



Australian Government
Australian Industrial Registry

Level 5
11 Exhibition Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7787
Fax: (03) 9655 0410
iain.stewart@air.gov.au

Mr K Williams
Chief Executive Officer
Civil Contractors Federation
Northern Territory Branch
WINNELLIE NT 0821

ccfnt@civilcontractors.com

Dear Mr Williams

Re: Financial report for the year ended 30 June 2006 [FR 2006/250]

I acknowledge receipt of correspondence from Mr Tony Sage dated 24 April 2007.

On the basis of the information contained in the abovementioned correspondence and the information from a telephone conversation with Mr B Haigh, the Branch's Auditor, on 27 April 2007, I have now filed the financial report.

If I can be of any assistance in relation to the preparation of future financial reports, I can be contacted on (03) 8661 7787 (Mon-Thurs) or by email at iain.stewart@air.gov.au

Yours sincerely,

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

Iain Stewart
Statutory Services Branch

17 May 2007



CIVIL CONTRACTORS FEDERATION

Northern Territory Branch

PO Box 36519
WINNELLIE NT 0821
Telephone: (08) 8941 0690
Email: ccfnt@civilcontractors.com

ABN No: 82 550 580 543
Shop 7 Winnellie Shopping Centre
347 Stuart Highway Winnellie NT 0820
Facsimile: (08) 8941 0069
Website: www.civilcontractors.com

24 April, 2007

The Industrial Registrar
Australian Industrial Registry
Principal Registry
Nauru House
80 Collins Street
MELBOURNE VIC 3000

Attn: Mr Iain Stewart

IAIN
Dear Mr Stewart,

**RE: General Purpose Financial Statements - period ending 30 June 2006
Civil Contractors Federation Northern Territory Branch (CCFNT)**

I refer to your letter of 2 November 2006 in regard to the lodgement of the financial report of the NT Branch of the Civil Contractors Federation for the year ending 30 June 2006.

Subsequent discussions have dealt with the date recorded for the resolution for the Committee of Management Statement and the officer empowered to sign the statement. Other timing matters for prior notice of circulation and lodgement of the documents appear to comply with legislative requirements.

In regard to the qualification recorded by the Auditor in his report, we understand these to relate to evidence in respect of cheque documentation and allocation of cheque number on the accounting system, the allocation of expenses and reimbursement of expenses. The Auditor has suggested our future focus should be on ensuring procedures are sound and properly evidenced and appropriate supervision is exercised over all areas of operation.

Examination by the Branch of matters cited and probably constituting the basis for the qualification, we find there is nothing of a material nature to any deficiency, failure or shortcoming raised in connection with the Audit. We are satisfied that, within the limits of a

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small office, accounting controls, internal quality processes, and management and accountability standards are of a high level.

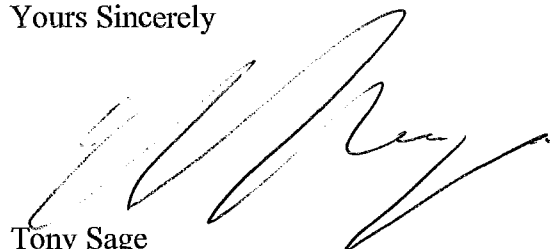
Accordingly, we are of the opinion that, on our understanding of the Auditor's comments, such matters are of a trivial nature and not material in respect of subsections 332(1) and 332(2) of Schedule 1 of the Act. We have formally requested the Auditor to clarify and confirm this matter with the Registrar as a reinforcement of your earlier November 2006 request to him.

In the event that any matters raised under this audit are or become material, and none have been identified to date, then they will be remedied in the lead up to finalising operations for 2006/07 as the follow up year.

This Branch will be commissioning Bliss and Associates of Victoria for future auditing and are confident of an unqualified financial report and audit being an outcome for 2006/07.

On the basis of the above responses to your enquiries, we request filing of the CCFNT 2005/07 financial documents.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Tony Sage', written in a cursive style.

Tony Sage
Designated Officer
Civil Contractors Federation
Northern Territory Branch



Civil Contractors

tion Northern Territory Branch

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24 April, 2007

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Australian Industrial Registry
Principal Registry
Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Mr Stewart,

**RE: General Purpose Financial Statements - period ending 30 June 2006
Civil Contractors Federation Northern Territory Branch (CCFNT)**

I refer to your letter of 2 November 2006 in regard to the lodgement of the financial report of the NT Branch of the Civil Contractors Federation for the year ending 30 June 2006.

Subsequent discussions have dealt with the date recorded for the resolution for the Committee of Management Statement and the officer empowered to sign the statement. Other timing matters for prior notice of circulation and lodgement of the documents appear to comply with requirements of the RAO Regulations.

In regard to the qualification recorded by the Auditor in his report, we understand these to relate to evidence in respect of cheque documentation and allocation of cheque number on the accounting system, the allocation of expenses and reimbursement of expenses. The Auditor has suggested our future focus should be on ensuring procedures are sound and properly evidenced and appropriate supervision is exercised over all areas of operation.

Examination by the Branch of matters cited and probably constituting the basis for the qualification, we find there is nothing of a material nature to any deficiency, failure or shortcoming raised in connection with the Audit. We are satisfied that, within the limits of a small office, accounting controls, internal quality processes, and management and accountability standards are of a high level.

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On the basis of the above responses to your enquiries, we request filing of the CCFNT 2005/07 financial documents.

Yours Sincerely

Kevin Williams
Chief Executive Officer



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Australian Industrial Registry

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Mr K Williams
Chief Executive Officer
Civil Contractors Federation
Northern Territory Branch
WINNELLIE NT 0821

ccfnt@civilcontractors.com

Dear Mr Williams

Re: Financial report for the year ended 30 June 2006 [FR 2006/250] - Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule)

I refer to my letter of 2 November 2006.

