



Australian Government
Australian Industrial Registry

Level 35
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 6672
Email: iain.stewart@air.gov.au

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

Dear Mr Long

Re: Financial Report for year ended 30 June 2004 - FR2004/455

I acknowledge receipt of additional financial documents of the Civil Contractors Federation - New South Wales Branch for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 20 June 2005.

The documents have now been filed.

Loans, Grants, Donations

Thank you for forwarding a statement in accordance with subsection 237 of Schedule 1B of the Workplace Relations Act 1996 in relation to the financial documents of the Civil Contractors Federation - New South Wales Branch for the year ended 30 June 2004. The information was lodged in the Industrial Registry on 20 June 2005 in response to our letter of 29 March 2005.

The contents of your statement have been noted.

The statement has been placed on a file which is not available to the public.

If you wish to discuss any of the matters referred to above, or any related matters, I can be contacted on (03) 8661 7787 (Mon-Thurs).

Yours sincerely

A handwritten signature in black ink that reads 'Iain Stewart'.

Iain Stewart
Statutory Services Branch

13 July 2005



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: ccfnsw@civilcontractors.com

Private & Confidential

Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
Melbourne Victoria 3001

Attention – Iain Stewart

16 June 2005

Dear Sir,

In accordance with Section 268 of Schedule 1B of the Workplace Relations Act 1996, I advise the following;

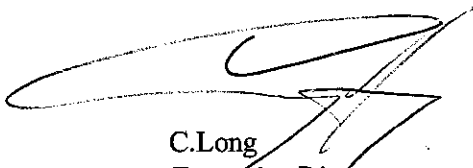
The accompanying notice of Extraordinary General Meeting (the presentation meeting for the purposes of the Act), Extraordinary General Meeting Agenda and CCF Audited Financial Report for the year ended 30 June 2004 were forwarded by Australia Post to all CCF contractor members at their recorded addresses on 6 May 2005.

The above Agenda & Financial Report were considered in paper form by the CCF NSW Branch in its Extraordinary General meeting, open to all contractor (voting) members, on 15 June 2005 at 7.15 a.m. and the resolution contained in the above agenda was adopted.

Further I have attached documentation concerning the two loans referenced in Note 5 to the Financial Statements.

I trust this satisfies the Registry's requirements with regard to the financial year concluding 30 June 2004.

Yours Faithfully



C.Long
Executive Director



CONSTRUCTIONS

P:\NSW Branch\Branch Management\Finance\Memos & Various Registers\AIR Re EGM Jun 05.doc

National Conference 2005

No. 1 Ticket Holder

Registered under the Workplace Relations Act 1996



National Conference
9-13 November 2005



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: ccfnsw@civilcontractors.com

6 May 2005

Dear Member,

Notice of Extraordinary General Meeting

Notice is hereby given pursuant to sub-rule 45B that an Extraordinary General Meeting (EGM) of members of the NSW Branch of the Civil Contractors Federation will be held on 15 June 2005.

Details regarding the meeting are set out below and the agenda for the meeting is attached. The Financial Report, comprising an Operating Report, Certificate of the Executive Director, Statement of the Committee of Management, Financial Statements and Independent Auditors Report, is attached for your perusal. Whilst this Report was approved at the Annual General Meeting of 24 September 2004, the Australian Industrial Registry has directed that it be distributed to all members at least 21 days prior to being reconsidered at a General Meeting.

The EGM will commence at 7.15 a.m. sharp in the Federation's offices at 30 Oramzi Road, Girraween. Ample car parking is available within close proximity of the office for those wishing to attend.

Yours faithfully,

Craig Long
Executive Director





6 May 2005

EXTRAORDINARY GENERAL MEETING AGENDA

Meeting commences at 7.15 a.m.

1. Welcome by Executive Director
2. President's Address
3. Treasurer's Report

Resolution: "That the Financial Report and accompanying documentation as approved at the Annual General Meeting of 24 September 2004 and subsequently distributed to all members on 6 May 2005 be approved"

4. Close of Meeting

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)**

ABN 55 645 813 882

FINANCIAL REPORT

**FOR THE YEAR ENDED
30 JUNE 2004**

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**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

The Committee of Management members present their report on the Federation for the financial year ended 30 June 2004.

Principal activities

The Federation operates predominantly in one business and geographical segment, being a representative body of civil construction contractors in New South Wales, providing professional services, information and advice including industrial relations advice, dispute resolution, training (business, occupational health and safety), changes to acts and legislation, changes to award rates of and work practices to members of the Federation throughout New South Wales.

No significant change in the nature of these activities occurred during the year.

Significant Changes in State of Affairs

No significant changes in the state of affairs of the Federation occurred during the financial year.

Committee of Management Members

The names of the committee of management members in office at any time during or since the end of the financial year are:

Mr Glenn Cherie
Mr Joe Cato
Mr Terry Bowen
Mr Robert Dahan
Mr Mark Schultz
Mr Alan Bird
Mr Trevor Brown
Mr Glenn Fordham
Mr Graham Simpson
Mr Paul Gleeson
Mr Brian Leigh
Mr Michael Skinner
Mr John Wade
Mr Alan Waugh
Mr Robert Antoun
Mr Paul Burton

Committee members have been in office since the start of the financial year to the date of this report unless otherwise stated.

Operating Results

The deficit of the Federation for the financial year after providing for income tax amounted to \$29,061 (2003: \$10,645 deficit).

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

Review of Operations

The small deficit is a satisfactory outcome for a not for profit organisation given this includes some \$50,000 depreciation, write off of bad or doubtful debtors, and settlement of an outstanding legal claim going back to the year 2000 of \$24,800.

Overall there was a small increase in turnover of \$65,000 and an increase in cash at hand of \$16,000 which confirms a year of consolidation of the previous years activities.

