



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Mr Robert W Foster  
PO Box 270  
BURNSIDE SA 5066

Dear Mr Foster

**Civil Contractors Federation, South Australian Branch -  
Financial Documents for year ended 30 June 2003 - FR2003/401**

Thank you for forwarding additional information in relation to the financial documents of the Civil Contractors Federation, South Australian Branch for the year ended 30 June 2003; this has been placed with the documents previously lodged.

Yours sincerely

Sylvia van Riet  
Statutory Services Branch

16 September 2003

cc Mr Bob Osborne, Branch Executive Director, Civil Contractors Federation, South Australian Branch - copy for your information



**Robert W Foster FCPA**

*Certified Practising Accountant*

11<sup>th</sup> September 2003

Australian Industrial Registry,  
Level 35 Nauru House,  
80 Collins Street,  
MELBOURNE 3000

Attention Ms. Sylvia Van Riet

Dear Ms Van Riet,

**RE: CIVIL CONTRACTORS FEDERATION SOUTH AUST. BRANCH**

I am in receipt of a copy of your letter to Mr. Bob Osborne on the 3<sup>rd</sup> instant regarding the above Organisation.

In answer to the queries raised in your letter, for your information I am a Company Registered Auditor Certificate No. 5208 issued by the Australian Securities and Investment Commission.

This matter will be included in the published financial documents in next year's accounts.

A typographical error occurred on the Committee of Management Certificate dated 5<sup>th</sup> August 2003. The date should have been the 4<sup>th</sup> August 2003.

I personally attended a full Committee Meeting of Civil Contractors Federation of South Australia on the 4<sup>th</sup> August 2003 to discuss the final statements. At the end of that Meeting the Committee Members signed the above Certificate and subsequent to their signing, I signed my Independent Audit Report.

Please be assured that the audit report was signed after the signing of the Committee of Management Certificate.

I can be contacted on (08)8364 2877 if further discussion is required.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Robert Foster', written over a white background.

**ROBERT FOSTER**



## AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Mr Bob Osborne  
Branch Executive Director  
Civil Contractors Federation  
South Australian Branch  
60 Woodville Road  
WOODVILLE SA 5011

Dear Mr Osborne

### **Financial Documents for year ended 30 June 2003 - FR2003/401**

Receipt is acknowledged of the financial documents of the Branch for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 20 August 2003.

While the documents have been filed, items 2 and 3 below, concerning the financial reporting requirements of the *Workplace Relations Act 1996* (the Act) require your further attention.

#### **1. Auditor's Report - "Qualifications" same as previous year**

The qualifications of the auditor's opinion in relation to the unaudited surplus figure of \$3,568.80 for the Public Works Engineering Expo during 2002, the result of financial transactions conducted by outside consultants, is noted.

#### **2. Registered Company Auditor**

The signatory to the auditor's report has not indicated whether he is registered as a company auditor - refer regulation 112.

It is the attitude of this Office that this fact should be evident to members in the published financial documents.

Would you please draw this matter to your auditor's attention.

#### **3. Committee of Management Certificate prepared after Auditor's Report**

The auditor in his report is required to give an opinion in respect of accounts and statements prepared in accordance with section 273 of the Act; such accounts include the certificates of the accounting officer and the committee of management.

The date of the resolution of the Committee of Management of 5 August 2003 would indicate preparation of the Committee of Management Certificate after the auditor made his report. Would you please also bring this matter to your auditor's attention.

Should you or the auditor wish to discuss this letter, I may be contacted on 03-8661 7776.

Yours sincerely

  
for  Sylvia van Riet  
Statutory Services Branch

29 August 2003



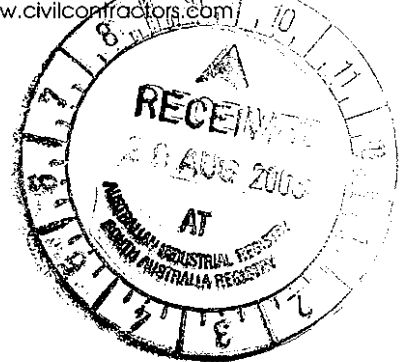
# CIVIL CONTRACTORS FEDERATION

**SOUTH AUSTRALIAN BRANCH:** 60 Woodville Road, Woodville S.A. 5011  
Telephone: (08) 8244 0922 • Facsimile: (08) 8244 0933 • ABN: 65 484 720 549  
Email: admin@ccfsa.asn.au • Website: www.civilcontractors.com

