



**Australian Government**

**Australian Industrial Registry**

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

Mr P Rimmington  
Hayes Knight  
Chartered Accountants  
Level 10, 175 Eagle Street  
BRISBANE QLD 4001

Dear Sir

**Re: Civil Contractors Federation - Workplace Relations Act 1996  
Financial Documents for year ended 30 June 2005 - FR2005/330**

Thank you for your letter of 22 November 2005 clarifying your qualification in your report in relation to the financial documents of the Queensland Branch of the Civil Contractors Federation for the year ended 30 June 2005.

Your comments have been noted.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell'.

Larry Powell  
Statutory Services Branch

6 December 2005



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**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
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Mr. C. White  
Executive Director  
Civil Contractors Federation  
Queensland Branch  
Level 2, Oxley House  
25 Donkin Street  
SOUTH BRISBANE QLD 4101

Dear Mr. White,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial reports for year ended 30 June 2005 - FR 2005/330**

Thank you for your letter of 28 November 2005 and also your branch's auditor's letter of 22 November 2005 clarifying the reasons for his qualification in his report in relation to the financial reports of the Queensland Branch of the Civil Contractors Federation for the year ended 30 June 2005.

The financial documents have now been filed.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell'.

Larry Powell  
Statutory Services Branch

6 December 2005



# CIVILCONTRACTORS FEDERATION

Queensland Branch



28 November 2005

Mr T. Nassios  
Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3001

Dear Mr Nassios,

**Ref: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial reports for year ended 30 June 2005 – FR 2005/330**

I refer to correspondence from you dated 6 October 2005 regarding the financial reports of the Queensland Branch of Civil Contractors Federation for the year ended 30 June 2005.

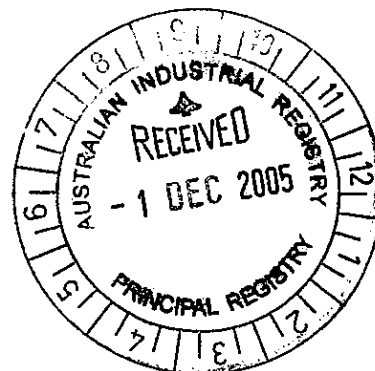
I enclose correspondence from the Auditor, Hayes Knight. I believe that the comments from the Auditor will address all of your concerns and provide the information that you requested.

To reiterate, we have established appropriate policies and procedures within the branch to manage the finances and to ensure that there are no material deficiencies, failures or shortcomings.

If you wish to discuss this further, please contact Chris White on 0419 130 580 or (07) 3846 7933 or email [cwhite@civilcontractors.com](mailto:cwhite@civilcontractors.com).

Yours sincerely

Chris White  
Executive Director  
Civil Contractors Federation (Qld Branch)  
Let46





**Hayes Knight**

Accountants & Business Advisors  
your partners in success

PR:KH

Level 10, 175 Eagle Street, Brisbane  
GPO BOX 1687 Brisbane QLD 4001

22 November 2005

• tel 07 3223 7070 • fax 07 3223 7040  
• email [info@hayesknightqld.com.au](mailto:info@hayesknightqld.com.au)  
• [www.hayesknight.com.au](http://www.hayesknight.com.au)

Australian Industry Registry  
Level 35 Nauru House  
GPO Box 1994S  
MELBOURNE VIC 3001

Dear Sir

**CIVIL CONTRACTORS FEDERATION (QUEENSLAND BRANCH)**

We refer to your correspondence of 6 October 2005, in respect to the audit qualification made in the above Federation's financial statements for the year ended 30 June 2005, and take this opportunity to provide the following information.

We advise that as mentioned in the first sentence of the audit qualification included in our report that, the qualification related to the size of the organisation, and the inability of such an organisation to maintain an effective system of internal control over receipts. In this regard our comments were not referring to any specific deficiency, failure or shortcoming relating to the organisation.

We advise that initially the Federation operated with only a small administration office, and accordingly it was not possible to provide for a full delegation of financial duties. However, in the past twelve months we note that the Federation has undertaken a number of measures to provide where possible, more appropriate delegation of duties. These include for instance, but not limited to:

- Separation of responsibilities for Finance and Member Services
- Issue of invoices for member functions and subscriptions
- Increased staff numbers to provide for better delegation of duties

However as these initiatives had not been in place for the full financial year, we believed it prudent to provide the qualification. We further advise that in the 2005 year the Federation did not receive any donations, and any such voluntary contributions are now made under formal sponsorship arrangements.

We believe that after consultation with the Executive Director, Mr White, that if the Federation maintains its current size and the new policies that have been implemented since Mr White's appointment, that the qualification would not be required in future years.

We trust that the above is sufficient for the Registrar's information, however should you require any additional information, please do not hesitate to contact us.

