



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 9653 8200

Mr David Dawes  
Executive Director  
Civil Contractors Federation  
GPO Box 3022  
CANBERRA ACT 3601

Dear Mr Dawes

**Re: Civil Contractors Federation – Financial Statements – Workplace Relations Act 1996 - FR2003/398**

I have received your letter dated 24 October 2003 accompanied by the financial statements of the above named organisation for the year ended 30 June 2003. The documents were received in the ACT Registry on 27 October 2003.

The documents have been filed.

**New legislation**

As you may be aware, the *Workplace Relations (Registration and Accountability of Organisations) Act 2002* ('WR (RAO) Act') generally came into operation on 12 May 2003.

The WR (RAO) Act establishes a **Registration and Accountability of Organisations Schedule** ('the RAO Schedule'). This Act inserted Schedule 1B within the *Workplace Relations Act 1996* ('the WR Act'), which pertains to registered organisations. Many of the provisions relating to registered organisations currently in the WR Act are replicated in the new RAO Schedule. Other matters will be substantially changed by the RAO Schedule, particularly the financial reporting requirements.

The Civil Contractors Federation will be required to lodge their financial documents, for the year ended 30 June 2004, in accordance with the new Schedule 1B requirements.

In the preparation of your financial return for the year commencing 1 July 2003 I recommend you bring the above mentioned changes to the attention of your appointed auditor.

Yours sincerely,

Kelvin Reidy  
Research, Information and Advice Branch  
13 November 2003



FR 2003/398  
**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

24 October 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 2 October 2003 and then presented and accepted by members at the Annual General Meeting held on 14 October 2003.

Yours faithfully,

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 2003 and lodged with the Industrial Registry on 24 October 2003 are copies of the documents presented and accepted by members at an Annual General Meeting held on 14 October 2003 and by the Executive Committee of Management on 14 October 2003.



David Paul Dawes  
**Executive Director**

24 October 2003

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

**STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED  
30 JUNE 2003**

	2002/2003	2001/2002
	\$	\$
<b>Receipts</b>		
Subscriptions	7,500.00	7,000.00
Interest	<u>40.50</u>	<u>17.12</u>
<b>Total Receipts</b>	<u>7,540.50</u>	<u>7,017.12</u>
<b>Expenditure</b>		
Insurances	-	118.89
Annual General Meeting	-	172.73
Audit Fees	315.00	300.00
Office Expenses	576.42	438.79
Special Projects Fund	-	233.34
ACT State Contribution	232.08	2,435.37
Bank Charges	<u>38.60</u>	<u>118.57</u>
<b>Total Expenditure</b>	<u>1,162.10</u>	<u>3,817.69</u>
Operating Surplus	6,378.40	3,199.43
Accumulated Surplus carry forward	<u>10,983.00</u>	<u>7,783.57</u>
Accumulated Surplus	<u>17,361.40</u>	<u>10,983.00</u>
<b>Represented by:</b>		
Cash at Bank	17,409.48	10,983.00
GST Payable/(Refundable)	<u>(48.08)</u>	<u>-</u>
	<u>17,361.40</u>	<u>10,983.00</u>

**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 2003 the number of members of the organisation was 15.

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 2003;
- (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

..... 29<sup>th</sup> September 2003 .....

Date

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

**COMMITTEE OF MANAGEMENT CERTIFICATE**

We Gavin McArdle and Peter Middleton, being the two members of the Council of the Civil Contractors Federation A.C.T, do state on behalf of the Council and in accordance with a resolution passed by the Council on ~~DATE~~,  
29-9-03 that in the opinion of the Council:

- (1) The financial statements and notes comply with the Australian Accounting Standards;
- (2) The financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (3) 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;
- (4) There are reasonable ground to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- (5) During the financial year to which the financial report relates and since the end of that year:
  - (i) Meetings of the Council were held in accordance with the rules of the organisation; and
  - (ii) The financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iii) The information sought in any request of a member of the organisation or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or the Registrar; and
  - (iv) There has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

  
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**Gavin McArdle**  
Chairman

  
.....

**Peter Middleton**  
Treasurer

Dated this 29<sup>th</sup> day of September 2003.



WALTERTURNBULL  
your extra asset

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

**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 2002 to 30 June 2003. 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 2003 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.

A.B. Papps  
WalterTurnbull  
Chartered Accountants

Dated: 20 September 2003  
Canberra, ACT

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