According to my records I have not received a reply to the abovementioned correspondence which, amongst other things, sought a response from the Branch, and the Branch's auditor (who I wrote to directly), in relation to the qualification in their report.

I would be pleased if you could advise me when I might receive your response. If you wish to discuss this matter I can be contacted on (03) 8661 7787 (Mon-Thurs) or by email at iain.stewart@air.gov.au

Yours sincerely,

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

Iain Stewart
Statutory Services Branch

27 March 2007

FR2006/250



CIVIL CONTRACTORS FEDERATION

Northern Territory Branch

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13 October, 2006

The Industrial Registrar
Australian Industrial Registry
Principal Registry
Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Industrial Registrar,

**RE: General Purpose Financial Statements - period ending 30 June 2006
Civil Contractors Federation Northern Territory Branch (CCFNT)**

In accordance with the Workplace Relations Act 1996 and on behalf of the CCFNT I hereby lodge financial documents for the Branch as General Purpose Financial Statements for the 2005/06 reporting period.

I wish to advise that at the Annual General Meeting of the Northern Territory Branch, on 12 October 2006, has endorsed the lodgement of these documents with the Australian Industrial Registry.

Accordingly I attach these documents for filing.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Kevin Williams", with a long horizontal flourish extending to the right.

Kevin Williams
Chief Executive Officer

Attachments: (i) General Purpose Financial Statement

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Miller & Associates



**CIVIL CONTRACTORS FEDERATION
NORTHERN TERRITORY BRANCH**

**CIVIL CONTRACTORS FEDERATION NT BRANCH
GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2006**

19 September 2006

CIVIL CONTRACTORS FEDERATION NT BRANCH

CIVIL CONTRACTORS FEDERATION NT BRANCH

GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 JUNE 2006

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CIVIL CONTRACTORS FEDERATION NT BRANCH

Committee of Management Statement

For the Year ended 30 June 2006

On 28 September 2006, the Committee of Management of the Civil Contractors Federation Northern Territory Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2006.

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the Committee of Management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with Schedule 1 of the Workplace Relations Act 1996, and the RAO Regulations; and
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) No requests were received from any member of the reporting unit or a Registrar for information under section 272 of the RAO Schedule; and
 - (vi) No orders have been made by the Commission under section 273 of the RAO Schedule.

CIVIL CONTRACTORS FEDERATION NT BRANCH

For Committee of Management:

Kevin Williams

Chief Executive Officer CCFNT:

Signature: 

Date: 19 September 2006

CIVIL CONTRACTORS FEDERATION NT BRANCH

Independent Audit Report to the Members of Civil Contractors Federation NT Branch

Scope

The financial report and Committee's responsibility

The financial report comprises the statements of financial position, statement of financial performance, statement of working capital, statement of changes in equity, statement of cashflows and accompanying notes to the financial statements for the Civil Contractors Federation NT Branch for the financial period ended 30 June 2006.

The Branch's committee members are responsible for the preparation and presentation of the financial statements that presents fairly the financial position and performance of the Branch, and that complies with Accounting Standards and other mandatory financial reporting requirements of Australia, are appropriate to meet the requirements of the Workplace Relations Act 1996 and the needs of the members. 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 have conducted an independent audit of the financial statements in order to express an opinion to the members of the Branch. 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 Accounting Standards and other mandatory financial reporting requirements in Australia and relevant provisions of the Workplace Relations Act 1996, a view which is consistent with our understanding of the Branch and 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 reports, and
- . assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

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.

CIVIL CONTRACTORS FEDERATION NT BRANCH

Independent Audit Report to the Members of Civil Contractors Federation NT Branch

We performed procedures to assess whether the substance of business transactions was accurately reflected in the financial report. These and our other procedures did not include consideration or judgement of the appropriateness or reasonableness of the business plans or strategies adopted by the Committee and management of the Branch.

Independence

We are independent of the Branch, and have met the independence requirements of Australian professional ethical pronouncements.

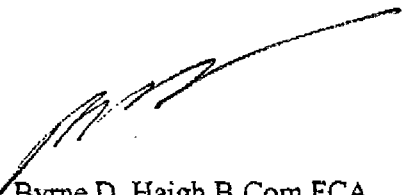
Audit Qualification

The Branch, in common with entities of a similar size and nature, has been unable to introduce procedures to establish accounting control over revenue prior to its receipt in the records of the Branch. Accordingly, we have not been able to extend our audit of income from these sources beyond the amounts recorded in the accounting records of the Branch and we are therefore unable to confirm whether all such income has been recorded.

Qualified Audit Opinion

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to satisfy ourselves on the matters noted in the qualification paragraph above, the financial statements of the Branch are properly drawn up:

- (a) so as to present fairly the financial position of the Branch as at 30 June 2006 and the results of its operations for the year then ended;
- (b) in accordance with the requirements of the RAO Schedule; and
- (c) in accordance with Australian Accounting Standards and other mandatory professional reporting requirements.



Byrne D. Haigh B.Com FCA
Registered Company Auditor



BDH Consulting Pty Ltd

22 September 2006

Palmerston

CIVIL CONTRACTORS FEDERATION NT BRANCH

Statement of Financial Performance For the Period Ended 30 June 2006

	Notes	2006 \$	2005 \$
Operating revenue	2	<u>102,824.30</u>	<u>77,367.29</u>
Operating surplus/(deficit) before abnormal item	3(a)	(25,198.66)	(2,395.41)
Abnormal item		<u>-</u>	<u>-</u>
Operating surplus/(deficit)		(25,198.66)	(2,395.41)
Accumulated funds at the beginning of the financial period		<u>11,311.71</u>	<u>13,707.12</u>
Accumulated surplus/(deficit) funds at the end of the financial period		<u>(13,986.95)</u>	<u>11,311.71</u>

The above statement of financial performance should be read in conjunction with the accompanying notes.