Yours faithfully  
**HAYES KNIGHT**

**PETER RIMMINGTON**  
Partner

**Associated Offices**

- NSW Sydney
- NSW Campbelltown
- SA Adelaide
- VIC Melbourne
- WA Perth
- NZ Auckland

An independent member of  
the Hayes Knight Group  
and Morison International



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Mr P Rimmington  
Hayes Knight  
Chartered Accountants  
Level 10, 175 Eagle Street  
BRISBANE QLD 4001

Dear Sir

**Re: Civil Contractors Federation - Workplace Relations Act 1996  
Financial Documents for year ended 30 June 2005 - FR2005/330**

I have enclosed for your information and response a copy of my correspondence to Mr Chris White, Executive Director, of the Queensland Branch of the abovenamed organisation.

If you wish to discuss the matters raised in my correspondence to Mr White you may contact Mr Larry Powell on (03) 8661 7993.

Yours sincerely,

Terry Nassios  
Deputy Industrial Registrar

6 October 2005



**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
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Mr. C. White  
Executive Director  
Civil Contractors Federation  
Queensland Branch  
Level 2, Oxley House  
25 Donkin Street  
SOUTH BRISBANE QLD 4101

Dear Mr. White,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial reports for year ended 30 June 2005 - FR 2005/330**

Reference is made to the financial reports of the Queensland Branch of the Civil Contractors Federation for the year ended 30 June 2005. The documents were lodged in the Industrial Registry on 26 September 2005.

Auditor's Report

The Auditor's Report accompanying the documents contains the following qualification:

"As is common for organization of its type, it is not practicable for CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH to maintain an effective system of internal control over donations, subscriptions and other fund raising activities until their initial entry in the accounting records. Accordingly, our audit in relation to these income sources was limited to amounts recorded."

Under subsection 332(1) of Schedule 1B 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 at 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 at *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.

If you wish to discuss the matters raised in this letter you may contact Mr Larry Powell on (03) 8661 7993 or by e-mail at [larry.powell@air.gov.au](mailto:larry.powell@air.gov.au).

Yours sincerely,

Terry Nassios  
Deputy Industrial Registrar  
6 October 2005

cc: Hayes Knight

### 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).



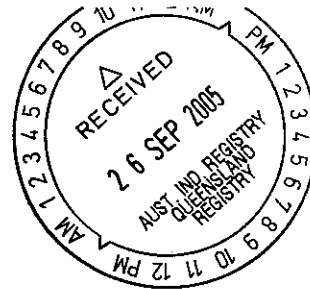


**CIVIL  
CONTRACTORS  
FEDERATION**  
Queensland Branch



23 September 2005

Mr Damien Staunton  
Deputy Industrial Registrar  
PO Box 5713  
CENTRAL PLAZA  
BRISBANE QLD 4001