Ref: airreports

15<sup>th</sup> August 2003

Deputy Industrial Registrar  
Australian Industrial Registry  
South Australian Registry  
Riverside Centre  
North Terrace  
ADELAIDE SA 5000



Dear Sir/Madam

Please find enclosed, a copy of the Minutes of our 2002/2003 Branch Annual General Meeting held on the 13<sup>th</sup> August 2003. Please note results of the "Election of Officers" for 2003/2004 as conducted by the Australian Electoral Commission.

We also enclose the Annual Financial Reports of the Branch for the year ending 30<sup>th</sup> June 2003, together with an accompanying Auditor's Report, Committee of Management Certificate and Accounting Officer's Certificate. These were also adopted at the AGM on the 13<sup>th</sup> August 2003.

Members of the Branch were duly circulated in advance with a copy of the audited Financial Reports and Accounts for 2002/2003, in accordance with the Act.

Also enclosed is a Statutory Declaration stating that a Register of Members for 2002/2003 has been maintained in accordance with the Act. The CCF SA office address is 60 Woodville Road, Woodville SA 5011.

Could you please advise when application has to be made for our 2004/2005 Branch elections, to be conducted by the Australian Electoral Commission.

Yours faithfully


Bob Osborne  
BRANCH EXECUTIVE DIRECTOR


Encl

# STATUTORY DECLARATION

I, Robert Samuel Osborne, Branch Executive Director of the Civil Contractors Federation SA Branch,  
60 Woodville Road, Woodville 5011, do solemnly and sincerely declare that a register of member  
for 2002/2003 has been kept and maintained as required by s268 (3) (b) and (2).

Given under this hand 19th day of August 2003

Signed  Full Name ROBERT OSBORNE

Declared before me  Justice of the Peace  
D.L. TRURAN 20050

## CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH

### MINUTES FROM ANNUAL GENERAL MEETING OF MEMBERS HELD AT THE PORT CLUB, CNR QUEEN STREET AND BROUGHAM PLACE, ALBERTON ON WEDNESDY 13<sup>TH</sup> AUGUST 2003 AT 7:30 PM

#### PRESENT

Messrs	Graeme Lawler (In the Chair)	- Leed Engineering
	Barry Curtin	- MC
	Wayne Phillips	- Guest Speaker
	Ted Williams	- Life Member
Mr	Bob Osborne	- CCF SA
Mrs	Sandra Osborne	
Ms	Lidia Frangiskos	- CCF SA
Mr	Andrew Frangiskos	
Mr	Rod Winders	- CCF SA
Ms	Rebecca Fletcher	- CCF SA
Mr	Daniel Fletcher	

plus representatives from the following companies, totalling 143 people:-

#### Full

ADCIV  
AR Contracting  
Bardavcol Pty Ltd  
Beltrame Civil  
Boral Construction Materials  
Built Environs  
RD & TK Carr  
CATCON  
Coates Hire  
Davalan Industries  
J Davison Nominees  
DML Constructions  
Emoleum  
Leed Engineering  
Linke Contracting  
Lorenzin Construction  
LR & M Constructions  
Lucas Earthmovers  
A & MJ Musolino  
Paluszek Enterprises  
Renfrey Plant Hire  
SEM Civil Pty Ltd  
Top Coat Asphalt  
Tron Civil Contracting  
Truck N Loader Servicing

#### Associate

Bridgestone Earthmover Tyres  
BT Equipment  
Cavpower  
Construction Equipment Australia  
Geofabrics Australasia  
Hitachi Construction Machinery  
Mini-Tankers Australia  
OAMPS Insurance Brokers  
Readymix  
Rocla Pipeline Products  
Southern Quarries

#### Affiliate

Dial Before You Dig

#### Other Invited Guests

QMS  
Koukourou Engineers  
KBR  
Connell Wagner  
Soil Filters Australia

#### APOLOGIES

were received from the following companies:-

Castrol Australia (Peter Woodrow)  
Ceduna Bulk Haulage  
City of Onkaparinga (Geoff Hatwell)  
Warrin Mining & Construction

## **INTRODUCTION**

MC Barry Curtin welcomed everyone to the Annual General Meeting of the Civil Contractors Federation SA Branch and explained the format for the evening.