Rights of Members to Resign

Members may resign from the Federation in accordance with Rule 9 of the Constitution and Rules of the Civil Contractors Federation.

Number of Members

The number of members of Civil Contractors Federation as at 30 June 2004 was 512 (2003: 493).

Number of Employees

The number of employees of Civil Contractors Federation as at 30 June 2004 was 11 (2003: 10)

Trustee or director of Trustee Company of superannuation entity or exempt public sector superannuation scheme

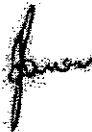
There are no officers who are trustees of a superannuation entity.

Signed in accordance with a resolution of the Committee of Management:



Handwritten signature of the President, appearing as a stylized cursive 'G' followed by a horizontal line.

President



Handwritten signature of Terry Bowen, appearing as a stylized cursive 'T' followed by 'Bowen'.

Terry Bowen
Treasurer

Dated in Sydney this 13th day of September 2004.

**CIVIL CONTRACTORS FEDERATION
NSW BRANCH
ABN 55 645 813 882**

CERTIFICATE OF THE EXECUTIVE DIRECTOR

I, Craig Long, the executive director of Civil Contractors Federation (NSW Branch) hereby certify that to the best of my knowledge and belief that

- a. there were 512 persons (2003 – 493) that were members of the organisation as at the end of the financial year ended 30 June 2004.
- b. The full general purposes financial report, referred to in Section 268 of the Schedule 1B Workplace Relations Act 1996 was presented to the Committee of Management on 13 September 2004.
- c. the financial statements set out on pages 5 to 19 show a true and fair view of the financial affairs of the organisation as at the end of the financial year in accordance with Australian Accounting standards, mandatory professional requirements and other authoritative pronouncements of the Australian Standards Board.
- d. a record has been kept of all money paid by, or collected from members of the organisation, and all money so paid or collected has been credited to the bank account to which the money is to be credited, in accordance with the rules of the Federation; and
- e. the full general purposes financial report is a copy of those presented to the both the Committee of Management on 13 September 2004 and a General Meeting of Members on 24 September 2004.



C. LONG
Executive Director

Dated in Sydney, this 13th day of September 2004.

**CIVIL CONTRACTORS FEDERATION
NSW BRANCH
ABN 55 645 813 882**

STATEMENT OF THE COMMITTEE OF MANAGEMENT

On 13 September 2004, the Committee of Management of Civil Contractors Federation (NSW Branch) passed the following resolution in relation to the general purpose financial report (GPFR) of the Federation for the financial year ended 30 June 2004.

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 Federation for the financial year to which they relate;
- d. there are reasonable grounds to believe that the Federation 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 Federation 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 Federation have been kept and maintained in accordance with Schedule 1B of the Workplace Relations Act 1996 and the Regulations; and
 - iv. no information has been sought in any request of a member of the Federation or a Registrar duly made under section 272 of Schedule 1B of the Workplace Relations Act 1996; and
 - v. no orders have been made by the Commission under section 273 of Schedule 1B of the Workplace Relations Act 1996 during the period.

Signed in accordance with a resolution of the Committee of Management:



Glenn Christie, A.E.

President



Terry Bowen
Treasurer

Dated in Sydney this 13th day of September 2004.

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
Revenues from ordinary activities	2	1,671,543	1,606,869
Employee expenses		(710,672)	(628,830)
Depreciation and amortisation		(50,464)	(48,603)
Borrowing costs		(24,273)	(11,830)
Administrative costs		(103,899)	(105,563)
Function costs		(192,389)	(240,437)
Training costs		(69,799)	(98,901)
Other expenses from ordinary activities	3	<u>(549,108)</u>	<u>(485,353)</u>
Deficit from ordinary activities before income tax expense		(29,061)	(10,645)
Income tax expense	1a.	<u>-</u>	<u>-</u>
Net deficit from ordinary activities after income tax expense attributable to the Federation	12	<u>(29,061)</u>	<u>(10,645)</u>
Total changes in equity of the Federation		<u><u>(29,061)</u></u>	<u><u>(10,645)</u></u>

The accompanying notes form part of the financial statements.

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004**

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash assets	4	115,818	99,360
Receivables	5	432,592	404,184
Other assets	6	<u>12,908</u>	<u>9,205</u>
TOTAL CURRENT ASSETS		<u>561,318</u>	<u>512,749</u>
NON-CURRENT ASSETS			
Receivables	5	-	3,600
Other financial assets	7	12,500	12,500
Plant and equipment	8	<u>134,508</u>	<u>127,060</u>
TOTAL NON-CURRENT ASSETS		<u>147,008</u>	<u>143,160</u>
TOTAL ASSETS		<u>708,326</u>	<u>655,909</u>
CURRENT LIABILITIES			
Payables	9	335,166	267,076
Interest bearing liabilities	10	49,004	28,364
Provisions	11	<u>38,912</u>	<u>40,655</u>
TOTAL CURRENT LIABILITIES		<u>423,082</u>	<u>336,095</u>
NON-CURRENT LIABILITIES			
Payables	9	28,370	28,370
Interest bearing liabilities	10	78,917	85,452
Provisions	11	<u>17,877</u>	<u>16,851</u>
TOTAL NON-CURRENT LIABILITIES		<u>125,164</u>	<u>130,673</u>
TOTAL LIABILITIES		<u>548,246</u>	<u>466,768</u>
NET ASSETS		<u>160,080</u>	<u>189,141</u>
MEMBERS' FUNDS			
Accumulated surplus	12	<u>160,080</u>	<u>189,141</u>
TOTAL MEMBERS' FUNDS		<u>160,080</u>	<u>189,141</u>

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		1,852,673	1,558,289
Interest received		717	588
Borrowing costs paid		-	(11,380)
Payments to suppliers and employees		<u>(1,792,871)</u>	<u>(1,465,143)</u>
Net cash provided by operating activities	15b	<u>60,519</u>	<u>82,354</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Lease payments		20,640	-
Purchase of plant and equipment		(58,166)	(9,114)
Proceeds from sale of non-current assets		<u>-</u>	<u>26,500</u>
Net cash (used in)/provided by investing activities		<u>(37,526)</u>	<u>17,386</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings		<u>(6,535)</u>	<u>(49,264)</u>
Net cash used in financing activities		<u>(6,535)</u>	<u>(49,264)</u>
Net increase in cash held		16,458	50,476
Cash at the beginning of the financial year		<u>99,360</u>	<u>48,884</u>
Cash at the end of the financial year	15a.	<u><u>115,818</u></u>	<u><u>99,360</u></u>

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996.