CIVIL CONTRACTORS FEDERATION NT BRANCH

Statement of Financial Position As at 30 June 2006

	Notes	2006 \$	2005 \$
Current Assets			
Cash at Bank		6,709.18	298.74
Cash on Investment		89.94	14,184.11
Trade Debtors		<u>4,164.38</u>	<u>4,900.00</u>
Total Current Assets		<u>10,963.50</u>	<u>19,382.85</u>
Non Current Assets			
Property, plant and equipment	4	4,020.21	4,762.93
Total Non Current Assets		<u>4,020.21</u>	<u>4,762.93</u>
Total Assets		<u>14,983.71</u>	<u>24,145.78</u>
Current Liabilities			
Trade Creditors	5	12,619.12	3,162.00
Revenue in Advance		13,700.00	6,500.00
Employee Entitlements		3,177.50	2,727.54
Net GST Liabilities		<u>(182.00)</u>	<u>444.53</u>
Total Current Liabilities		<u>29,314.62</u>	<u>12,834.07</u>
Total Liabilities		<u>29,314.62</u>	<u>12,834.07</u>
Net (Liabilities)/Assets		<u>(14,330.91)</u>	<u>11,311.71</u>
Equity			
Accumulated surplus/(deficit)		<u>(14,330.91)</u>	<u>11,311.71</u>
Total Equity		<u>(14,330.91)</u>	<u>11,311.71</u>

The above statement of financial position should be read in conjunction with the accompanying notes.

CIVIL CONTRACTORS FEDERATION NT BRANCH

Statement of Working Capital As at 30 June 2006

	Notes	2006 \$	2005 \$
Current Assets			
Cash at Bank		6,709.18	298.74
Cash on Investment		89.94	14,184.11
Trade Debtors		<u>4,164.38</u>	<u>4,900.00</u>
Total Current Assets		<u>10,963.50</u>	<u>19,382.85</u>
Current Liabilities			
Trade Creditors	5	12,619.12	3,162.00
Revenue in Advance		13,700.00	6,500.00
Employee Entitlements		3,177.50	2,727.54
Net GST Liabilities		<u>(182.00)</u>	<u>444.53</u>
Total Current Liabilities		<u>29,314.62</u>	<u>12,834.07</u>
Net Current Assets (Working Capital)		<u>(18,351.12)</u>	<u>6,548.78</u>
Current Ratio		1:2.67	1.51:1

The above statement of working capital should be read in conjunction with the accompanying notes.

CIVIL CONTRACTORS FEDERATION NT BRANCH

Statement of Changes in Equity As at 30 June 2006

	Notes	2006 \$	2005 \$
Accumulated Surplus			
Balance at beginning of the reporting period		11,311.71	13,707.12
Changes in net assets resulting from operations		<u>(25,642.62)</u>	<u>(2,395.41)</u>
Balance at end of reporting period		<u>(14,330.91)</u>	<u>11,311.71</u>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

CIVIL CONTRACTORS FEDERATION NT BRANCH

Statement of Cash Flows As at 30 June 2006

	Notes	Actual 2006	Actual 2005
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts:</u>			
Interest received		838.50	1,557.
Grant and contributions		-	-
Other operating receipts		109,921.42	75,409.
<u>Payments:</u>			
Payments to employees		(68,508.29)	(33,692.
Other operating payments		<u>(49,619.08)</u>	<u>(44,984.</u>
Net cash provided by (or used in) operating activities	11	<u>(7,367.45)</u>	<u>(1,710.</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
<u>Receipts:</u>			
Proceeds from sale of assets		-	-
<u>Payments:</u>			
Purchase of assets	9	<u>(316.28)</u>	<u>(5,267.</u>
Net cash provided by (or used in) investing activities		(316.28)	(5,267.
CASH FLOWS FROM FINANCING ACTIVITIES			
<u>Payments:</u>			
Repayment of borrowings		<u>-</u>	<u>-</u>
Net cash provided by (or used in) financing activities		<u>-</u>	<u>-</u>
Net increase/(decrease) in cash held		(7,683.73)	(6,978.
Cash at beginning of reporting period		<u>14,482.85</u>	<u>21,461.</u>
Cash at end of reporting period	11	<u>6,799.12</u>	<u>14,482.</u>

The above statement of cash flows should be read in conjunction with the accompanying notes.

CIVIL CONTRACTORS FEDERATION NT BRANCH

Notes to and Forming Part of the Financial Statements For the Period Ended 30 June 2006

	2006	2005
Note 1. Summary of Significant Accounting Policies	\$	\$
(a) <i>Basis of Accounting</i>		

This general purpose financial report has been prepared to comply with Statements of Accounting Concepts and Australia Accounting Standards and the requirements of the Workplace Relations Act 1996 and the Branch's Registered Rules requirement to prepare and distribute financial statements to the members.

The financial report has been prepared in accordance with the historical cost convention:

(b) *Changes in accounting policies*

The Branch have prepared this years financial reports as General Purpose Financial Reports, the previous years accounts were prepared as special purpose financial reports.

Where required by Australian Accounting Standards, comparative figures for the preceding period have been reclassified on a basis consistent with current year disclosures.

(c) *Cash and Cash Equivalents*

Cash on hand and in banks and short term deposits are stated at nominal amounts. For the purpose of the Statement of Cash Flows, cash includes cash on hand and in banks and investments readily convertible to cash within two working days, net of outstanding bank overdrafts.