## **WELCOME**

President Graeme Lawler welcomed members, partners, guests and sponsors and in particular, acknowledged our MC Barry Curtin, guest speaker Wayne Phillips, Hitachi Construction Machinery and Life Members John Chamberlain and his wife Yvonne and Ted Williams.

He also acknowledged the industry support to Car 76 in the South Australian Variety Club Bash over the past 10 years, and outlined the various awards received and monies raised during that time.

## **PRESIDENT'S REPORT**

Graeme Lawler referred to the circulated President's Report and elaborated on a number of points, including training, Government lobbying, National happenings, our financial status and appreciation to the various Committees. He sought to have the full report received and adopted and it was moved by Garry Stewart and seconded by Tony Baulderstone:

**" That the President's Report for 2002/2003 as circulated be accepted. "**

Carried

## **SPONSORSHIP ACKNOWLEDGEMENT**

Graeme Lawler invited Steve Kennedy, Operations Manager of Hitachi Construction Machinery, who are the AGM sponsor, to address members and guests. Steve Kennedy referred to Hitachi's continued growth and welcomed their Manager Ted Fukui. He also advised that two new sales representatives have been appointed and mentioned their proud involvement with Bash SA Car 76.

## **GUEST**

Barry Curtin introduced Matthew Primus, Captain of the Port Power Football Club and conducted a short interview on this year's team and performance this season. This was followed by question time and signing of autographs.

## **CONFIRMATION OF MINUTES**

It was moved by John Davison and seconded by Mark Wauer:

**" That the minutes of the CCF SA Annual General Meeting held on the 9<sup>th</sup> August 2002 as circulated and tabled in the Minute Book be taken as read and confirmed as a true and correct record. "**

Carried



## COMMITTEE ELECTIONS FOR 2003/2004

Graeme Lawler announced the results of the election for the 2003/2004 Branch Committee, as conducted by the Australian Electoral commission. As there were insufficient nominations to fill the Committee vacancies, the following had been elected unopposed:

BRANCH PRESIDENT:	Graeme Lawler
BRANCH VICE PRESIDENT:	Tony Baulderstone
BRANCH TREASURER:	Position Vacant
COMMITTEE:	Aaron Blackmore, Colin Bullock, Dennis Lorenzin, Andrew Lukasik, Ted Paluszek, Kevin Renfrey, Chris Reynolds, Garry Stewart, Ray Thompson, Mark Wauer and Allan Wilkey
NATIONAL COUNCILLORS:	Graeme Lawler and Kevin Renfrey
BRANCH EXECUTIVE DIRECTOR:	Bob Osborne

He acknowledged the new Vice President Tony Baulderstone and welcomed new Committee members, as well as extending appreciation to retiring Vice President John Davison, who had filled this casual vacancy over the past 12 months. The Sub-Committees and Regional Committees and Chairman were also thanked for their support over the last year.

## ANNUAL FINANCIAL STATEMENT

A copy of the audited Financial Report had been circulated to all CCF members on the 4<sup>th</sup> August 2003, in accordance with the Workplace Relations Act requirements. The audited Financial Report for the year ended 30<sup>th</sup> June 2003, with accompanying reports, was tabled and explained by Bob Osborne. He also referred to a Committee resolution to establish a 3 month operating reserve by 2006, which was consistent with National Policy.

It was moved by Kevin Renfrey and seconded by Ray Thompson:

**" That the audited financial report for the year ending 30<sup>th</sup> June 2003 be approved. "**

Carried

## 2003/2004 SUBSCRIPTIONS

Bob Osborne referred to the Management Committee recommended subscriptions for 2003/2004 showing a 2.5% increase. This was a modest increase considering the annual CPI movement of 3.7% for 2002/2003. It was moved by Mark Wauer and seconded by Graeme Lawler:

**" That the recommended subscription rates for 2003/2004 be approved. "**

Carried

## AUDITOR

It was recommended by the Branch Management Committee that our current auditor, Robert W Foster be re-appointed for 2003/2004.