The financial report covers Civil Contractors Federation (NSW Branch) as an individual entity. Civil Contractors Federation (NSW Branch) is a Federation Incorporated in NSW under the Workplace Relations Act 1996.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of the financial report:

a. Income Tax

The Federation is registered under the Workplace Relations Act, 1996 and, is considered to be exempt from income tax including capital gains tax, by virtue of the provision of s.50-15 of the Income Tax Assessment Act 1997.

b. Cash Assets

For the purposes of the Statement of Cash Flows, cash includes cash on hand and at call deposits with banks or financial institutions, investments in money market instruments maturing within less than three months and net of bank overdrafts.

c. Plant and Equipment

Each class of plant and equipment are carried at cost or fair value, less, where applicable, any accumulated depreciation.

Plant and equipment

Plant and equipment are recorded at cost.

The carrying amount of plant and equipment is reviewed annually by the Committee of Management to ensure it is not in excess of the recoverable amount of those assets. The recoverable amount is assessed on the basis of the expected cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present value in determining recoverable amounts.

Depreciation

The depreciable amounts of plant and equipment are depreciated using the diminishing value method at rates based on their estimated useful lives commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:-

Office, furniture and equipment	15-40%
Leasehold improvements	10%
Motor Vehicles - leased	22.5%

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES - Continued

d. Investments

Non-current investments are measured on the cost basis. The carrying amount of investments is reviewed annually by the Committee of Management to ensure it is not in excess of the recoverable amount of these investments. The recoverable amount is assessed from the quoted market value for shares in listed companies or the underlying net assets for other non-listed corporations. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

e. Employee Benefits

Provision is made for the Federation's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual and long service leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled plus related on-costs.

Contributions are made by the Federation to employee superannuation funds and are charged as expenses when incurred.

f. 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 Federation 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 values. 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 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.

Lease incentives received under operating leases are recognised as a liability. Lease payments received reduce the liability.

g. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense.

Receivables and payables in the Statement of Financial Position are shown inclusive of GST. The net amount of tax recoverable from, or payable to the Australian Taxation Office is included within other assets or other liabilities.

Cash flows are included in the Statement of Cash Flows on a gross basis. The tax component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified as operating cash flows.

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES - Continued

h. Revenue

Revenue for membership subscriptions is recognised proportionately over the period to which it relates.

Revenue from the rendering of a service is recognised in proportion to the stage of completion of the contract and the entitlement to the Federation.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

i. Operating Segment

The Federation is incorporated under the Workplace Relations Act 1996 and domiciled in Australia.

The Federation operates predominantly in one business and geographical segment, being a representative body of civil engineering contractors in New South Wales, providing professional services, information and advice including industrial relations advice, dispute resolution, training (business, occupational health and safety), changes to acts and legislation, changes to award rates of and work practices to members of the Federation throughout New South Wales.

j. Impact of Adopting International Financial Reporting Standards (IFRS)

The Australian Accounting Standards Board (AASB) is adopting Australian equivalents to International Finance Representation Standards (AIFRS) for application to reporting periods beginning on or after 1 January 2005. The adoption of AIFRS will be first reflected in the Federations financial statements for the year ending 30 June 2006. Finance Committee Management, along with its auditors are assessing and overseeing the transition process and reporting periodically to the Committee of Management.

The Federation is in the process of analysing the full impact of AIFRS. The actual impacts will depend on the particular circumstances and conditions prevailing at any time of application of AIFRS. For these reasons it is not yet possible to fully quantify the impact of the transition to AIFRS on the Federation.

k. Comparatives

Where necessary to facilitate comparison, comparative figures have been adjusted in some instances to comply with the current year's disclosure.

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
NOTE 2: REVENUE		
Operating activities:		
Membership income	627,327	604,031
Functions	238,911	297,177
Training income	386,144	313,581
Seminars income	71,989	30,250
Short courses	109,233	99,846
Workcover grant	31,971	-
Plant assessment	23,722	25,259
Workplace reform	28,418	21,160
Commission received	9,296	21,142
Daily inspection procedure sales	44,131	31,006
SCIMS packages	36,664	20,205
IMS system	33,472	93,664
Interest received	1,118	588
Discounts taken	-	476
Other income	29,147	48,484
	<u>1,671,543</u>	<u>1,606,869</u>
Total Revenue	1,671,543	1,606,869
 NOTE 3: DEFICIT FROM ORDINARY ACTIVITIES		
The operating deficit of the Federation before income tax expense has been determined after:		
a. Bad and Doubtful Debts		
Bad debts written off	74,340	21,245
Bad debts provision	-	7,500
	<u>74,340</u>	<u>28,745</u>
 b. Auditors' Remuneration		
Accounting fees	2,557	7,000
Auditors' remuneration	11,684	12,200
	<u>14,241</u>	<u>19,200</u>
 c. Operating Leases		
Leasing charges - MiniMail	5,389	3,198
Photocopier charges	20,537	15,560
Rent	61,665	62,273
Telephone and fax	9,501	12,108
	<u>97,092</u>	<u>93,139</u>

