bellchambers  
Partner  
WALTER & TURNBULL  
Chartered Accountants

Dated: 18 October 2002  
Canberra, ACT

**CIVIL CONTRACTORS FEDERATION A.C.T. BRANCH**  
**STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED**  
**30 JUNE 2002**

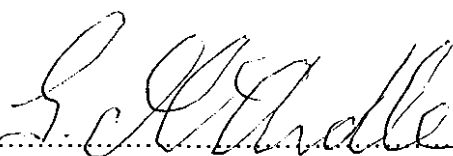
	2001/2002 \$	2000/2001 \$
<b>Receipts</b>		
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- (4) the organisation has, in relation to the report made in accordance with sub-section 276(4) of the Act by the Auditor in respect of the financial year ended 30 June 2001 and the financial statements prepared in accordance with section 273(1) in respect of that financial year, complied with the provision of sub-section 279(1) of the Act.



.....  
**Gavin McArdle**  
Chairman



.....  
**Peter Middleton**  
Treasurer

..... 18 October 2002 .....

Date

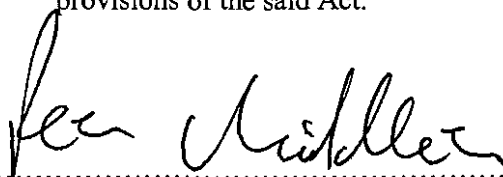
**CIVIL CONTRACTORS FEDERATION A.C.T. BRANCH**

**ACCOUNTING OFFICER'S CERTIFICATE**

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In my opinion:

- (1) the attached financial statements show a true and fair view of the financial affairs of the organisation as at 30 June 2002;
- (2) a record has been kept of all monies paid by, or collected from, members of the organisation and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the organisation;
- (3) no expenditure was incurred or payment made by the organisation except as authorised in accordance with the rules of the organisation;
- (4) 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 the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (5) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation were made to persons who hold office in the organisation; and
- (6) the register of members of the organisation was maintained in accordance with the provisions of the said Act.



.....  
**Peter Middleton**  
Treasurer

..... 18. October 2002  
Date



## 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. Daws  
Executive Director  
Civil Contractors Federation  
Australian Capital Territory Branch  
C/- MBA ACT  
GPO Box 3022  
CANBERRA CITY ACT 2601

Dear Mr. Daws,

**Re: Financial statements for year ended 30 June 2002 - FR2002/416**

This is a courtesy letter to remind you of the financial reporting requirements of Part IX, Division 11 of the Workplace Relations Act 1996 ('the Act') in respect of financial year ended 30 June 2002.

An organisation registered under the Act or a branch of such an organisation is required to carry out the various steps of the financial reporting obligations within certain time-scales.

In relation to financial documents for year ended 30 June 2002, the auditor should have made a report to the branch as required by subsection 276(1) of the Act before 31 December 2002.

If you have not done so already you should consider implementing the following steps:

- provision of copies of the auditor's report, accounts and statements to the members,
- following provision of copies to the members, presentation of the auditor's report, accounts and statements to a meeting of the members or the committee of management
- lodgement of copies of the auditor's report, accounts and statements in the Industrial Registry accompanied by your certificate confirming that the documents so lodged are copies of those presented to the relevant meeting - the certificate should specify the type of meeting and the date when the meeting was held.

In the normal course of events, financial statements for year ended 30 June 2002 should be lodged in the Industrial Registry before 31 March 2003. Please note that the Act provides for extensions of time to be sought and granted in certain circumstances.

If you have already taken steps to have the financial statements lodged in the Industrial Registry before 31 March 2003, please disregard this letter.

I have enclosed for your information a notice describing the financial reporting requirements in more detail, including the time-scales prescribed by the legislation.

Should you wish to discuss this letter please contact me on (03) 8661 7787.

Yours sincerely

Clancy Lapierre  
Statutory Services Branch

11 March 2003



**AUSTRALIAN INDUSTRIAL REGISTRY**

Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE VIC 3000  
Telephone: (03) 8661 7888  
Fax: (03) 9654 6672

**Ref: FR2002/416-[267V-ACT]**

Mr D. Dawes  
Executive Director  
Civil Contractors Federation-Australian Capital Territory  
Branch  
C/- MBA ACT  
GPO Box 3022  
CANBERRA CITY 2601

Dear Mr Dawes

**Re: Civil Contractors Federation-Australian Capital Territory Branch  
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](mailto:clency.lapierre@air.gov.au)  
11 July, 2002