



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. C. Long
Executive Director
Civil Contractors Federation
New South Wales Branch
30 Oramzi Road
GIRRAWEE NSW 2145

Dear Mr. Long,

**Re: Financial Documents for year ended 30 June 2001
FR 2002/84**

I have received the financial statements of the branch for year ended 30 June 2001.
The documents were lodged in the Industrial Registry on 15 March 2002.

The following matters concerning the financial reporting requirements of the Workplace Relations Act 1996 require your further attention:

1. Secretary's certificate

Financial documents lodged in the Industrial Registry are required by subsection 280(1) of the Act to be accompanied by a certificate from the secretary stating that the documents so lodged are copies of the auditor's report, accounts and statements which were presented to a general meeting of members or a meeting of the committee of management for the purposes of section 279 of the Act.

No such certificate has been lodged with the financial documents of the branch.
Could you please arrange for such a certificate to be prepared and lodged. The certificate should contain the type of meeting and the date on which the meeting was held.

2. Auditor's report

Subsection 276(4) of the Act sets out the matters to be contained in an auditor's report.
The auditor's report lodged appear to have been prepared under the Corporations Act 2001 and not the Workplace Relations Act 1996.

Could you please arrange for another auditor's report to be prepared and lodged.

I have enclosed for your information a copy of an auditor's report previously lodged by the branch.

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

Yours sincerely

Clency Lapierre
Statutory Services Branch
20 March 2002



f-r 202/84

CIVIL CONTRACTORS FEDERATION

Formerly Australian Earthmovers & Road Contractors Federation

ABN 55 645 813 882

NEW SOUTH WALES:

30 Oramzi Road Girraween NSW 2145

Telephone: (02) 9631 8610 Facsimile: (02) 9631 8167 E-mail: ccnsw@civilcontractors.com

DRAFT

- (A) Auditors Cover Sheet 1 Page
- (B) Financial Statements 5 Page^s
- (C) Auditors note 6 Page^s
- (D) Certifying Account Officer 1 page
- (E) Branch Committee Report 1 page
- (F) Audit Report 2 page^s

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)**

Scope

We have audited the attached financial report, being a special purpose financial report of CIVIL CONTRACTORS FEDERATION for the year ended 30th June 2001, being the Profit and Loss Account, Balance Sheet, Notes to and Forming Part of the Financial Statements and the Directors' Declaration. The company's directors are responsible for the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the Corporations Act 2001 and are appropriate to meet the needs of the members. We 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, and described in Note 1, are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the directors' financial reporting requirements under the Corporations Act 2001. We disclaim any assumption of responsibility for any reliance on this audit 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.

Our audit has been conducted in accordance with Australian Auditing Standards. Our 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, so as to present a view which is consistent with our understanding of the company's financial position, and performance as represented by the results of its operations and its cash flows. (These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements).

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

Audit Opinion

In our opinion, the financial report of CIVIL CONTRACTORS FEDERATION is in accordance with:

- (a) the Corporations Act 2001, including:
 - (i) giving a true and fair view of the company's financial position as at 30th June 2001 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1; and

(ii) complying with AASB 1025 "Application of Reporting Entity Concept and Other Amendments", AASB 1034 "Information to be Disclosed in Financial Reports", other Accounting Standards to the extent described in Note 1 and the Corporations Regulations 2001; and

(b) other mandatory professional reporting requirements to the extent described in Note 1.

Rhodes Docherty Co
.....
RHODES, DOCHERTY & CO
Chartered Accountants

John Docherty
.....
JOHN B. DOCHERTY

Sydney, November 28, 2001.

29 November 2001

Mr C Long
Civil Contractors Federation
(NSW Branch)
30 Oramzi Street
GIRRAWEEEN NSW 2145

Dear Craig

AUDIT – YEAR ENDED 30TH JUNE, 2001

We now enclose one bound and one unbound set of audited accounts for the Federation for the year ended 30th June 2001 now signed by us.

Thank you to you and your staff for your co-operation and assistance during the course of our audit.