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
NOTE 3: DEFICIT FROM ORDINARY ACTIVITIES (Continued)		
d. Depreciation and Amortisation		
Plant and equipment	9,807	12,585
Leased motor vehicles	<u>40,657</u>	<u>36,018</u>
	<u>50,464</u>	<u>48,603</u>
e. Individually Significant Items		
Settlement of legal claim	<u>24,800</u>	<u>-</u>
NOTE 4: CASH ASSETS		
a. Current		
Cash on hand	250	250
Cash at bank	107,281	91,223
Deposits at call	<u>8,287</u>	<u>7,887</u>
	<u>115,818</u>	<u>99,360</u>
b. Terms and Conditions		
The weighted average interest rate for cash as at 30 June 2004 is 1.04% (2003: 2.10%).		
NOTE 5: RECEIVABLES		
a. Current		
Trade debtors	427,172	406,273
Less: Provision for doubtful debts	<u>(22,500)</u>	<u>(22,500)</u>
	404,672	383,773
Loan to the National Office	5,895	8,644
Loan to C.Long	1,931	3,673
Sundry debtors	<u>20,094</u>	<u>8,094</u>
	<u>432,592</u>	<u>404,184</u>
b. Non-Current		
Loan from the National Office	<u>-</u>	<u>3,600</u>

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 5: RECEIVABLES (Continued)

c. Terms and Conditions

Trade debtors relate to goods and services provided, they are non-interest bearing and are unsecured. Trade debtors related to training carry terms of up to 150 days. All other trade debtors carry settlement terms of 30 days.

Loan to the National Office is unsecured and at the 30 June 2004, incurs an interest rate of 4.62% (2003 - 4.17%).

Loan to Mr. Craig Long, General Manager of Civil Contractors' Federation (NSW Branch) is a non-interest bearing, unsecured loan.

Sundry debtors are non-interest bearing and unsecured. This amount includes GST receivable, relating to goods and services tax that can be recovered from the Australian Taxation Office.

	2004	2003
	\$	\$
NOTE 6: OTHER ASSETS		
Current		
Prepayments	12,908	9,205

NOTE 7: OTHER FINANCIAL ASSETS

a. Non-Current

Shares in Unlisted Company - at Committee of Management valuation

	12,500	12,500
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b. Terms and Conditions

The Federation holds 625 shares in Beaconsfield Press Pty Limited. The shares of the Company are valued based on the consideration of the transfer of shares to Civil Contractors Federation (ACT Branch) in August 2000.

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
NOTE 8: PLANT AND EQUIPMENT		
Leasehold Improvements at cost	1,770	1,770
Less: Accumulated amortisation	<u>(1,770)</u>	<u>(1,763)</u>
	<u>-</u>	<u>7</u>
Office Furniture and Equipment at cost	75,607	68,313
Less: Accumulated depreciation	<u>(63,423)</u>	<u>(53,362)</u>
	<u>12,184</u>	<u>14,951</u>
Leased Motor Vehicles	203,248	152,376
Less: Accumulated amortisation	<u>(84,106)</u>	<u>(43,456)</u>
	<u>119,142</u>	<u>108,920</u>
Software - at cost	<u>3,182</u>	<u>3,182</u>
Total Plant and Equipment - net book value	<u>134,508</u>	<u>127,060</u>
Reconciliation of movements in plant and equipment		
Leasehold Improvements		
Carrying amount at beginning of the year	7	784
Amortisation expense	<u>(7)</u>	<u>(777)</u>
Carrying amount at end of the year	<u>-</u>	<u>7</u>
Office, Furniture and Equipment		
Carrying amount at beginning of the year	14,951	34,710
Additions	7,984	5,103
Disposals/write-off	(906)	(12,277)
Depreciation expense	<u>(9,807)</u>	<u>(12,585)</u>
Carrying amount at end of the year	<u>12,222</u>	<u>14,951</u>
Leased Motor Vehicles		
Carrying amount at beginning of the year	108,920	115,165
Additions	50,872	68,614
Disposals/write-off	-	(38,064)
Amortisation expense	<u>(40,657)</u>	<u>(36,795)</u>
Carrying amount at end of the year	<u>119,135</u>	<u>108,920</u>

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
NOTE 8: PLANT AND EQUIPMENT - Continued		
Reconciliation of movements in plant and equipment - Continued		
Software - at cost		
Carrying amount at beginning of the year	3,182	-
Additions	<u>-</u>	<u>3,182</u>
Carrying amount at end of the year	<u>3,182</u>	<u>3,182</u>

NOTE 9: PAYABLES

a. Current

Membership in advance	19,922	31,374
Creditors and accruals	279,803	196,963
Sundry creditors	<u>35,441</u>	<u>38,739</u>
	<u>335,166</u>	<u>267,076</u>

b. Non Current

Loan - Earthmovers and Contractors Association Limited	<u>28,370</u>	<u>28,370</u>
--	---------------	---------------

c. Terms and Conditions

Subscriptions in advance are cash receipts relating to the 2004/05 membership year.

Creditors and accruals are settled within the terms of payments offered, which is usually within 30 days. No interest is applicable on these accounts.

The terms and conditions of the loan to Earth movers and Contractors Association Limited are outlined at Note 14e.

NOTE 10: INTEREST BEARING LIABILITIES

a. Current

Finance lease liability	<u>49,004</u>	<u>28,364</u>
-------------------------	---------------	---------------

b. Non Current

Finance lease liability	<u>78,917</u>	<u>85,452</u>
-------------------------	---------------	---------------

c. Terms and Conditions

Finance leases held by the Federation are for motor vehicles. The leases have an average interest rate at year end of 6.65%, with an average maturity period of two years and three months.