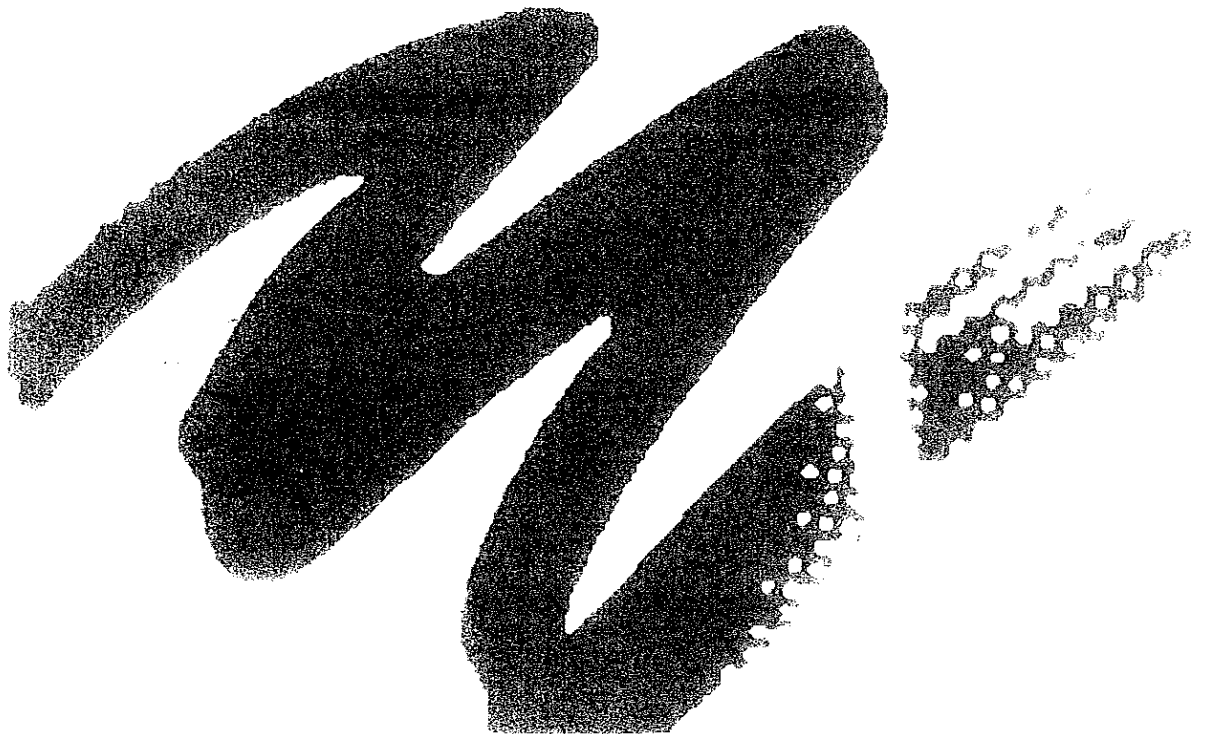
Dear Damien,

Please find enclosed a copy of the financial report for the Civil Contractors Federation Qld Branch for the year ended 30 June 2005. This includes the Operating Report , Committee of Management Statement and the Secretary's Certificate.

Yours sincerely

Chris White  
Executive Director  
Let37

**CIVIL CONTRACTORS FEDERATION  
QUEENSLAND BRANCH  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2005**



## CIVIL CONTRACTORS FERDERATION QUEENSLAND BRANCH

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# CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

## OPERATING REPORT

Your committee members submit the financial report of the CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH for the financial year ended 30 June 2005.

The names of committee members throughout the financial year and at the date of this report are:

1 July 2004 - 16 September 2004	16 September 2004 - 30 June 2005
Chris White	Anthony Burke
David Bowen	Chris White
Dick Sudholz	David Bowen
John Hull	Dick Sudholz
John Seymour	Gavin Turner
Keith Mellwain	John Clark
Mark Panizza	John Hull
Peter Bampton	John Seymour
Sid Strano	Keith Mellwain
Terry Cogill	Mark Panizza
	Paul Fogarty
	Peter Bampton
	Sid Strano
	Terry Cogill
	Terry Lynch

### Number of Members

There are 96 members.

### Number of Employees

There are 17 employees.

### Principal Activities

The principal activities of the federation during the financial year were acting as an industry body representing the civil construction sector under the Workplace Relations Act 1996.

### Significant Changes

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

### Right of Members to Resign

Members have a right to resign according to *Rule 9 of the Constitution and Rules of the Civil Contractors Federation - Resignation of Members*.

## 9 - RESIGNATION OF MEMBERS

- (1) A member may resign from the Federation by written notice addressed and delivered to the National Executive Director.

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

OPERATING REPORT .... continued

- (2) A notice of resignation from membership of the Federation takes effect:
- (a) where the member ceases to become eligible to be a member of the Federation:
    - (i) on the day on which the notice is received by the Federation; or
    - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is later; or
  - (b) in any other case:
    - (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.
- (3) 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.
- (4) A notice delivered to the person mentioned in subrule (1) shall be taken to have been received by the Federation when it was delivered.
- (5) 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 (1) of Rule 9.
- (6) 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.

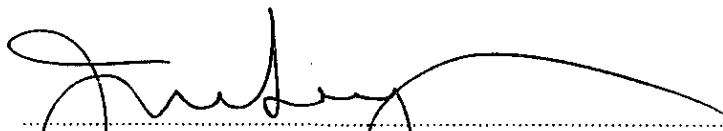
**Superannuation Trustees**

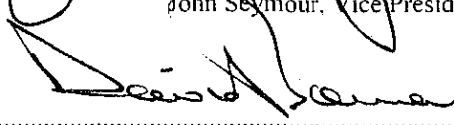
No officer holds a reserved position as a Superannuation Trustee under Section 254 2d of the RAO Legislation.

**After Balance Date Events**

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

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

  
.....  
John Seymour, Vice President

  
.....  
David Bowen, Treasurer

Dated this 26<sup>th</sup> day of August 2005

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2005

	Notes	2005 \$	2004 \$
Revenue from ordinary activities	13	1,574,752	1,438,061
Less Expenses from ordinary activities	14		
Cost of sales		345,684	394,966
Leasing expenses		88,852	129,771
Employee benefits expense		718,992	583,682
Depreciation and amortization expenses		16,006	22,768
Borrowing costs		0	798
Other expenses from ordinary activities		321,585	295,894
		<u>1,491,119</u>	<u>1,427,879</u>
<b>Surplus from ordinary activities</b>		<u><u>83,633</u></u>	<u><u>10,182</u></u>



**CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2005**

	Notes	2005 \$	2004 \$
<b>CURRENT ASSETS</b>			
Cash assets	2	79,945	286,908
Inventory		8,574	7,300
Receivables	3	360,863	242,995
Other	4	<u>13,222</u>	<u>6,125</u>
<b>TOTAL CURRENT ASSETS</b>		<u>462,604</u>	<u>543,328</u>
<b>NON CURRENT ASSETS</b>			
Receivables	3	0	3,887
Other financial assets	5	12,500	12,500
Property, plant and equipment	6	<u>60,448</u>	<u>54,138</u>
<b>TOTAL NON CURRENT ASSETS</b>		<u>72,948</u>	<u>70,525</u>
<b>TOTAL ASSETS</b>		<u>535,552</u>	<u>613,853</u>
<b>CURRENT LIABILITIES</b>			
Payables	7	123,047	83,699
Provisions	8	43,031	51,245
Other	9	0	193,065
<b>TOTAL CURRENT LIABILITIES</b>		<u>166,078</u>	<u>328,009</u>
<b>NON CURRENT LIABILITIES</b>			
Payables	7	0	0
Provisions	8	0	0
<b>TOTAL NON CURRENT LIABILITIES</b>		<u>0</u>	<u>0</u>
<b>TOTAL LIABILITIES</b>		<u>166,078</u>	<u>328,009</u>
<b>NET ASSETS</b>		<u>369,475</u>	<u>285,844</u>
<b>EQUITY</b>			
Accumulated surplus		369,475	285,844
<b>TOTAL EQUITY</b>	10	<u>369,475</u>	<u>285,844</u>

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2005

	Notes	2005 \$	2004 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from members and customers		828,697	1,161,598
Receipts from projects		445,865	337,000
Payments to suppliers and employees		(1,465,613)	(1,400,278)
Interest paid			798
Interest received		2,516	2,228
Net cash provided by operating activities	11 (b)	<u>(188,535)</u>	<u>101,346</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from redemption of non-current assets		3,887	5,676
Proceeds from property, plant and equipment		1,338	61,623
Payment for property, plant and equipment		(23,653)	(14,668)
Net cash used in investing activities		<u>(18,428)</u>	<u>52,631</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Net proceeds from borrowings		0	(31,053)
Net cash provided by/(used in) financing activities		<u>0</u>	<u>(31,053)</u>
Net increase in cash held		(206,963)	122,924
Cash at beginning of financial year		286,908	163,984
Cash at end of financial year	11 (a)	<u>79,945</u>	<u>286,908</u>

# CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005

### NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of S253(2) of the Workplace Relations Act 1996.

The financial report is for the entity CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH as an individual entity. CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH is an organization established under the Workplace Relations Act 1996.

The financial report has been prepared on an accruals basis and is based on historical costs. It does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Federation in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the federation in the preparation of the financial report.

#### (a) Income Tax

No provision for income tax has been raised as the federation is exempt from income tax under section 50-115 of the Income Tax Assessment Act 1997 as an employer federation registered under an Australian Law relating to the settlement of industrial disputes and is located in Australia and incurs its expenditure and pursues its objectives principally in Australia.

#### (b) Inventories

Inventories are measured at the lower of cost and net realisable value. Costs are assigned on a first-in first-out basis and include direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenses.

#### (c) Property, Plant and Equipment

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

##### *Plant and Equipment*

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the federation 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 net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

##### *Depreciation*

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the federation commencing from the time the asset was held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The useful lives used for each class of depreciable assets are:

<b>Class of fixed asset</b>	<b>Useful lives</b>	<b>Depreciation basis</b>
Leasehold Improvements	40 years	Prime Cost
Office plant & equipment	3 3/4 - 7 1/2 years	Diminishing Value
Motor Vehicles	6 2/3 years	Diminishing Value

#### (d) 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.

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005

Lease incentives received under operating leases are recognized as a liability. Lease payments received reduced the liability.

**(c) Investments**

Non-current investments are measured on the cost basis. The carrying amount of investments is reviewed annually by Committee 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.

**(f) Employee Entitlements**

Provision is made for the federation's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

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

**(g) Trade and other receivables**

Trade Receivables are recognized and carried at original invoice amount less a provision for any uncollectable debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

**(h) Trade and other payables**

Liabilities for trade creditors and other amounts are carried at cost which is the fair value of the consideration to be paid in future for goods and services received, whether or not billed to the federation.

**(i) Revenue Recognition**

Revenue from sale of goods is recognized upon the delivery of goods to customers.

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

Dividend revenue is recognized when the right to receive a dividend has been established. Other revenue is recognized when the right to receive the revenue has been established.

**(j) Deferred/ Unearned Revenue**

Unearned revenue shown in the accounts will be brought to account over the life of the contract based on the interest rate implicit in the contract. This represents income/ fundings received during the current year for activities to be performed and services rendered in the future year.

**(k) Cash**

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

**(l) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognized 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 recognized 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.

**(m) Information to be provided to members or Registrar**

In accordance with the requirement of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of subsections 272(1), (2) and (4), which read 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 Registrar may only make an application under subsection (1) at the request of a member of the reporting unit concerned, and the Registrar must provide to a member information received because of an application made at request of the member.