Yours sincerely



Philip Seddon

CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

2001 FINANCIAL STATEMENTS

C O N T E N T S

Balance Sheet

Income and Expenditure Statement

Notes to and Forming Part of the
Financial Statements

Certificate of Accounting Officer

Certificate of Branch Committee of Management

Auditors' Report

CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

BALANCE SHEET
AS AT 30TH JUNE 2001

	Note	2001 \$	2000 \$
CURRENT ASSETS			
Cash	4	138,821.36	188,670.36
Receivables	5	203,366.12	319,394.14
Other	6	1,289.13	1,787.92
TOTAL CURRENT ASSETS		343,476.61	509,852.42
NON-CURRENT ASSETS			
Receivables	5	22,500.00	-
Investments	7	12,500.00	12,500.00
Property, plant and equipment	8	161,206.29	118,417.06
TOTAL NON-CURRENT ASSETS		196,206.29	130,917.06
TOTAL ASSETS		539,682.90	640,769.48
CURRENT LIABILITIES			
Accounts Payable	9	156,072.22	133,915.99
Borrowings	10	83,838.60	51,836.38
Provisions	11	42,855.87	45,442.35
Other	12	37,592.50	32,940.00
TOTAL CURRENT LIABILITIES		320,359.19	264,134.72
NON-CURRENT LIABILITIES			
Borrowings	10	51,718.00	53,440.86
TOTAL NON-CURRENT LIABILITIES		51,718.00	53,440.86
TOTAL LIABILITIES		372,077.19	317,575.58
NET ASSETS (LIABILITIES)		167,605.71	323,193.90
GENERAL FUNDS			
Balance at end of year		167,605.71	323,193.90

The accompanying notes form part of these financial statements.

CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2001

	2001	%	2000	%
	\$		\$	%
OPERATING REVENUE				
Membership Fees	396,413.71	53.9	372,131.00	46.9
Associate Membership Fees	78,613.27	10.7	60,560.00	7.6
Interest Received	2,690.10	0.4	1,863.79	0.2
Dividend Received	6,862.50	0.9	6,137.50	0.8
Other Income	251,465.53	34.2	345,779.81	43.6
Sundry income	-	-	6,829.80	0.9
Profit on sale of Fixed Asset - Photocopier	-	-	389.40	-
	736,045.11	100.0	793,691.30	100.0
EXPENDITURE				
Accountancy Fees	8,300.00	1.1	4,725.00	0.6
Advertising & Promotion	5,591.18	0.8	885.60	0.1
Auditors' Remuneration - for audit	3,500.00	0.5	2,725.00	0.3
Bad Debts Written Off	35,965.60	4.9	15,096.00	1.9
Bank Charges	3,804.23	0.5	3,756.66	0.5
Bookkeeping Fees	19,929.63	2.7	13,928.75	1.8
Cleaning	4,345.49	0.6	3,329.00	0.4
Computer Software & Supplies	7,246.29	1.0	580.00	0.1
Consultancy Fees	42,112.27	5.7	47,970.00	6.0
Depreciation & Amortisation	34,375.00	4.7	32,084.00	4.0
Discounts Allowed	(0.34)	-	-	-
Donations	140.00	-	2,200.00	0.3
Electricity	3,433.47	0.5	2,490.81	0.3
Expenses Re Bauma Conference	4,041.00	0.5	-	-
Field Day Expenses	2,634.03	0.4	200.00	-
Freight & Cartage	1,590.05	0.2	-	-
Fringe Benefits Tax	3,223.60	0.4	2,542.50	0.3
General Expenses	516.36	0.1	1,469.37	0.2
Insurance	6,526.20	0.9	4,147.93	0.5
Interest Paid	4,325.49	0.6	3,554.92	0.4
Leasing Charges - MiniMail	2,909.10	0.4	-	-
Leasing Charges - Motor Vehicles	5,567.29	0.8	5,543.77	0.7
Leasing Charges - Telephone and Facsimile	2,109.98	0.3	-	-
Leasing Charges - Telephone System	-	-	504.76	0.1
Loss on theft of equipment	501.00	0.1	3,758.00	0.5
Loss on Disposal of Fixed Assets	196.00	-	7,670.00	1.0
Late Fees	1,036.54	0.1	-	-
Meetings & Function Expenses	890.28	0.1	1,409.00	0.2

The accompanying notes form part of these financial statements.

CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2001

	2001		2000	
	\$	%	\$	%
Motor Vehicle Expenses				
Petrol, Oil & Operating Costs	20,686.73	2.8	18,761.92	2.4
Registration & Insurance	7,276.72	1.0	5,692.21	0.7
Parking	3,963.79	0.5	2,821.41	0.4
	<u>31,927.24</u>	4.3	<u>27,275.54</u>	3.4
National Levy	25,474.44	3.5	24,255.00	3.1
Office Services	2,021.84	0.3	-	-
Photocopier Charges	19,364.69	2.6	13,144.73	1.7
Postage and Courier	11,773.42	1.6	10,206.76	1.3
Printing & Stationery	24,248.04	3.3	23,295.39	2.9
Provision for Doubtful Debts	5,000.00	0.7	2,500.00	0.3
Provision For Annual Leave	(239.45)	-	5,799.83	0.7
Provision for Long Service Leave	(2,347.03)	(0.3)	8,895.38	1.1
Public Relations	7,055.83	1.0	4,312.66	0.5
Reference Books Update	54.55	-	467.50	0.1
Rent	33,000.00	4.5	33,149.60	4.2
Repairs & Maintenance	1,916.59	0.3	3,712.95	0.5
Security	1,381.74	0.2	1,373.03	0.2
Seminars Expenses	-	-	150.00	-
Staff Amenities	3,704.43	0.5	3,249.67	0.4
Staff Recruitment	13,711.50	1.9	8,842.60	1.1
Staff Development	1,307.79	0.2	964.65	0.1
Subscriptions & Membership	5,731.65	0.8	3,513.91	0.4
Superannuation Contributions	30,714.06	4.2	29,542.89	3.7
Telephone and Fax	27,549.22	3.7	25,718.74	3.2
Travelling - Taxi Fares	794.12	0.1	1,663.15	0.2
Travelling - Air Fares & Accommodation	16,407.67	2.2	15,542.02	2.0
Travelling - Other	823.46	0.1	324.07	-
Wages	403,228.47	54.8	334,743.06	42.2
Wages - Temporary Staff	22,219.29	3.0	3,010.29	0.4
	<u>891,633.30</u>	121.1	<u>746,224.49</u>	94.0
SURPLUS/(DEFICIT) BEFORE ABNORMAL ITEMS	<u>(155,588.19)</u>	(21.1)	<u>47,466.81</u>	6.0
Abnormal Items				
1999 Dividend due to CCF - ACT	-	-	5,750.00	0.7
Overstatement of AVTS grant income in 1999	-	-	16,827.00	2.1
	<u>-</u>	<u>-</u>	<u>22,577.00</u>	2.8
SURPLUS/(DEFICIT) FOR THE YEAR	<u>(155,588.19)</u>	(21.1)	<u>24,889.81</u>	3.1

The accompanying notes form part of these financial statements.

CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2001

	2001		2000	
	\$	%	\$	%
General Fund at beginning of year	323,193.90	43.9	298,304.09	37.6
GENERAL FUND AT END OF YEAR	167,605.71	22.8	323,193.90	40.7

The accompanying notes form part of these financial statements.

CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2001

1 STATEMENT OF ACCOUNTING POLICIES

This special purpose financial report has been prepared for distribution to the members to fulfil the Committee of Management's financial reporting requirements under the Federation's constitution. The accounting policies used in the preparation of this report, as described below, are consistent with the financial reporting requirements of the Federation's constitution and with previous years, and are, in the opinion of the Committee of Management, appropriate to meet the needs of members.