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
NOTE 11: PROVISIONS		
a. Current		
Provision for annual leave	<u>38,912</u>	<u>40,655</u>
b. Non-Current		
Provision for long service leave	<u>17,877</u>	<u>16,851</u>
c. Aggregate employee entitlement liability	<u>56,789</u>	<u>57,506</u>
d. Number of employees at year-end	<u>11</u>	<u>10</u>
NOTE 12: ACCUMULATED SURPLUS		
Balance at the beginning of the financial year	189,141	199,786
Net deficit attributable to the members of the Federation	<u>(29,061)</u>	<u>(10,645)</u>
	<u>160,080</u>	<u>189,141</u>

NOTE 13: ADDITIONAL FINANCIAL INSTRUMENTS DISCLOSURE

a. Terms, Conditions and Accounting Policies

The Federations's accounting policies are included in Note 1, while the terms and conditions, including the effective weighted average interest rate of each class of financial asset and financial liability, both recognised and unrecognised at the balance date are included under the appropriate note for that instrument.

b. Credit Risk Exposure

Credit risk represents the loss that would be recognised if counterparties failed to perform as contracted. The carrying value of each financial asset represents the Federations maximum exposure to credit risk. The Federation is not materially exposed to any individual credit risk.

c. Net Fair Values

The carrying amounts of financial instruments in the Statement of Financial Position approximate their net fair value.

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 14: RELATED PARTIES

a. Committee of Management members

The names of the Committee of Management who held office during the year are as follows: -

Robert Antoun, Neil Bolte, Terry Bowen, Trevor Brown, Joe Cato, Glenn Cherrie, Robert Dahan, Glenn Fordham, Paul Gleeson, Brian Leigh, Mark Schultz, Michael Skinner John Wade, Peter Walton, Graham Simpson, Alan Bird and Alan Waugh.

b. Committee of Management members remuneration

Total income paid or payable to all Committee of Management Members from the Federation or any related party

	2004 \$	2003 \$
	<u>Nil</u>	<u>Nil</u>
	No.	No.
 The number of Committee of Management members whose income from the Federation or any related entity was within the following bands:		
\$0 - \$9,999	<u>17</u>	<u>16</u>

c. Committee of Management members retirement benefits

Amounts paid to Committee of Management members on retirement from office or to prescribed superannuation funds for the provision of retirement benefits for the Committee

	2004 \$	2003 \$
	<u>Nil</u>	<u>Nil</u>

d. Other transactions with the Federation

Entities related to Committee of Management members paid membership fees, purchased statutory awards and updates from the Federation during the year on the same commercial terms and conditions offered to all other members.

e. Earthmovers and Contractors Association Limited

Earthmovers and Contractors Association Limited is an unlisted non-for-profit public company, limited by guarantee.

During the financial year, rental income, administration fees and other sundry expenses were received or receivable by the Federation from Earthmovers and Contractors Association Limited to the value of \$6,349 (2003 - \$9,545).

At balance date, the loan owing to the Earthmovers and Contractors Association Limited was \$28,370 (2003: \$28,370) by the Federation. No interest was charged to the Federation by Earthmovers and Contractor Association Limited. No interest was paid or payable during the financial year.

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
NOTE 15: CASH FLOW INFORMATION		
a. Reconciliation of Cash		
Cash on hand	250	250
Cash at bank	107,281	91,223
Call deposit	8,287	7,887
	<u>115,818</u>	<u>99,360</u>
b. Reconciliation of Deficit from Ordinary Activities After Income Tax to Net Cash Provided by Operating Activities		
Operating deficit after income tax	(29,061)	(10,645)
Add/(Less) items classified as investing/financing activities		
- Loss on disposal of motor vehicle	-	1,390
- Loss on disposal of office, furniture and equipment	278	11,265
Non-cash flows in deficit from ordinary activities		
- Amortisation	40,657	36,018
- Depreciation	9,807	12,585
- Provision for doubtful debts	-	7,500
- Employee provisions	(717)	2,979
Changes in Assets and Liabilities		
- Increase in receivables	(20,899)	(46,917)
- Increase in other assets	(18,382)	(2,597)
- Increase in payables	90,288	60,131
- Decrease in subscription in advance	(11,452)	(935)
Net cash provided by operating activities	<u>60,519</u>	<u>82,354</u>
NOTE 16: CAPITAL COMMITMENTS		
a. Operating Leases		
Non-cancellable operating lease expenditure for premises contracted for and payable as follows:		
- not later than one year	61,784	82,782
- later than one year but not later than five years	-	61,784
	<u>61,784</u>	<u>144,566</u>

The property lease is a non-cancellable lease with a three-year term, with rent payable monthly in advance. Contingent rental provisions within the lease agreement require that the minimum lease payments shall be increased by the lower of CPI or 4% per annum. An option exists to renew the lease at the end of the three-year term for an additional term of three years. The lease allows for subletting of all lease areas

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
NOTE 16: CAPITAL COMMITMENTS - Continued		
b. Finance Leases		
Finance lease commitments payable:		
- not later than one year	55,287	35,244
- later than one year but not later than five years	83,919	91,601
Less: Future finance charges	(11,285)	(13,029)
Finance lease liabilities provided for	127,921	113,816
Represented by:		
Current finance lease liability	49,004	28,364
Non-current finance lease liability	78,917	85,452
Total lease liability	127,921	113,816

NOTE 17: EVENTS SUBSEQUENT TO BALANCE DATE

No matters or circumstances have occurred since the end of the financial year which significantly affect, or may significantly affect, the operations of the Federation, the results of those operations or the state of affairs of the Federation in future financial years.

NOTE 18: CONTINGENT LIABILITIES

The Federation is not subject to any material contingent liabilities at balance date.

NOTE 19: ECONOMIC DEPENDENCY

The Federation is economically dependent on ongoing funding in the form of existing worker training from contractors and new entrant training income from the Department of Education and Training.