CIVIL CONTRACTORS FEDERATION NT BRANCH

Notes to and Forming Part of the Financial Statements For the Period Ended 30 June 2006

	2006	2005
	\$	\$
Note 1.		
(d) <i>Acquisition of Assets</i>		
<p>The cost method of accounting is used for all acquisition of assets. Cost is determined as the fair value of the assets given up at the date of acquisition plus costs incidental to the acquisition.</p> <p>Non-monetary assets received in the form of grants and sponsorship are recognised as assets and revenues at their fair value at the date of receipt.</p>		
(e) <i>Recoverable Amount of Non-Current Assets</i>		
<p>The recoverable amount test does not apply to the Branch as it is a not-for-profit entity and the service potential of its non-current assets are primarily related to the provision of goods and services rather than the generation of net cash flows.</p>		
(f) <i>Depreciation of Property, Plant and Equipment</i>		
<p>Depreciation is calculated on a diminishing value basis to write off the net cost or revalued amount of each item of property, plant and equipment over its expected useful life to the Branch. Estimates of remaining useful lives are made on a regular basis for all assets, with annual reassessments for major items. Depreciation rate applied is as follows:-</p> <p>Plant & Equipment 30% per annum</p>		

CIVIL CONTRACTORS FEDERATION NT BRANCH

Notes to and Forming Part of the Financial Statements For the Period Ended 30 June 2006

2006	2005
\$	\$

Note 1 (g) *Employee Leave Entitlements*

Provision is made for employee benefits as a result of employees rendering services up to the reporting date. These benefits include wages and salaries, annual leave and long service leave.

Liabilities arising in respect of wages and salaries, annual leave and any other employee benefits expected to be settled within twelve months of the reporting date are measured at their nominal amounts based on remuneration rates which are expected to be paid when the liability is settled. All other employee benefit liabilities are measured at the present value of the estimate future cash outflow to be made in respect of services provided by employees up to the reporting date. In determining the present value of future cash outflows, the market yield as at the reporting date on national government bonds, which have terms to maturity approximating the terms of the related liability, are used.

Employee benefit expenses and revenues arising in respect of the following categories:

- wages and salaries, non-monetary benefits, annual leave, long service leave and other leave benefits; and
- other types of employee benefits are recognised against profits on a net basis in their respective categories.

The superannuation expense for the year is the amount of the statutory contribution the Branch makes to the superannuation plan, which provides benefits to its employees.

CIVIL CONTRACTORS FEDERATION NT BRANCH

Notes to and Forming Part of the Financial Statements For the Period Ended 30 June 2006

Note 1 (h) *Adoption of Australian Equivalents to
International Financial Reporting Standards*

The Branch has prepared and managed the transition to Australian Equivalents to International Financial Reporting Standards (AIFRS) effective for the financial years commencing from 1 July 2005. The adoption of AIFRS has been reflected in the Branch's financial statements for the financial period ending 30 June 2006. On adoption of AIFRS, comparative for the financial year ended 30 June 2006 did not require to be restated. No transitional adjustments were required to be made against retained earnings at 1 July 2005.

The Branch's management along with its external accountants and auditors, have assessed the significance of these changes. The impact of the alternative treatments and elections under AASB 1: First Time Adoption of Australian Equivalents to International Financial Reporting Standards has been considered where applicable.

The Branch is of the opinion that there is no key material difference in the Branch's accounting policies on conversion to AIFRS. Users of the financial statements should however note that the amounts disclosed could change if there are any amendments by standard setters to current AIFRS, or interpretation of the AIFRS requirements from the continued work of the Branch's management.

CIVIL CONTRACTORS FEDERATION NT BRANCH

Notes to and Forming Part of the Financial Statements For the Period Ended 30 June 2006

Note 2. Operating revenue

Membership Fees	58,000.00	53,000.00
Associate Membership Fees	15,909.09	14,000.00
Other revenue		
Donations	2,146.15	1,685.00
Interest received/receivable	838.50	1,557.34
Other	25,930.56	7,124.95
Total	102,824.30	77,367.29

Note 3. Operating surplus/(deficit)

(a) Operating surplus/(deficit) before abnormal item is arrived at after crediting and charging the following specific items:

Charges

Depreciation of Property, Plant and Equipment	1,065.00	505.00
Other charges against assets		
Bad and doubtful debts - trade debtors	-	-

Note 4. Property, Plant and Equipment

Office Furniture and Equipment at Cost	3,899.21	3,582.93
Less Accumulated depreciation	(1,365.00)	(436.00)
	2,534.21	3,146.00
Office Furniture and Equipment at Valuation	1,685.00	1,685.00
Less Accumulated depreciation	(199.00)	(69.00)
	1,486.00	1,616.00
Total Office Furniture and Equipment	4,020.21	4,762.93

Note 5. Current Liabilities – Creditors

Trade Creditors	12,619.12	3,162.00
	12,619.12	3,162.00

CIVIL CONTRACTORS FEDERATION NT BRANCH

Notes to and Forming Part of the Financial Statements For the Period Ended 30 June 2006

Note 6. Going Concern

The financial statements have been prepared on a going concern basis which assumes that the Branch will continue in operation for at least twelve months from the date of signing of the financial statements. The appropriateness of this basis is dependent upon the continued support from the committee, the National body and its members.

Note 7. Statement of Cash Flows

(a) Reconciliation of Cash

Cash at Bank	6,709.18	298.76
Cash on Investment	89.94	14,184.11
Balance per statement of Cash Flows	6,799.12	14,482.85

(b) Reconciliation of change in net assets to cash from Operating Activities

Change in net assets resulting from operations	(25,642.62)	(2,395.41)
Depreciation	1,059.00	505.00
(Increase)/Decrease in Receivables	735.62	(1900.50)
Increase/(Decrease) in employee entitlements	449.96	2,727.54
(Decrease)/Increase/ in Trade Creditors	9,457.12	(2,963.26)
Increase/(Decrease) in Revenue in advance	7,200.00	1,500.00
Increase/(Decrease) in GST Liabilities	(626.53)	816.24
Net Cash Flows from Operating Activities	7,367.45	(1,710.39)

Note 8. Commitments for Expenditure

There are no commitments for expenditure as at the date of this report.