It was moved by Ted Paluszek and seconded by Graeme Lawler:

**" That Robert W Foster be appointed as auditor for the 2003/2004 year. "**

Carried

**GUEST SPEAKER**

Barry Curtin introduced former Australian Test batsman and newly appointed Redbacks Cricket Coach Wayne Phillips, who spoke on experiences as an Australian and State Crickeer, as well as the forthcoming challenges as the new State Coach of the "Redbacks".

**NATIONAL CONFERENCE**

Graeme Lawler referred to the coming CCF National Conference, which will be held on at the Burswood Casino in Perth from the 5<sup>th</sup> to the 9<sup>th</sup> November and encouraged members to attend. The National Conference promotional video was then shown.

**VOTE OF THANKS**

Graeme Lawler extended a vote of thanks to our Guest Speaker Wayne Phillips, MC Barry Curtin, Port Power player Matthew Primus and Hitachi Construction Machinery for their support through sponsorship of tonight's function.

**DATE OF NEXT MEETING**

Graeme Lawler advised that the next AGM would be the same date as the Annual General Meeting of the Earthmoving Contractors Association of SA Inc in August of 2004.

**CLOSURE**

Barry Curtin closed the meeting at 10.15pm.

**READ AND CONFIRMED**

**CHAIRMAN**

/ /

# CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH

## Certificate by the Committee of Management for the Year Ended 30<sup>th</sup> June 2003

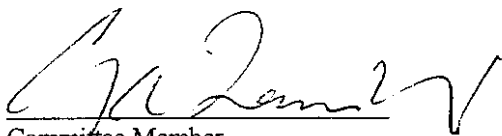
In accordance with Section 273 of the Workplace Relations Act, we have caused the preparation of accounts and statements for the financial year ended 30<sup>th</sup> June 2003.

The accounts and statements are comprised of an account of Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and notes forming part of the accounts.

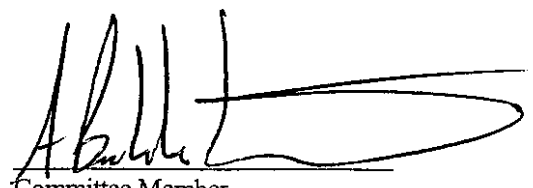
In our opinion:

- (i) the accounts and statements show a true and fair view of, the financial affairs, income and expenditure and cash flows of the organisation for the year;
- (ii) during the financial year to which the accounts relate, meetings of the Committee of Management were held in accordance with the rules of the organisation;
- (iii) to the knowledge of any members of the Committee, there have been, during the financial year to which the accounts relate, no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under subsection 274 (2) of the Act), or copies of those records or other documents, or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the Act, the Regulations to the Act or the rules of the organisation;
- (iv) in relation to the report prepared in accordance with section 276 of the Act by the auditor of the organisation in respect of the financial year immediately preceding the financial year to which the accounts relate and in relation to any accounts and statements prepared in accordance with subsection 273 (1) of the Act to which that report relates, the organisation has complied with subsection 279 (1) and 279 (6) of the Act.
- (v) we have reasonable grounds to believe that the Branch will be able to pay its debts as and when they fall due, unless it is required to meet the debts of the Civil Contractors Federation, or other Branch organisations, as referred to in notes 3, 4 and 5 to the accounts and statements.
- (vi) the accounts and statements of the Branch have been made out in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Workplace Relations Act.
- (vii) it is acknowledged that we accept the unaudited surplus figure of \$3,568.80 for the 2001 Expo, as contained in the Statement of Financial Performance, is the result of financial transactions for these activities, being conducted by an outside consultant.

Signed in accordance with a resolution of the Committee of Management dated 5<sup>th</sup> August, 2003.



Committee Member



Committee Member

**CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH**

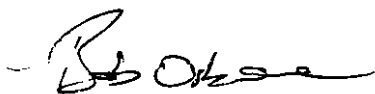
**Certificate by the Accounting Officer for the Year Ended 30<sup>th</sup> June 2003**

At 30<sup>th</sup> June 2003, there were 222 companies that were members of the organisation.