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005

	2005	2004
	\$	\$
<b>NOTE 2: CASH ASSETS</b>		
Cash on hand	2,285	1,300
Cash at bank	41,849	241,668
Deposits at call	32,811	43,940
	<u>79,945</u>	<u>286,908</u>
<b>NOTE 3: RECEIVABLES</b>		
<b>CURRENT</b>		
Trade debtors	328,992	245,745
Less provision for doubtful debts	(10,000)	(10,000)
	<u>318,992</u>	<u>235,745</u>
Other debtors	41,871	7,250
	<u>360,863</u>	<u>242,995</u>
<b>NON CURRENT</b>		
Amounts receivable from:		
Civil Contractors Federation National Office	<u>0</u>	<u>3,887</u>
<b>Reconciliation of Non Current Receivables:</b>		
		<b>Loans to Associate Entity</b>
		<b>\$</b>
<b>2005</b>		
Balance at the beginning of the year		3,887
Repayments		<u>(3,887)</u>
Carrying amount at the end of the year		<u>0</u>
<b>NOTE 4: OTHER ASSETS</b>		
<b>CURRENT</b>		
Bond & Deposit	0	6,125
Prepayments	13,222	-
	<u>13,222</u>	<u>6,125</u>
<b>NOTE 5: OTHER FINANCIAL ASSETS</b>		
<b>NON CURRENT</b>		
Shares in other corporations		
at cost	<u>12,500</u>	<u>12,500</u>
Shares in other corporations	<u>12,500</u>	<u>12,500</u>

(a) The amount represents the federation Queensland Branch's contribution as a branch of the national federation to the cost of 50% shareholding in Beaconsfield Press Pty Ltd.

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005

Reconciliation of Other Non Current Financial Assets:

	Share recorded at cost \$
<b>2005</b>	
Balance at the beginning of the year	12500
Carrying amount at end of year	<u>12500</u>

**NOTE 6: PROPERTY, PLANT AND EQUIPMENT**

	2005	2004
	\$	\$
<b>(a) Furniture &amp; Fittings</b>		
At cost	7,304	0
Less accumulated depreciation	<u>(1,078)</u>	<u>0</u>
	<u>6,226</u>	<u>0</u>
<b>(b) Office plant &amp; equipment</b>		
At cost	154,656	143,117
Less accumulated depreciation	<u>(112,992)</u>	<u>(101,134)</u>
	<u>41,664</u>	<u>41,983</u>
<b>(c) Leasehold Improvements</b>		
At cost	13,406	12,687
Less accumulated depreciation	<u>(847)</u>	<u>(532)</u>
	<u>12,559</u>	<u>12,155</u>
<b>Total property, plant and equipment</b>	<u>60,448</u>	<u>54,138</u>

**a) Movements in Carrying Amounts**

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year

	Leasehold Improvements \$	Furniture & Fittings \$	Office Equipment \$	Total \$
<b>2005</b>				
Balance at the beginning of the year	12,155	0	41,983	54,138
Additions	719	7,304	15,630	23,653
Disposals	0	0	(1,338)	(1,338)
Depreciation expense	<u>(315)</u>	<u>(1,078)</u>	<u>(14,612)</u>	<u>(16,005)</u>
Carrying amount at end of year	<u>12,559</u>	<u>6,226</u>	<u>41,663</u>	<u>60,448</u>

**CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005**

	2005	2004
	\$	\$
<b>NOTE 7: PAYABLES</b>		
CURRENT		
Unsecured liabilities		
Trade creditors	48,037	19,400
Sundry creditors and accruals	41,064	9,726
GST Payable	33,946	54,573
	<u>123,047</u>	<u>83,699</u>
Secured liabilities		
Sundry creditors and accruals	0	0
	<u>123,047</u>	<u>83,699</u>
NON CURRENT		
Secured liabilities		
Sundry creditors and accruals	0	0
<b>NOTE 8: PROVISIONS</b>		
CURRENT		
Employee entitlements & Annual Leave	40,568	24,517
Employee entitlements - Long Service Leave	2,463	26,728
(a)	<u>43,031</u>	<u>51,245</u>
NON CURRENT		
Employee entitlements & Long Service Leave	(a) 0	0
(a) Aggregate employee entitlements liability	<u>43,031</u>	<u>51,245</u>
<b>NOTE 9: OTHER LIABILITIES</b>		
CURRENT		
Deferred/ Unearned Income	<u>0</u>	<u>193,065</u>
<b>NOTE 10: EQUITY</b>		
Total equity at the beginning of the financial year	285,844	274,066
Total changes in equity recognized in the statement of financial performance	83,633	11,778
Rounding	(2)	
Total equity at the reporting date	<u>369,475</u>	<u>285,844</u>

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005

NOTE 11: CASH FLOW INFORMATION

(a) Reconciliation of cash

Cash at the end of the financial year as shown in the statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:

Cash on hand	2,285	1,300
Cash at bank	44,849	241,668
At call deposits with financial institutions	32,811	43,940
	<u>79,945</u>	<u>286,908</u>

(b) Reconciliation of cash flow from operations with surplus from ordinary activities after income tax