NOTE 20: FEDERATION DETAILS

The registered office and the principal place of business of the Federation is:
Civil Contractors Federation (NSW Branch)
30 Oramzi Road
Girraween NSW 2145

INDEPENDENT AUDIT REPORT TO MEMBERS OF CIVIL CONTRACTORS FEDERATION (NSW BRANCH)

Scope

The financial report and directors' responsibility

The financial report comprises the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows, accompanying notes to the financial statements, and the Statement of Committee of Management for Civil Contractors Federation (NSW Branch) ("the Federation") for the year ended 30 June 2004.

The Committee of Management of the Federation are responsible for the preparation and true and fair presentation of the financial report in accordance with the *Work Place Relations Act 1996*. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

We conducted an independent audit in order to express an opinion to the members of the Federation. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the *Work Place Relations Act 1996*, including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Federation's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the directors.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the *Work Place Relations Act 1996*.

Audit opinion

In our opinion, the financial report of Civil Contractors Federation (NSW Branch) is in accordance with:

- a. the *Work Place Relations Act 1996*, including:
 - i. giving a true and fair view of the Federation's financial position as at 30 June 2004 and of its performance for the year ended on that date; and
 - ii. complying with Accounting Standards in Australia and the *Work Place Relations Act 1996*; and
- b. other mandatory financial reporting requirements in Australia.



S. M. WHIDDETT
Partner



MOORE STEPHENS WI
Sydney

Dated this 17th day of September 2004

DISCLAIMER

**PRIVATE INFORMATION FOR THE MEMBERS' OF
THE COMMITTEE OF MANAGEMENT
ON THE 2004 FINANCIAL REPORT OF

CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)**

On the basis of the information provided by the Members of the Committee of Civil Contractors Federation (NSW Branch) (the "Federation") we have compiled, in accordance with APS 9: Statement of Compilation of Financial Reports the general purpose financial report of the client for year ended 30 June 2004 as set out on pages 23 to 25.

The Members of the Committee are solely responsible for the information contained in the general purpose financial report.

Our procedures use accounting expertise to collect, classify and summarise the financial information which the Members of the Committee provided into a financial report. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person other than the company may suffer arising from any negligence on our part. No person should rely on the general purpose financial report without having an audit or review conducted.

The general purpose financial report was prepared exclusively for the benefit of the company. We do not accept responsibility to any other person for the contents of the general purpose financial report.



S. M. WHIDDETT
Partner



MOORE STEPHENS WI
Sydney

Dated this 17th day of September 2004

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**DETAILED INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
INCOME RECEIVED		
Membership Activities		
Contractors	508,646	509,451
Associates	<u>118,681</u>	<u>94,580</u>
Membership Income	627,327	604,031
Seminars		
Seminars	24,863	30,250
Meetings	<u>47,126</u>	<u>-</u>
Seminars Income	71,989	30,250
Training		
Training Income	<u>386,144</u>	<u>313,581</u>
Other Income		
Short Courses	109,233	99,846
Functions	238,911	297,177
Workcover grant	31,971	-
Plant assessment	23,722	25,259
Workplace reform	28,418	21,160
Commission received	9,296	21,142
Daily inspection procedure sales	44,131	31,006
SCIMS packages	36,664	20,205
IMS system	33,472	93,664
Interest received	1,118	588
Discounts taken	-	476
Other income	<u>29,147</u>	<u>48,484</u>
Other Income	586,083	659,007
Total Income	<u>1,671,543</u>	<u>1,606,869</u>
EXPENSES		
Administration Costs		
Advertising and promotions	3,316	4,879
Accounting fees	2,557	7,000
Amortisation	40,657	36,018
Auditors' remuneration	11,684	12,200
Bad debts written off	74,340	21,245
Bad debts provision	-	7,500

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**DETAILED INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
EXPENSES - Continued		
Administration Costs - Continued		
Bank charges	7,504	10,049
Cleaning	5,979	8,704
Consultancy fees	1,637	366
Computer expenses	2,497	4,701
Depreciation	9,807	12,585
Donations	35	227
Discount	21	624
Electricity	4,589	5,082
Employee expenses	2,479	-
Fringe benefits tax	10,682	3,986
General expenses	6,379	12,359
Internet charges	12,465	8,844
Interest expense	309	-
Insurance	20,008	12,869
Leasing charges - MiniMail	5,389	3,198
Leasing charges - Motor Vehicle	18,884	26,224
Loss on disposal of plant and equipment	278	12,655
Meetings and function expenses	1,523	3,097
Motor vehicle expenses	48,742	44,105
National levy	74,178	72,144
National conference	7,103	-
Payroll Tax	2,700	-
Photocopier charges	20,537	15,560
Postage and courier	8,549	14,805
Printing and stationery	23,166	38,161
Professional fees	5,667	7,800
Reference books update	3,500	3,576
Rent	61,665	62,273
Repairs and maintenance	1,675	384
Security	2,108	2,046
Seminar expenses	-	5,858
Settlement of legal claim	24,800	-
Staff amenities	10,992	6,857
Staff recruitment	270	9,770
Staff training and development	2,151	1,700
Subscriptions and memberships	3,943	4,599
Superannuation contributions	56,025	49,120
Telephone and fax	42,234	43,290
Travelling - taxi fares	15,367	3,239
Travelling - air fares and accommodation	16,711	18,095
Travelling - other	3,592	770
Wages	641,234	561,383
	<hr/>	<hr/>
Administration Costs	1,319,928	1,181,950

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**DETAILED INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
EXPENSES - Continued	\$	\$
Direct Costs		
Functions	192,389	240,437
Seminars	55,658	22,416
CERT expenses	-	2,937
IMS system	14,643	38,602
Training packages	441	55
Daily inspection books	23,954	12,365
Short course training	62,321	86,091
Existing trainees	7,478	12,810
SCIMS package	20,700	10,500
Plant assessment	1,258	7,068
Other cost of sales	1,834	4,286
Direct Costs	380,676	437,567
Total Expenses	1,700,604	1,619,517
Net deficit	(29,061)	(10,645)



Australian Government
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) 9655 6672
Email: iain.stewart@air.gov.au

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

Dear Mr Long

Re: Financial Report for year ended 30 June 2004 - FR2004/455

I acknowledge receipt of the financial report of the Civil Contractors Federation - New South Wales Branch for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 10 January 2005. I also refer to telephone conversations with Mr Martin Wright of your office on 7 February 2005 and 22 March 2005.