CIVIL CONTRACTORS FEDERATION NT BRANCH

Notes to and Forming Part of the Financial Statements For the Period Ended 30 June 2006

NOTE 9. Financial Instruments

Interest rate risk

Civil Contractors Federation NT Branch's exposure to interest rate risks and the effective interest rates of the financial assets and financial liabilities, both recognised and unrecognised at the balance date, are as follows:

Financial Instrument	Fixed Interest Rate Maturing in							
	Floating Interest		1 year or less		Over 1 to 5 years		More than 5	
	2006 \$'000	2005 \$'000	2006 \$'000	2005 \$'000	2006 \$'000	2005 \$'000	2006 \$'000	2005 \$'000
Financial assets								
Cash	7	14	-	-	-	-	-	-
Receivables	-	-	-	-	-	-	-	-
Total financial assets	7	14	-	-	-	-	-	-
Financial liabilities								
Accounts payable	-	-	-	-	-	-	-	-
Borrowings	-	-	-	-	-	-	-	-
Total financial liabilities	-	-	-	-	-	-	-	-
	Non-interest Bearing		Total carrying amount as per the balance sheet		Weighted average effective interest rate			
	2006 \$'000	2005 \$'000	2006 \$'000	2005 \$'000	2006	2005		
Financial assets								
Cash	-	-	7	14				
Receivables	4	5	4	5				
Total financial assets	4	5	11	19				
Financial liabilities								
Accounts payable	29	13	29	13				
Borrowings	-	-	-	-				
Total financial liabilities	29	13	29	13				

Net fair values

All financial assets and liabilities have been recognised at their fair values.

The following methods and assumptions are used to determine the net fair values of financial assets and liabilities:

Cash, cash equivalents and short-term investments: The carrying amount approximates fair value because of their short-term to maturity.

Income receivable and accounts payable: The carrying amount approximates fair value.

CIVIL CONTRACTORS FEDERATION NT BRANCH

Detailed Income and Expenditure For Period Ended 30 June 2006

	2006	2005
	\$	\$
<i>Income</i>		
Membership Fees	58,000.00	53,000.00
Associate Membership Fees	15,909.09	14,000.00
Sponsorship Fees	1,646.15	746.39
Dinner Meetings	19,094.76	2,886.37
Donations	500.00	1,685.00
Interest	838.50	1,557.34
Miscellaneous Income	6,835.80	3,492.19
Total Income	102,824.30	77,367.29
<i>Expenses</i>		
Audit and Accounting Fees	1,000.00	500.00
Advertising	168.44	790.78
Bank Fees	64.04	136.02
Conference Registration	-	1,181.82
Consulting Fees – Director	-	12,500.00
Contribution Fee	5,368.91	5,440.98
Depreciation Expense	1,059.00	505.00
Electricity	521.44	282.68
Hire Costs	-	3,321.46
Insurance	2,518.05	2,381.25
Meeting Costs	18,931.64	-
Postage and Stationery	4,569.06	994.26
Rent	7,150.00	4,971.82
SCIMS Program	827.00	2,150.00
Telephone	3,899.95	1,158.73
Training fees	-	109.09
Travel and Accommodation	7,333.08	3,694.30
Wages and Salaries	68,958.25	36,419.81
Staff amenities	-	192.40
Superannuation	6,098.06	3,032.30
Total Expenses	128,466.92	79,762.70
Net Income/(Expenditure)	(25,642.62)	(2,395.41)

CIVIL CONTRACTORS FEDERATION NT BRANCH

Operating Report For the Year ended 30 June 2006

Principal activities

The principal activities of the Branch during the financial year *were* to represent civil engineering contractors in the Northern Territory and provide assistance and expertise in contractor development and industry issues.

The Branch also provides advocacy services in dealings with the Northern Territory Government and other major stakeholders contracting with its members, as well as a range of other services, either directly or via its National Office, including:

- Industrial relations advice and representation in state and federal industrial courts and commissions;
- Contract and commercial legal advice specific to industry requirements;
- Access to credit, insurance and financial services;
- Advice and direction on meeting industry training and development needs and fulfilling government apprentice training contract conditions;
- Publication of the Territory eNewsletter and information bulletins as required;
- Support services on OH&S, quality and environmental management, and
- Industry updates on government legislation, regulations and initiatives.

Results of principal activities

The Branch's principal activities resulted in a close and cooperative relationship with NT Government agencies, principally the Department of Planning and Infrastructure(DPI), with positive outcomes in direct inputs into procurement reform, policies for provision of apprenticeship training and reviews of government roads repairs and maintenance contracts, alliance contracting for delivery of routine road maintenance and procurement planning for capital works programs.

Advocacy services were provided by regular meetings with the NT Minister for Infrastructure and the Chief Executive and senior executive management of DPI and the Construction Agency with a generally high level of accommodation of the CCFNT requests on behalf of the civil construction industry.

Representation on the Territory Construction Industry Reference Group (CIRG) resulted in input into the implementation of Security of Payments and Portable Long Service Leave legislation.

Continuing inputs into the Resources & Infrastructure Industry Skills Council (RIISC) review and validation of civil construction training packages and curricula for AQF

CIVIL CONTRACTORS FEDERATION NT BRANCH

level 3 and above has helped shape training regimes with the interests of future Territory based technicians, operators and civil supervisors and managers included.

In collaboration with the NT Department of Employment, Education and Training, the Branch has implemented the *Build Skills NT* program with in excess of 70 participants undertaking assessment and training for recognition at Certificate III level Civil Construction.

The Branch provided a range of communication services to members through the distribution of its national and state office network on federal industry and workplace reforms. Monthly newsletters and contributions to the *EARTHMOVING & Civil Contractor* magazine provided readily accessible medium for updating members locally in the Territory with industry events..