Surplus from ordinary activities after income tax (\$Nil)	83,633	11,778
Non cash flows in surplus from ordinary activities		
Depreciation & Amortisation	16,006	22,768
Increase/ (Decrease) in provisions	(19,587)	5,768
Changes in assets and liabilities		
Decrease/ (Increase) in inventory	(1,274)	(3,188)
Decrease/ (Increase) in receivables	(83,247)	(29,977)
Decrease/ (Increase) in other assets	(41,079)	0
Increase/ (Decrease) in other liabilities	(171,624)	85,475
Increase / (Decrease) in payables	28,637	8,722
Cash flows from operations	<u>(188,535)</u>	<u>101,346</u>



CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005

NOTE 12: FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The federation's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturing		1 to 5 Years	
	2005	2004	2005	2004	2005	2004	2005	2004
Financial Assets	%	%	\$	\$	\$	\$	\$	\$
Cash			79,945	286,908	-	-	-	-
Receivables			0	3,877	-	-	-	-
Total financial assets			<u>79,945</u>	<u>290,785</u>	-	-	-	-
Financial liabilities								
Trade purchase liabilities			-	-	-	0	0	0
Total financial liabilities			-	-	-	<u>0</u>	<u>0</u>	<u>0</u>

	Fixed Interest Rate Maturing		Non Interest Bearing		Total	
	2005	2004	2005	2004	2005	2004
	\$	\$	\$	\$	\$	\$
Cash	-	-	-	-	79,945	286,908
Receivables	-	-	360,224	242,995	360,224	246,882
Investments	-	-	<u>12,500</u>	<u>12,500</u>	<u>12,500</u>	<u>12,500</u>
Total financial assets	-	-	<u>372,724</u>	<u>255,495</u>	<u>452,669</u>	<u>546,290</u>
Financial liabilities						
Trade and sundry creditors	-	-	<u>142,620</u>	<u>83,699</u>	<u>142,620</u>	<u>83,699</u>
Total financial liabilities	-	-	<u>142,620</u>	<u>83,699</u>	<u>142,620</u>	<u>83,699</u>

(b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognized financial assets is the carrying amount of those assets, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial report.

The federation does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the federation.

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005

NOTE 13: DETAILED REVENUE FROM ORDINARY ACTIVITIES	2005	2004
	\$	\$
<b>CCF INCOME</b>		
Branch Meetings	-	37,629
C E C A	-	28,735
Committee Meetings/Sponsorship	1,655	8,357
Donations/Sponsorship/Publications	9,171	73,985
Functions/Meetings/Seminars	132,536	81,803
Income-Nat.Post Conference 2001		982
Membership/Subscription	343,365	227,882
Miscellaneous Income	815	6,891
P/L on Disposal of Fixed Assets	212	(3,350)
<b>TOTAL CCF INCOME</b>	<u><u>487,754</u></u>	<u><u>462,914</u></u>
 <b>TRAINING INCOME</b>		
Courses (BCFF)	354,278	337,000
Fee for Service	203,875	246,026
Fee for Service/Administration	71,231	84,080
FMS - Other Income	-	364
User Choice	445,865	305,449
<b>TOTAL TRAINING INCOME</b>	<u><u>1,075,250</u></u>	<u><u>972,919</u></u>
 <b>OTHER CCF INCOME</b>		
Interest Received	2,516	2,228
Office Relocation	0	0
Sundry Income	9,232	0
<b>TOTAL OTHER CCF INCOME</b>	<u><u>11,748</u></u>	<u><u>2,228</u></u>
 <b>TOTAL REVENUE FROM ORDINARY ACTIVITIES</b>	<u><u>1,574,752</u></u>	<u><u>1,438,061</u></u>

**NOTE 14: DETAILED EXPENSES FROM  
ORDINARY ACTIVITIES**

<b>COST OF SALE</b>		
<b>CCF - COST OF SALES</b>		
Branch Meetings	0	42,127
C E C A	0	32,842
Committee Meetings	0	11,968
Functions	0	82,994
Membership/Subscription	0	4,736
Nat. Pre Conference 2003	0	982
Sponsorship	0	5,357
<b>TOTAL CCF COST OF SALES</b>	<u><u>0</u></u>	<u><u>181,006</u></u>

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005

	2005	2004
	\$	\$
<b>TRAINING – COST OF SALES</b>		
Assessments (BCIFF)	0	2,792
C.P.P	0	5,675
Consultant - Fee for Service	28,925	43,545
Consultants - Council	6,857	0
Consultants – Course (BCIFF)	28,932	38,352
Consultants - DET	26,864	0
Consultants – User Choice	0	40,716
Courses - Council	2,313	0
Courses - Fee for Service	27,892	12,129
Courses (BCIFF)	27,125	22,682
Courses (DET)	41,777	0
Other/L.M.S	2,850	0
User Choice	0	28,909
<b>TOTAL TRAINING COST OF SALES</b>	<u>193,535</u>	<u>194,800</u>