In my opinion:

- (i) the accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year;
- (ii) a record has been kept of all the monies paid by, or collected from, members of the organisation, and all moneys so paid or collected have been credited to the bank account of accounts to which those moneys are to be credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) no payment was made out of a fund referred to in subparagraph 107 (b) (xiii) or (xv) for a purpose other than the purpose for which the fund was operated and, if any such payment was so made, it was approved in accordance with the rules of the organisation;
- (v) all loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules of the organisation; and
- (vi) the register of members of the organisation was maintained in accordance with the Act.

4<sup>th</sup> August 2003



Accounting Officer  
Robert Osborne

# CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH

## Independent Audit Report to the Branch Members

I have audited the accounts and statements of Civil Contractors Federation SA Branch for the year ended 30th June 2003, as set out on pages 3 to 12. The Committee of Management is responsible for the preparation and presentation of the accounts and statements and the information contained therein.

I have conducted an independent audit of the accounts and statements in order to express an opinion on them to the Branch organisation members. My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts and statements are free of material miss-statement.

My procedures included examinations on a test basis of evidence supporting the amounts and other disclosures in the accounts and statements and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the accounts and statements are presented fairly in accordance with Australian Accounting Standards, other mandatory professional reporting requirements and the Workplace Relations Act, so as to present a view which is consistent with our understanding of the Branch organisation's financial position, the results of its operations and its cash flows.

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

### Audit Opinion

- (a) In my opinion:
- (i) there were kept by the Branch organisation in relation to the year, satisfactory accounting records, including:
    - (A) records of the sources and nature of the income of the Branch organisation (including income from members); and
    - (B) records of the nature and purposes of the expenditure of the Branch organisation; and
  - (ii) the accounts and statements prepared under section 273 of the Workplace Relations Act in relation to the year were properly drawn up so as to give a true and fair view in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Workplace Relations Act of:
    - (A) the financial affairs of the Branch organisation as at the end of the year; and
    - (B) the income and expenditure and any surplus or deficit of the Branch organisation for the year; and
    - (C) its cash flows for the year; and
- (b) all the information and explanations that, under subsection (2) of section 276 of the Workplace Relations Act, officers or employees of the Branch organisation were required to provide were provided.

### Qualifications

Without qualification to the opinion expressed above, attention is drawn to the following matters affecting the financial report at 30<sup>th</sup> June 2003.

- (1) The South Australian Branch conducted the Public Works Engineering Expo during the 2002 year and the income and expenditure surrounding these activities was controlled by outside consultants and not within the South Australian Branch's accounting system. Accordingly, I have been unable to carry out an audit of the financial transactions surrounding these activities and consequently, cannot pass an opinion as to the accuracy thereof. I have accepted the unaudited surplus figure contained in the Statement of Financial Performance this year of \$3,568.80 for these activities.

**CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH**

**Independent Audit Report to the Branch Members (Cont'd)**

**(2) Inherent Uncertainty Regarding Going Concern**

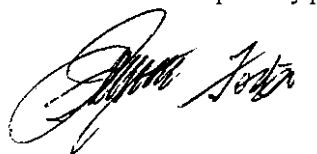
Attention is drawn to the matters referred to in notes 3, 4 and 5 to the accounts and statements. The South Australian Branch is part of the Civil Contractors Federation and accordingly, the South Australian Branch assets and liabilities form part of the assets and liabilities of the Civil Contractors Federation.

In the event that the Civil Contractors Federation was unable to pay its debts, it is believed that all of the assets of the Branch could be applied for that purpose.

I have no means to properly assess whether the Civil Contractors Federation is in a position to pay its debts as and when they fall due and we do not believe that the South Australian Branch is in a position to provide any further assistance to me in this regard.

I do not believe it is possible for conclusion to be reached by me or the Branch Committee of Management on the ability of the Civil Contractors Federation to pay its debts as and when they fall due without an audit being conducted on the Civil Contractors Federation and all of its other Branches, and the results of such audit being provided to us before the completion of our audit of the South Australian Branch.