All members were provided ready access to CCF services on demand and assistance rendered to achieve resolution of individual member's issues.

Significant changes in nature of principal activities

There were no significant changes in the nature of the Branch's principal activities during the financial year.

Significant changes in Federation's Financial Affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

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

No officer or member, to the best of my knowledge, holds a dedicated position as a superannuation trustee under s254(2)(d) of the RAO Schedule.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of members was sixty-three (63) - 35 Contractor Members and 28 Associate Members.

CIVIL CONTRACTORS FEDERATION NT BRANCH

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Northern Territory Branch of the Federation was one (1), being a full-time Chief Executive Officer.

Committee of Management (Board) Members

The persons who held office as members of the Committee of Management (Board) of the Branch during the financial year were:

President: Mr Tony Sage
Vice President : Mr Wayne Wolpers
Treasurer: Mr Daniel Skewes

Committee Members: Mr Allen Boyes
Mr Tony Hillier
Mr Dennis McDonald
Mr Tomo Ostojic
Mr Doug Taylor
Mr Robert Wilson
Mr George Dubrava

National Councillor: Mr Rae Snodgrass
Alternate National Councillor: Mr Dennis McDonald

Executive Director/
Chief Executive Officer: Mr Martin Blandy from 1 July to 23 October 2005
Mr Kevin Williams from 23 October 2005 to
30 June 2006

Manner of resignation

Members may resign from the Federation in accordance with rule 9, which reads as follows:

“9 - RESIGNATION OF MEMBERS

- (a) A Member may resign from the Federation by written notice addressed and delivered to the Chief Executive Officer (National).
- (b) A notice of resignation from membership of the Federation takes effect:

CIVIL CONTRACTORS FEDERATION NT BRANCH

- (i) at the end of two weeks after the notice is received by the Federation; or
- (ii) on the day specified in the notice;

whichever is later.

- (c) Any dues payable but not paid by a former Member of the Federation in relation to a period before the Member's resignation from the Federation took effect, may be sued for and recovered in the name of the Federation, in a court of competent jurisdiction, as a debt due to the Federation.
- (d) A notice delivered to the person mentioned in subrule (1) shall be taken to have been received by the Federation when it was delivered.
- (e) A notice of resignation that has been received by the Federation is not invalid because it was not addressed and delivered in accordance with sub rule (a) of Rule 9.
- (f) A resignation from membership of the Federation is valid even if it is not effected in accordance with this section if the Member is informed in writing by or on behalf of the Federation that the resignation has been accepted."

Kevin Williams
Chief Executive Officer
Northern Territory Branch


Signature:

Date: 19 September 2006

CIVIL CONTRACTORS FEDERATION NT BRANCH

Notice to Members For the Year ended 30 June 2006

19 September 2006

Dear Members

**Re: General Purpose Financial Statements
For the period ended 30 June 2006**

In accordance with the Civil Contractors Federation Constitution, the General Purpose Financial Statements (GPFS) for the Northern Territory Branch, for the period ended 30 June 2006, are hereby provided to Branch members.

These statements in full, inclusive of the Auditor's report, will be presented to the Branch Annual General Meeting on 12 October 2006.

Your attention is drawn to the provisions of Schedule 1 of the Workplace Relations Act 1996 which describes Member's rights for access to financial records of the Branch.

Section 272, subsections (1) to (3) in particular set out the provisions upon which prescribed information is available to Members on request, as follows:

(1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.

(2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.

(3) A reporting unit must comply with an application made under subsection (1).

As no concise report is being issued no further provisions of the Act are applicable.

If you have any enquiries in regard to the financial statements, please forward them to the Chief Executive Officer Mr. Kevin Williams via any of the contact options indicated below.



Kevin Williams
Chief Executive Officer

CIVIL CONTRACTORS FEDERATION - NT BRANCH
Shop 7, Winnellie Shopping Centre
347 Stuart Highway
WINNELLIE NT 0820

PO Box 36519
WINNELLIE NT 0821

Telephone: (08) 89 410 690
Facsimile: (08) 89 410 069
Mobile: (0437) 410 660

Email: ccfnt@civilcontractors.com

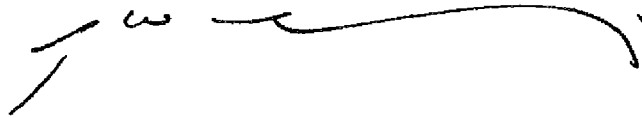
CIVIL CONTRACTORS FEDERATION NT BRANCH

Certificate of Designated Officer
(s268 of Schedule 1 *Workplace Relations Act 1996*)
For the Year ended 30 June 2006

I, Kevin Williams, being the Chief Executive Officer of the Civil Contractors Federation Northern Territory Branch certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 20 September 2006; and
- that the full report was presented to a general meeting of members of the reporting unit on 12 October 2006; in accordance with section 266 of the RAO Schedule.

Signature:

A handwritten signature in black ink, appearing to be 'Kevin Williams', written over a horizontal line.

Date: 19 September 2006



Australian Government
Australian Industrial Registry

Level 5
11 Exhibition Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7787
Fax: (03) 9655 0410
iain.stewart@air.gov.au

Mr B Haigh
BDH Consulting
Palmerston Northern Territory

Dear Mr Haigh

Re: Financial report for the year ended 30 June 2006 [FR 2006/250] - Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule)

I have enclosed for your information and response a copy of my correspondence to Mr Kevin Williams, Chief Executive Officer of the Northern Territory Branch of the Civil Contractors Federation.