Financial reporting timelines

Financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements. I have enclosed a fact sheet produced by the Registry "Financial Reporting Process and Time Limits" for your assistance and guidance. It is apparent from the Executive Director's certificate and the date of other documents that the Branch cannot have complied with the requirements of sections 265, 266 or 268 of Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule). Before the financial documents can be filed the Branch will need to circulate the relevant documents to members at least 21 days before the documents are submitted for approval at a General Meeting of Members. Subsequently a copy of those documents should be lodged in the Registry within 14 days of being presented to the relevant meeting.

Loan, Grant, Donation exceeding \$1000

I note in "Note 5: Receivables" there are references to various loans exceeding \$1,000. Section 237 of Schedule 1B requires that an organisation or branch shall, as soon as practicable after the end of the financial year, lodge with the Registrar a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation or branch during the financial year. If any single loan, grant or donation exceeds \$1,000 then the branch is required to lodge the relevant particulars set out in subsection 237(6).

Future Reports

Notwithstanding the above, I advise I have examined the financial documents and make the following comment to assist you in the preparation of future financial reports. No further action is required in relation to the documents already submitted.

Operating report

- (a) Subsection 254(2)(a) of Schedule 1B provides the report should contain "a review of the reporting unit's principal activities", amongst other things. I think this requirement demands more than a statement of the role of the reporting unit. I suggest, as a minimum, the report should state, in

broad terms at least, the principal activities the organisation engaged in during the year in representing the industrial interests of its members.

- (b) Subsection 254(2)(a) provides that the operating report must “give *details* of the right of members to resign from the reporting unit” (my emphasis). The branch may wish to consider reproducing the whole of the relevant rule in the operating report. That would clearly satisfy the requirements of subsection 254(2)(a).
- (c) The obligation in Section 254(2)(d) refers to “officers *or members* of a registered organisation” (my emphasis). I note the Operating Report only refers to there being “no officers” who fall into the relevant category.

Statement by the Committee

The Statement need only be signed by a designated officer (see point 18(c) of “Determination of reporting guidelines for the purposes of section 253 of RAO Schedule”).

The Auditor’s Report

The opinion expressed by the auditor in their report has been drafted in terms of the previous requirements of the Act. Section 257(5) of the RAO Schedule now sets out the matters on which an auditor is required to state an opinion. An example of 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”

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 RAO 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 these comment to the attention of your Auditor.

If you wish to discuss any of the matters referred to above, or any related matters, I can be contacted on (03) 8661 7787 (Mon-Thurs).

Yours sincerely

Iain Stewart
Statutory Services Branch

29 March 2005



FR2004/455
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: ccfnew@civilcontractors.com

Private & Confidential

Mr.C.Lapierre
Australian Industrial Registry
GPO Box 1994S
Melbourne VIC 3001

Your File Reference : FR2004/455 – [267V-NSW]

6 January 2005

Dear Sir/Madam,

I'm writing to you in reply to your correspondence of 23 November 2004 regarding lodgement of the following reports with the Industrial Registry by no later than 14 January 2005:

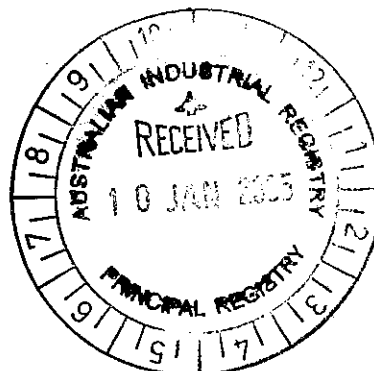
1. GPFR
2. Operating Report
3. Audit Report

Copies of these documents are attached as requested.

Yours Faithfully



M. Wright
Accounts/Administration



**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)**

ABN 55 645 813 882

FINANCIAL REPORT

**FOR THE YEAR ENDED
30 JUNE 2004**

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Statement of Financial Performance	5
Statement of Financial Position	6
Statement of Cash Flows	7
Notes to the Financial Statements	8 to 19
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Disclaimer in Respect of Additional Information	22
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**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

The Committee of Management members present their report on the Federation for the financial year ended 30 June 2004.

Principal activities

The Federation operates predominantly in one business and geographical segment, being a representative body of civil construction contractors in New South Wales, providing professional services, information and advice including industrial relations advice, dispute resolution, training (business, occupational health and safety), changes to acts and legislation, changes to award rates of and work practices to members of the Federation throughout New South Wales.

No significant change in the nature of these activities occurred during the year.

Significant Changes in State of Affairs

No significant changes in the state of affairs of the Federation occurred during the financial year.

Committee of Management Members

The names of the committee of management members in office at any time during or since the end of the financial year are:

Mr Glenn Cherie
Mr Joe Cato
Mr Terry Bowen
Mr Robert Dahan
Mr Mark Schultz
Mr Alan Bird
Mr Trevor Brown
Mr Glenn Fordham
Mr Graham Simpson
Mr Paul Gleeson
Mr Brian Leigh
Mr Michael Skinner
Mr John Wade
Mr Alan Waugh
Mr Robert Antoun
Mr Paul Burton

Committee members have been in office since the start of the financial year to the date of this report unless otherwise stated.