	2005	2004
	\$	\$
<b>FUNCTION / CONFERENCE – COST OF SALES</b>		
Earth Awards - Judging Costs	5,269	0
Functions / Meetings	77,807	0
Golf Day Costs	22,304	0
IMS Costs	4,170	0
Membership Costs	2,131	0
National Office Contribution	0	19,160
Promotions / Publicity	3,006	0
Seminar Costs	30,841	0
Speakers / Entertainment – Other Costs	5,310	0
Sponsorship Costs	1,310	0
<b>TOTAL FUNCTION / CONFERENCE COST OF SALES</b>	<u>152,148</u>	<u>19,160</u>
<b>TOTAL COST OF SALES</b>	<u>345,684</u>	<u>394,966</u>

**OTHER EXPENSES FROM ORDINARY ACTIVITIES**

<b>CCF</b>		
Accounting Fees	0	567
Advertising & Promotion	0	485
Annual Leave Expenses	0	2,917
Auditor	6,130	2,342
Bad Debt Provision	3,770	29
Bank Fees & Charges	8,153	1,610
Bank Merchant Fees/Card Charges	0	3,652
Board & Committee Expense	715	0
Computer Equipment Expense	0	5,909
Conference & Seminars	0	3,207

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005

	2005	2004
	\$	\$
Consultants	7,770	2,635
Depreciation Expense	0	8983
Donations	0	36
Employment Expenses	0	3,447
Entertainment	86	3,174
Freight Paid	0	105
Fringe Benefit Tax	0	1,025
Functions	0	1,435
Insurance	1,991	4,344
Interest	1	0
Legal Fees	1,750	2,000
Light & Power	6,252	1,591
Long service Leave Provision	0	5,843
Motor Vehicle - Car Allowance	0	11,720
Motor Vehicle running	0	12,004
National Office Expense	62,818	684
Office Equipment - Maintenance	10,653	595
Office Equipment Lease	26,958	9,919
Office Operating Costs - Other		0
Office Relocation	190	0
Office Rental	67,391	33,514
Office Services/Equipment	0	4,678
Postage/Courier	1,568	3,210
Printing & Stationary	18,505	8,792
Publications	0	339
Representation/Other Org.	3,001	190
Subscriptions/Contributions	3,477	1,374
Sundry Expenses	0	7,335
Superannuation	0	23,285
Superannuation - Office Holder	0	15,462
System Support	0	6,535
Telephone/ Fax	0	11,035
Travel/Accommodation	9,750	21,975
Wages & Salaries - Employees	0	114,700
Wages & Salaries - Office Holders	0	88,716
Workers Compensation	0	588
<b>TOTAL OTHER CCF EXPENSES FROM ORDINARY ACTIVITIES</b>	<b>240,928</b>	<b>433,990</b>

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005

OTHER EXPENSES FROM ORDINARY ACTIVITIES	2005	2004
TRAINING	\$	\$
Amortisation Expense	0	312
Annual leave Expense	58,621	3,458
Audit	0	3,385
Computer Equipment	7,655	793
Conference/Seminars	3,107	1,900
Depreciation Expense	16,006	13,473
Employment Expenses	0	4,738
Entertainment	1,408	1,196
FBI	15,987	0
Functions Expenses	2,810	1,508
Insurance	7,753	5,943
Interest Expense	0	-798
Light & Power	0	2,439
Long Service Leave	3,208	0
MV Lease	61,895	22,240
MV Running Expenses	35,814	20,322
National office Expense	0	59,993
Office Equipment Lease	0	16,554
Office Equipment Maintenance	0	695
Office Rental	0	35,824
Office Services/Equipment	0	7,843
Postage Courier	0	3,505
Printing & Stationery	0	18,968
Publications/Advertising	0	1313
Recruitment	13,106	0
Registration RTO Fee	0	755
Registration/other org.	1,203	1,136
Research & Development	13,399	0
Salaries & Wages	551,393	295,727
Superannuation	52,856	31,961
System Support	0	3,642
Telephone	38,335	21,013
Training Equipment Minor	0	994
Training Expenses	7,960	4,495
Training Facilities/Venues	0	392
Travel & Accommodation	10,391	12,435
Uniforms	38	0
Workers Compensation	1,562	1,176
<b>TOTAL OTHER TRAINING EXPENSES FROM ORDINARY ACTIVITIES</b>	<b>904,507</b>	<b>599,330</b>
<b>TOTAL OTHER EXPENSES FROM ORDINARY ACTIVITIES</b>	<b>1,145,435</b>	<b>1,033,320</b>

CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2005

NOTE 15: FEDERATION DETAILS

The principal place of business of the Federation is:

CIVIL CONTRACTORS FEDERATION QUEENSLAND  
BRANCH

Level 2 Oxley House

25 Donkin Street

South Brisbane QLD 4101

## Committee Of Management Statement

On 12 August 2005 the Committee of Management of Civil Contractors Federation Queensland Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2005.

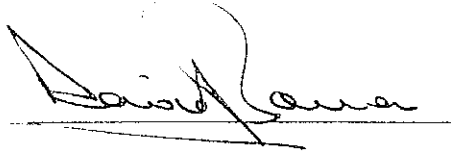
The Committee of Management declares in relation to the GPFR that in its opinion:

- (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 the RAO Schedule 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 have been made by a member of the reporting unit or a Registrar under section 272 of the RAO Schedule; and
  - (vi) no orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For Committee of Management: David Bowen.