Should you wish to discuss this letter, or if you require further information on the financial reporting requirements of the RAO Schedule, I can be contacted on (03) 8661 7787 (Mon-Thurs) or by email at iain.stewart@air.gov.au

Yours sincerely,

Iain Stewart

Iain Stewart
Statutory Services Branch

2 November 2006



Australian Government
Australian Industrial Registry

Level 5
11 Exhibition Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7787
Fax: (03) 9655 0410
lain.stewart@air.gov.au

Mr K Williams
Chief Executive Officer
Civil Contractors Federation
Northern Territory Branch
WINNELLIE NT 0821

ccfnt@civilcontractors.com

Dear Mr Williams

Re: Financial report for the year ended 30 June 2006 [FR 2006/250] - Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule)

I acknowledge receipt of the financial report of the Northern Territory Branch of the Civil Contractors Federation for the year ended 30 June 2006. The documents were lodged in the Industrial Registry on 18 October 2006.

1. Timescale requirements

As you know the financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements. My examination of the documentation lodged indicates:

1. the Committee of Management Statement refers to a resolution passed at a meeting on 28 September 2006 but was signed on 19 September 2006
2. the date of the Auditor's report is unclear, it could be 22 September 2006, or it could be 12 September 2006, or it could be another date altogether
3. the documents were circulated to members on 20 September 2006
4. the documents were presented to a General Meeting on 12 October 2006
5. the Designated Officer's Certificate, which purports to attest to the information in points 3 and 4, is signed and dated 19 September 2006

The resolution in a committee of management statement would ordinarily refer to a date on or before the date of an auditor's report (as the Auditor must take the statement into account in the preparation of their report). If the auditor's report is being presented to a General meeting then the full financial report should be circulated to members 21 days before the meeting. Following the meeting the documents should be lodged with the Registry within 14 days of the meeting. It appears the various steps in the process have occurred, however the sequence of those events, at least as noted on the various documents lodged, appears at odds with the prescribed timeframe. It is possible some of the dates have been mistakenly inserted in the documentation. If that is the case, the reporting unit should prepare freshly dated documents which accurately reflect the dates on which the various events occurred. If that is not the case the reporting unit may have to re-do certain steps. In that event, you should contact me to discuss what is required to remedy any deficiency.

2. Designated Officer's certificate

Section 268 of the RAO Schedule requires a certificate by a prescribed designated officer stating that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266.

I note this Certificate was signed by you in your capacity as Branch Chief Executive Officer.

Regulation 162 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 (the RAO Regulations) provides:

“For paragraph 286(c) of the RAO Schedule, a prescribed officer is:

- (a) the secretary; or
- (b) an officer of the organisation other than the secretary who is authorized by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.”

Sections 6 and 9 of the RAO Schedule provide the definitions of “officer” and “office”.

I note that sub-rule 51(a) of the organisation's rules provides that “there shall be a Secretary of each Branch who shall be known as the Branch Chief Executive Officer (CEO) who shall be the principal salaried officer of the Branch and shall hold office on such terms and conditions as agreed by the Branch Board”. I also note that sub-rule 51(b) requires the Branch CEO to conduct all correspondence on behalf of the Branch and except as directed by the Branch President shall be conducted in the name of the Branch CEO. Although the rules infer the Branch CEO is the “Secretary” of the Branch, that position is neither an elected position, nor is the holder of the position a voting member on any collective body of the Branch and is not required to hold property of the Branch, therefore it does not fall within the definition of “officer” or “office” as previously mentioned and consequently does not satisfy the requirements of section 268.

Would you please arrange lodgment of a fresh designated officer's certificate signed by a person whose position/duties fall within the above definitions e.g. Branch President, Branch Vice President or Branch Treasurer.

3. Auditor's Report

Qualification to auditor's report

(a) I note the auditor has included the following qualification in his report:

“The branch, in common with entities of a similar size and nature, has been unable to introduce procedures to establish accounting control over revenue prior to its receipt in the records of the Branch. Accordingly, we have not been able to extend our audit of income for these sources beyond the amounts recorded in the accounting records of the Branch and we are therefore unable to confirm whether all such income has been recorded.”

Under subsection 332(1) of Schedule 1 of the Act a Registrar is obliged to investigate any deficiency, failure or shortcoming disclosed in an auditor's report. However, the Registrar is not required to investigate the deficiency, failure or shortcoming if after consultation with the reporting unit (branch) concerned, and the auditor, the Registrar is satisfied that the deficiency, failure or shortcoming is trivial or will be remedied in

the following year refer s332(2). [Section 332 and related sections 252 and 257 are reproduced in Attachment 1]

Accordingly, I seek further information from the Branch *and its auditor* as to the nature and detail of the qualification. I request that the information include the auditor's opinion as to whether the qualification is a "deficiency, failure or shortcoming" in the context of the sections reproduced in *Attachment 1*, and, if the auditor considers it to be such, the auditor's opinion as to the materiality of the deficiency, failure or shortcoming.

I note the matter of the qualification was raised last year and a response sought. However, on re-reading my correspondence, I note the instruction in the preamble of my letter may have been confusing resulting in the report being filed notwithstanding the absence of a response from the auditor as requested above. Could you please ensure this matter is drawn to the attention of the auditor. A copy of this correspondence has been forwarded directly to the auditor.

Auditor's qualifications

It is not clear from the Report whether or not the Auditor is an approved auditor. In this regard I draw your attention to the definition of approved auditor in regulation 4 of the 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 this comment to the attention of your Auditors.

4. Committee of Management Statement

Consistency with other reporting units

There appears to be no information in the statement addressing Item 17(e)(iv) of the Industrial Registrar's Reporting Guidelines. This item relates to the keeping of financial records in a consistent manner to each of the other reporting units of the organisation.

It should be noted that the Committee of Management Statement must include a declaration in respect of each requirement stipulated in the Industrial Registrar's Guidelines.