- (a) The financial report has been prepared on an accruals basis of accounting including the historical cost convention and the going concern assumption.
- (b) The requirements of Australian Accounting Standards and other professional reporting requirements (UIG Consensus Views), do not have mandatory applicability to Civil Contractors Federation (N.S.W. Branch) because it is not a "reporting entity".
- (c) Other significant accounting policies are set out below.

Investments

Investments are brought to account at cost or directors' valuation. Dividends and interests are brought to account in the profit and loss account when received.

Property, Plant and Equipment

Property, plant and equipment are included at cost.

All assets are depreciated over their useful lives to the Federation.

Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset are transferred to the lessee, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases are charged as expenses in the periods in which they are incurred.

CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2001

Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the company are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

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.

Employee Entitlements

Provision has been made in the accounts for benefits accruing to employees in relation to annual leave.

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

Information to be provided to members

In accordance with the requirements of the Work Place Relations Act 1996 the attention of members is drawn to the provisions of Section 274 which reads as follows:-

- "(1) A member of an organisation of a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under sub-section (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time as is prescribed."

CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2001

	2001	2000
	\$	\$
2 SURPLUS/ (DEFICIT)		
Surplus/(Deficit) has been determined after:		
Crediting as Income:		
Interest revenue	2,690.10	1,863.79
Other income		
Functions	152,904.57	149,146.80
Seminars	149,297.50	197,685.60
Meetings/Information Seminars	14,709.08	1,760.00
National Conference	-	414,369.22
Civil Operations Training Income	164,218.18	100,800.00
Recoveries - Theft in the Industry	3,978.95	-
ECA Office Services	18,000.00	24,000.00
CERT Commission Received	4,500.00	-
Workplace Reform	19,418.19	29,150.00
Award Services	9,383.27	7,320.00
CERT Funding - No 3 Account	75,000.00	120,910.00
Daily Inspection Procedure Sales	18,279.68	14,825.00
Merchandising	1,550.00	681.00
IMS System	20,568.20	26,300.00
Training Packages - Sales	136.36	25.00
Insurance Claim Received	-	9,636.00
Plant Assessments	6,069.83	-
Security of Payment Packs	4,076.78	-
Plant Spec Books	150.90	-
	662,241.49	1,096,608.62
Less: direct expenses		
Functions	124,049.59	114,820.21
Seminars	79,157.25	118,918.39
Cost of Meetings/Information Seminars	9,339.57	2,627.40
AVTS Expenses	595.00	1,646.02
Cost of Sales - Theft in the Industry	4,666.68	-
CERT Expenses	55,681.81	111,297.28
Cost of Merchandise	53.98	1,919.00
Cost of IMS System	9,884.50	9,840.00
Cost of Training Packages	8,013.64	300.00
Cost of National Conference	8,970.18	389,460.51
Cost of Award Services	104.90	-
Cost of Daily Inspec. Books	4,300.00	-
Cost of Sales - Security of Payment	1,260.00	-
Cost of Civil Operation's Project Management	104,698.86	-
	410,775.96	750,828.81
Total other income	251,465.53	345,779.81
Net gain on disposal of non-current assets:		

CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2001

	2001	2000
	\$	\$
Property, plant and equipment		389.40
Charging as Expenses:		
Depreciation of non-current assets:		
Property, plant and equipment	34,375.00	32,084.00
Other provisions:		
Employee entitlements	1,036.54	-
	35,411.54	32,084.00
Net expense resulting from movement in provisions	35,411.54	32,084.00
Bad and doubtful debts:		
Bad debts written off	35,965.60	15,096.00
3 INCOME TAX EXPENSE		
No provision for income tax is necessary as "trade unions and employers associations" are exempt from income tax under sec 50-15 of the Income Tax Assessment Act 1997.		
4 CASH		
Cash on Hand	250.00	250.00
Cash at Bank	112,048.94	175,991.90
Cash at Bank - No 3 Account	18,870.54	5,080.72
Cash Deposit at Call	7,651.88	7,347.74
	138,821.36	188,670.36
5 RECEIVABLES		
CURRENT		
Trade Debtors	209,970.03	318,458.82
Less: Provision for Doubtful Debts	15,000.00	10,000.00
	194,970.03	308,458.82
Sundry Debtors	-	10,935.32
Loan - CCF National Office	7,713.04	-
Employee Expense Accounts		
C. Long	683.05	-
	203,366.12	319,394.14
NON-CURRENT		
Loan - CCF National Office	22,500.00	-
6 OTHER ASSETS		
CURRENT		
Prepayments	1,289.13	1,787.92

CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2001

	2001	2000
	\$	\$
7 INVESTMENTS		
NON-CURRENT		
Shares in Unlisted Company - at cost	12,500.00	12,500.00
8 PROPERTY, PLANT AND EQUIPMENT		
Leasehold Improvements - at Cost	1,770.00	1,770.00
Less: Accumulated Amortization	756.00	526.00
	1,014.00	1,244.00
Office Furniture & Equipment - at Cost	81,686.26	60,273.66
Less: Accumulated Depreciation	41,696.00	28,730.00
	39,990.26	31,543.66
Motor Vehicles - at cost	69,244.40	69,244.40
Less: Accumulated Amortisation	13,494.00	6,747.00
	55,750.40	62,497.40
Motor Vehicles under Lease	82,883.63	28,079.00
Less: Accumulated Amortisation	20,180.00	7,905.00
	62,703.63	20,174.00
Office Equipment under Lease	6,050.00	6,050.00
Less: Accumulated Amortisation	4,302.00	3,092.00
	1,748.00	2,958.00
Total property, plant and equipment	161,206.29	118,417.06
9 ACCOUNTS PAYABLE		
CURRENT		
PAYG Tax Payable	27,167.55	-
Creditors & Accrued Charges	118,081.44	133,915.99
Net GST Payable	10,823.23	-
	156,072.22	133,915.99

CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2001

	2001	2000
	\$	\$
10 BORROWINGS		
CURRENT		
Liability re Motor Vehicle Purchases	33,142.68	17,842.68
Lease Liability - Payable within 12 months	23,978.42	9,241.20
Amount owing to ECA	26,717.50	24,752.50
	83,838.60	51,836.38
NON-CURRENT		
Liability re Motor Vehicle Purchases	16,495.30	42,726.74
Lease Liability	35,222.70	10,714.12
	51,718.00	53,440.86
11 PROVISIONS		
CURRENT		
Provision for Annual Leave	31,959.52	32,198.97
Provision for Long Service Leave	10,896.35	13,243.38
	42,855.87	45,442.35
Aggregate employee entitlement liability	42,855.87	45,442.35
12 OTHER LIABILITIES		
CURRENT		
Membership Fees Received in Advance	37,592.50	32,940.00
13 AUDITORS' REMUNERATION		
Audit fees	3,500	2,725
Audit fees - Civil Operations AVTS Pilot Project	595	-
Other services	8,300	4,725
	12,395	7,450

14 CONTINGENT LIABILITIES AND CAPITAL COMMITMENTS

As at June 30, 2001, the Federation did not have any material contingent liabilities, capital or other commitments not already provided for in the accounts.

15 ABNORMAL ITEMS

The abnormal items shown in the Income and Expenditure Statement relate to the year ended 30th June 1999. If these items had been taken up in the 1999 accounts, the surplus would have been as follows:

Surplus as reported	121,428
Less: abnormal items	22,577
	\$ 98,851

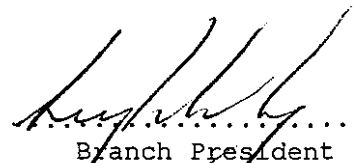
CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