Operating Results

The deficit of the Federation for the financial year after providing for income tax amounted to \$29,061 (2003: \$10,645 deficit).

**CIVIL CONTRACTORS FEDERATION
(NSW BRANCH)
ABN 55 645 813 882**

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

Review of Operations

The small deficit is a satisfactory outcome for a not for profit organisation given this includes some \$50,000 depreciation, write off of bad or doubtful debtors, and settlement of an outstanding legal claim going back to the year 2000 of \$24,800.

Overall there was a small increase in turnover of \$65,000 and an increase in cash at hand of \$16,000 which confirms a year of consolidation of the previous years activities.

Rights of Members to Resign

Members may resign from the Federation in accordance with Rule 9 of the Constitution and Rules of the Civil Contractors Federation.

Number of Members

The number of members of Civil Contractors Federation as at 30 June 2004 was 512 (2003: 493).

Number of Employees

The number of employees of Civil Contractors Federation as at 30 June 2004 was 11 (2003: 10)

Trustee or director of Trustee Company of superannuation entity or exempt public sector superannuation scheme

There are no officers who are trustees of a superannuation entity.

Signed in accordance with a resolution of the Committee of Management:



President



Terry Bowen
Treasurer

Dated in Sydney this 13th day of September 2004.

**CIVIL CONTRACTORS FEDERATION
NSW BRANCH
ABN 55 645 813 882**

CERTIFICATE OF THE EXECUTIVE DIRECTOR

I, Craig Long, the executive director of Civil Contractors Federation (NSW Branch) hereby certify that to the best of my knowledge and belief that

- a. there were 512 persons (2003 – 493) that were members of the organisation as at the end of the financial year ended 30 June 2004.
- b. The full general purposes financial report, referred to in Section 268 of the Schedule 1B Workplace Relations Act 1996 was presented to the Committee of Management on 13 September 2004.
- c. the financial statements set out on pages 5 to 19 show a true and fair view of the financial affairs of the organisation as at the end of the financial year in accordance with Australian Accounting standards, mandatory professional requirements and other authoritative pronouncements of the Australian Standards Board.
- d. a record has been kept of all money paid by, or collected from members of the organisation, and all money so paid or collected has been credited to the bank account to which the money is to be credited, in accordance with the rules of the Federation; and
- e. the full general purposes financial report is a copy of those presented to the both the Committee of Management on 13 September 2004 and a General Meeting of Members on 24 September 2004.



C. LONG
Executive Director

Dated in Sydney, this 13th day of September 2004.

**CIVIL CONTRACTORS FEDERATION
NSW BRANCH
ABN 55 645 813 882**


STATEMENT OF THE COMMITTEE OF MANAGEMENT

On 13 September 2004, the Committee of Management of Civil Contractors Federation (NSW Branch) passed the following resolution in relation to the general purpose financial report (GPFR) of the Federation for the financial year ended 30 June 2004.

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 Federation for the financial year to which they relate;
- d. there are reasonable grounds to believe that the Federation 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 Federation 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 Federation have been kept and maintained in accordance with Schedule 1B of the Workplace Relations Act 1996 and the Regulations; and
 - iv. no information has been sought in any request of a member of the Federation or a Registrar duly made under section 272 of Schedule 1B of the Workplace Relations Act 1996; and
 - v. no orders have been made by the Commission under section 273 of Schedule 1B of the Workplace Relations Act 1996 during the period.

Signed in accordance with a resolution of the Committee of Management:



Glenn Christie, B.E.

President



Terry Bowen
Treasurer

Dated in Sydney this 13th day of September 2004.



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8881 7777
Fax: (03) 9654 6672

Ref: FR2004/455 - [267V-NSW]

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

Dear Mr Long

Financial Return - year ending 30 June 2004

This letter is intended to remind you of your obligations to provide members with copies of your reporting unit's financial reports for year ended 30 June 2004 and to lodge the reports in the Industrial Registry by no later than Friday 14 January 2005.

Over the past 18 months you would have received from us information about the major changes made by Schedule 1B of the *Workplace Relations Act 1996* ('RAO'²⁰).

Financial Reports

Your reporting unit must prepare or have prepared the following three reports as soon as practicable after its financial year:

1. A General Purpose Financial Report (GPFR);
2. An Operating Report; and
3. An Auditor's Report.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the abovementioned reports (the "full report"). Under certain circumstances, your reporting unit can provide a more limited concise report.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the reporting unit for the presentation of its financial reports.

A reporting unit may make application to a Registrar to extend the period within which copies of the full report or concise report are to be provided to members by no more than one month.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members (the *second meeting*). This meeting must be held within 6 months of the end of the financial year. You may make application to a Registrar to extend this time limit by no more than one month so that the time limit for providing to members copies of the full report or concise report may in turn be extended.

²⁰ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If your rules contain a provision that allows up to 5% of members to demand a general meeting to be held to consider the full report (see s266(3)), it is permissible to present the full report directly to a Committee of Management meeting. This meeting must be held within 6 months of the end of the financial year.

There is no provision for extending the time-limit for presenting the full report to a committee of management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting.

Your reporting unit's financial reports should, therefore, be lodged by no later than Friday 14 January 2005.

Contact the Registry

We encourage you to contact the Registry on (03) 8661 7787 or by e-mail at clency.lapierre@air.gov.au as early as possible if you have any queries.

If you have already taken steps to ensure that your reporting unit complies with the time scale requirements of RAO, please ignore this letter.

Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.

- RAO Fact Sheets - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely

A handwritten signature in black ink, appearing to read "Q. Javien". The signature is written in a cursive style with a large initial "Q" and a long, sweeping underline.

23 November 2004