Title of Office held: Treasurer, Civil Contractors Federation, Queensland Branch.

Signature:

A handwritten signature in cursive script, appearing to read "David Bowen", is written over a horizontal line.

Date:

AUGUST 29, 2005.



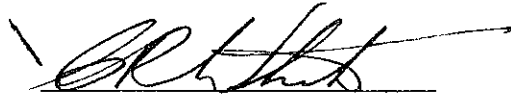
## Certificate of Secretary

s268 of Schedule 1B *Workplace Relations Act 1996*

I Christopher Ronald White being the Executive Director of the Civil Contractors Federation Queensland 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 29 August 2005; and
- that the full report was presented to a general meeting of members of the reporting unit on 22 September 2005; in accordance with section 266 of the RAO Schedule.

Signature:



Date:

23 September 2005

**CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH**  
**INDEPENDENT AUDIT REPORT**  
**TO THE MEMBERS OF**  
**CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH**

**Scope**

We have audited the general purpose financial report of CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH for the financial year ended 30 June 2005 being the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, notes to the Financial Statements, Committee of Management's Certificate and Accounting Officer's Certificate. The committee is responsible for the financial report. We have conducted an independent audit of this financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards, the Workplace Relations Act 1996 and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with our understanding of the federation's financial position and performance as represented by the results of its operations and its cash flows.

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

**Qualification**

As is common for organization of its type, it is not practicable for CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH to maintain an effective system of internal control over donations, subscriptions and other fund raising activities until their initial entry in the accounting records. Accordingly, our audit in relation to these income sources was limited to amounts 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 the limitation referred to in the qualification paragraph not exist, the financial report of CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH prepared under the historical cost convention, and in accordance with section 257(2) of the Workplace Relations Act 1996 in relation to the year presents fairly in accordance with applicable Accounting Standards in Australia and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule, the financial position of CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH as at 30 June 2005 and the results of its operations and its cash flows for the financial year then ended.

There were satisfactory accounting records kept by the CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH for the financial year ended 30 June 2005 including:

- (a) records of the sources and nature of the income of the organization (including income from members); and
- (b) records of the nature and purpose of the expenditure of the organization; and

All information and explanation required for the purpose of our audit were supplied.

Hayes Knight  
Level 10  
175 Eagle Street  
Brisbane, QLD 4001  
Chartered Accountants



Peter Rimmington  
Partner

26<sup>th</sup> August 2005  
Brisbane



**Australian Government**  
**Australian Industrial Registry**

Level 35,  
80 Collins Street  
MELBOURNE VIC 3000  
Telephone: (03) 8661 7888  
Fax: (03) 9654 6672

**Ref: FR2005/330-[267V-QLD]**

Mr C White  
Executive Director  
Civil Contractors Federation  
Queensland Branch  
Level 2, Oxley House  
25 Donkin Street  
SOUTH BRISBANE QLD 4101

Dear Mr White

**Re: Financial Return - year ending 30 June, 2005**

I remind you that your branch is required to lodge relevant financial documents in the Registry by 14 January 2006. This date may seem a long way off, however, as you know the financial reporting process involves a number of steps before the branch can present the documents to a general meeting or committee of management meeting, if appropriate, and subsequently lodge the documents in the Registry. If you have not already commenced the process I suggest you give consideration to doing so.

Having checked the material lodged for the previous financial year I note the following matter was drawn to your attention to assist you in the preparation of future reports:

- the need to include in notes to the accounts a statement as required by section 272 of Schedule 1B of the Workplace Relations Act 1996

The Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1B and to those obligations being discharged within the requisite timeframes. In the absence of full compliance with your obligations, I advise the financial report will not be filed. Further, as you are probably aware, the legislation provides for civil penalties where various requirements of the Schedule are not met. I advise future non-compliance with relevant provisions may attract a penalty(s) as appropriate.

The Industrial Registrar is therefore keen to assist organisations fully satisfy the requirements of Schedule 1B. If you have any concerns regarding your obligations under the Act and how you can ensure full compliance with the current legislative requirements, I encourage you to contact me by telephone on (03) 8661 7787 or email me at [iain.stewart@air.gov.au](mailto:iain.stewart@air.gov.au) .

Finally, to assist you in the preparation of your financial documents I remind you that you may access the Act, Regulations and Reporting Guidelines via the Commission's website at [www.airc.gov.au](http://www.airc.gov.au) . You will also find a number of fact sheets which provide information on various aspects of your financial reporting guidelines. In particular you will find a diagrammatic summary of the financial reporting process at [http://www.airc.gov.au/fact\\_sheets/factsheets.html](http://www.airc.gov.au/fact_sheets/factsheets.html) which you may wish to refer to for guidance.

Yours sincerely

Iain Stewart  
7 September 2005