5. General Purpose Financial Report

I note that there is reference in the detailed Income and Expenditure Statement to 'Wages and Salaries'. I advise that Item 11 of the Industrial Registrar's Reporting Guidelines for the purposes of section 253 provides that: "Balances for the following items must be disclosed by the reporting unit in the notes to the financial statement unless already disclosed on the face of the profit and loss statement ...". The guideline thereafter sets out various matters that should be disclosed, including;

- “(g) employee benefits to holders of office of the reporting unit;
- “(h) employee benefits to employees (other than holders of offices) of the reporting unit;”

Future reports should ensure the appropriate dissection. I note this matter has been brought to your attention previously.

Electronic lodgment

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at www.airc.gov.au Alternatively, you may send an email with the documents attached to:

riateam3@air.gov.au Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

Should you wish to discuss this letter, or if you require further information on the financial reporting requirements of the RAO Schedule, I can be contacted on (03) 8661 7787 (Mon-Thurs) or by email at iain.stewart@air.gov.au

Yours sincerely,

Iain Stewart
Statutory Services Branch

2 November 2006

332 Investigations arising from auditor's report

(1) Subject to subsection (2), a Registrar must:

(a) where the documents lodged in the Industrial Registry under section 268 include a report of an auditor setting out any:

- (i) defect or irregularity; or
- (ii) deficiency, failure or shortcoming; and

(b) where for any other reason the Registrar considers that a matter revealed in the documents should be investigated—investigate the matter.

(2) The Registrar is not required to investigate the matters raised in the report of the auditor if:

(a) the defect, irregularity, deficiency, failure or shortcoming consists solely of the fact that the organisation concerned has kept financial records for its membership subscriptions separately on a cash basis as provided in subsection 252(4); or

(b) after consultation with the reporting unit and the auditor, the Registrar is satisfied that the matters are trivial or will be remedied in the following financial year.

(3) Where, having regard to matters that have been brought to notice in the course of, or because of, an investigation under subsection (1), a Registrar forms the opinion that there are grounds for investigating the finances or the financial administration of the reporting

252 Reporting unit to keep proper financial records

(1) A reporting unit must:

- (a) keep such financial records as correctly record and explain the transactions and financial position of the reporting unit, including such records as are prescribed; and
- (b) keep its financial records in such a manner as will enable a general purpose financial report to be prepared from them under section 253; and
- (c) keep its financial records in such a manner as will enable the accounts of the reporting unit to be conveniently and properly audited under this Part.

(2) Where an organisation consists of 2 or more reporting units, the financial records for each of the reporting units must, as far as practicable, be kept in a consistent manner.

Note 1: This would involve, for example, the adoption of consistent accounting policies and a common chart of accounts for all reporting units in the organisation.

Note 2: This requirement is subject to subsection (4) which allows reporting units to keep some records on a cash basis.

(3) Financial records of an organisation may, so far as they relate to the income and expenditure of the organisation, be kept on a cash basis or accrual basis, at the option of the organisation.

- (4) If an organisation keeps the financial records referred to in subsection (1) on an accrual basis, it may keep the financial records for its membership subscriptions separately on a cash basis.
- (5) An organisation must retain the financial records kept under subsection (1) for a period of 7 years after the completion of the transactions to which they relate.

257 Powers and duties of auditors

- (1) An auditor of a reporting unit must audit the financial report of the reporting unit for each financial year and must make a report in relation to the year to the reporting unit.
- (2) An auditor, or a person authorised by an auditor for the purposes of this subsection, is:
- (a) entitled at all reasonable times to full and free access to all records and other documents of the reporting unit relating directly or indirectly to the receipt or payment of money, or to the acquisition, receipt, custody or disposal of assets, by the reporting unit; and
 - (b) entitled to seek from any designated officer, or employee of the reporting unit, such information and explanations as the auditor or authorised person wants for the purposes of the audit.
- (3) If an auditor requests an officer, employee or member of an organisation to produce records or other documents under paragraph (2)(a), the request must:
- (a) be in writing; and
 - (b) specify the nature of the records or other documents to be produced; and
 - (c) specify how and where the records or other documents are to be produced; and
 - (d) specify a period (of not less than 14 days after the notice is given) within which the records or other documents are to be produced.
- (4) If an auditor authorises a person for the purposes of subsection (2), the auditor must serve on the reporting unit a notification that sets out the name and address of the person.
- (5) An auditor must, in his or her report, state whether in the auditor's opinion the general purpose financial report is presented fairly in accordance with any of the following that apply in relation to the reporting unit:
- (a) the Australian Accounting Standards;
 - (b) any other requirements imposed by this Part.

If not of that opinion, the auditor's report must say why.

- (6) If the auditor is of the opinion that the general purpose financial report does not so comply, the auditor's report must, to the extent it is practicable to do so, quantify the effect that non-compliance has on the general purpose financial report. If it is not practicable to quantify the effect fully, the report must say why.

- (7) The auditor's report must describe:
- (a) any defect or irregularity in the general purpose financial report; and
 - (b) any deficiency, failure or shortcoming in respect of the matters referred to in subsection (2) or section 252.
- (8) The form and content of the auditor's report must be in accordance with the Australian Auditing Standards.
- (9) The auditor's report must be dated as at the date that the auditor signs the report and must be given to the reporting unit within a reasonable time of the auditor having received the general purpose financial report.
- (10) An auditor must not, in a report under this section, make a statement if the auditor knows, or is reckless as to whether, the statement is false or misleading.

Note: This subsection is a civil penalty provision (see section 305).

(11) If:

- (a) the auditor suspects on reasonable grounds that there has been a breach of this Schedule or reporting guidelines; and
- (b) the auditor is of the opinion that the matter cannot be adequately dealt with by comment in a report or by reporting the matter to the committee of management of the reporting unit; the auditor must immediately report the matter, in writing, to the Industrial Registrar.

Note: This subsection is a civil penalty provision (see section 305).