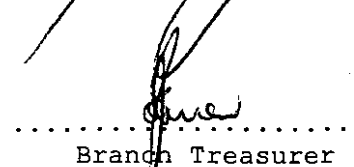
CERTIFICATE OF BRANCH COMMITTEE OF MANAGEMENT

In the opinion of the Branch committee members:-

- (a) The accompanying financial statements present a true and fair view of the state of affairs as at June 30, 2001 and the results of operations of the Branch for the financial year ended on that date;
- (b) meetings of the committee were held during the year ended June 30, 2001 in accordance with the rules of the Branch;
- (c) to the knowledge of the members of the committee, there have been no instances where records of the Branch or other documents (not being documents containing information made available to a member of the Branch under Sections 274 and 323 of the Work Place Relations Act 1996) or copies of those records or documents, or copies of the rules of the Branch, have not been furnished, or made available, to members in accordance with the requirements of the Industrial Relations Act 1988, as amended, the Regulations thereto, or the rules of the Branch; and
- (d) the Branch has complied with Sections 279 and 327 of the Act in relation to the financial accounts in respect of the year ended June 30, 2001.

Signed at Sydney, 7th day of September, 2001, in accordance with a resolution of the branch committee members.


.....
Branch President


.....
Branch Treasurer

CIVIL CONTRACTORS FEDERATION
(N.S.W. BRANCH)
(ABN 55 645 813 882)

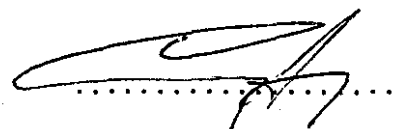
CERTIFICATE OF ACCOUNTING OFFICER

I, CRAIG LONG, being the officer responsible for keeping the accounting records of CIVIL CONTRACTORS FEDERATION, (N.S.W. BRANCH), (ABN 55 645 813 882) certify that as at June 30, 2001 the number of members of the Branch was 426. (2000 - 354)

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the Branch as at June 30, 2001;
- (ii) a record has been kept of all monies paid by, or collected from, members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Federation;
- (iii) before any expenditure was incurred approval of the incurring of the expenditure was obtained in accordance with the rules of the Branch;
- (iv) with regard to funds of the Branch 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;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the Branch, were made to persons holding office in the Branch; and
- (vi) the register of members of the Branch was maintained in accordance with the Act.

Dated: 27TH August, 2001



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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. C. Long
Executive Director
Civil Contractors Federation
New South Wales Branch
30 Oramzi Road
GIRRAWEE NSW 2145

Dear Mr. Long,

Re: Financial statements for year ended 30 June 2001

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 2001.

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 2001, the auditor should have made a report to the branch as required by subsection 276(1) of the Act before 31 December 2001. 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 2001 should be lodged in the Industrial Registry before 31 March 2002. 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 2002, 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

Clency Lapiere
Statutory Services Branch

15 February 2002



AUSTRALIAN INDUSTRIAL REGISTRY

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Fax: (03) 9654 6672

Mr. C. Long
Executive Director
Civil Contractors Federation
New South Wales Branch
30 Oramzi Road
GIRRAWEE NSW 2145

Dear Mr. Long,

Re: Civil Contractors Federation - New South Wales Branch
Financial Reporting Obligations - Workplace Relations Act 1996

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body, arising under Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act') in respect of financial year ended 30 June 2001.

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. Now that the financial year has ended, it is timely that you now consider and implement the following steps within those timescales:-

- preparation of the financial statements
- commencement of the audit of the accounting records
- consideration of the financial statements and passage of a resolution by the committee of management in relation to certain matters concerning the statements
- preparation of the certificates by the accounting officer and the committee of management
- receipt of the auditor's report
- 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 meeting following provision of copies to members - the certificate should specify the type of meeting and the date when the meeting was held

The obligation to provide documents to members may be discharged by provision of a summary subject to certain conditions.

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

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year. In the case of the financial year which ended on 30 June 2001, such an application should be made by a branch before 30 September 2001.

I invite you to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements. Should you anticipate any difficulty in meeting any step in the time-scale prescribed you may wish to note that the legislation allows for an extension of time to be sought in certain circumstances.

Yours sincerely,

Clency Lapierre
Statutory Services Branch

11 July 2001

Enclosure