The Workplace Relations Act requires that the accounts and statements of the Branch be separately prepared and audited as an autonomous entity.



ROBERT W FOSTER FCPA  
Certified Practising Accountant

Date: 4<sup>th</sup> August 2003

7 John Street  
BURNSIDE SA 5066

## CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH

### Statement of Financial Performance for the Year Ended 30<sup>th</sup> June 2003

	<u>2002</u>	<u>Income from Operating Activities</u>		<u>2003</u>
\$	1,933.26	Clean Fill Dumping	\$	1,915.23
	10,080.00	CSTC Servicing		7,200.00
	2,654.55	CCF National Issue - Fuel		-
	54,271.19	CCF 2001 National Conference/Expo Surplus		3,568.80
	-761.65	Fuel - AFD		405.10
	37,716.50	Functions		76,834.00
	1,900.39	Interest		2,897.85
	61,120.45	National Prequalification		62,280.00
	14,425.00	Land Management		13,500.00
	15,254.00	Meetings		17,924.00
	3,252.00	Meeting Room		2,947.31
	-1,190.00	Loss on Disposal of Shares		-
	4,176.26	Award Servicing		5,363.49
		Subscriptions:		
	215,816.37	Member Subscriptions		217,124.74
	-1,924.29	Discount Given		-
	31,917.01	CCF Servicing to ECA (Note 8 (i))		31,652.03
	7,036.45	Sundry		5,259.55
		Training:		
	1,260.00	Training Grants		-
	28,358.00	Training Income Miscellaneous (Note 8 (ii))		27,658.64
	4,900.00	Training - Own Courses		3,100.00
		Training - Assessments		82,856.39
	17,640.00	Year Book		18,920.00
	<hr/>			<hr/>
\$	509,835.49	Total Income	\$	581,407.13
	<hr/>			<hr/>

#### Expenditure from Operating Activities

\$	195.00	Accounting	\$	-
	2,650.00	Audit		2,685.00
	324.83	Bad Debts		2,687.50
	2,648.77	Bank Fees and Charges		2,703.01
	2,746.19	CCF National Conferences		6,227.89
	3,453.41	CCF National Issues - Fuel		7.27
	33,109.53	CCF National Levy		25,059.92
	9,294.51	CCF National Meetings		3,714.82
	3,249.76	Computer Expenses		922.18
	4,000.00	CCF Online		4,100.00
	1,691.24	Consulting Fees		1,320.40
	3,159.09	Depreciation		4,607.41
	31,696.42	Function Expenses		55,253.75
	2,400.75	Insurances		1,962.33
	933.89	Debt Collection		441.45
		Legal Fees		442.00
	2,991.15	Lobbying and Promotion		629.00
	13,459.38	Meetings Expenses		17,948.54
	499.71	Meeting Room		362.67

(cont'd)

## CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH

### Statement of Financial Performance for the Year Ended 30<sup>th</sup> June 2002 (cont'd)

<u>2002</u>	<u>Expenditure</u>	<u>2003</u>
14,646.11	Motor Vehicle Expenses (Note 8 (v))	8,075.44
4,678.96	Other Office Costs	5,430.23
18,468.63	Printing, Postage, Stationery, Courier, Etc	16,688.41
32,004.53	National Prequalification	37,176.08
350.00	National Prequalification WorkCover Grant	-
54,000.00	Rent (Note 7)	56,700.00
5,000.00	Business SA Service Fees	-
	Staffing Expenses:	
71,760.00	Executive Director	74,000.16
103,660.44	Salaries and Wages	109,161.53
13,899.66	Mandatory Superannuation Contributions	15,477.67
971.22	WorkCover	1,218.12
3,219.92	Fringe Benefits Tax	3,124.63
-8,330.46	Annual Leave Provision (Note 6)	3,466.00
3,018.10	Long Service Leave Provision (Note 6)	837.24
2,000.00	Staffing	4,912.39
1,736.25	Subscriptions to Others	3,490.91
1,116.34	Sundry Expenses	2,012.70
11,063.42	Telephone	10,443.68
	Training:	
	Training - Assessments	35,105.73
3,325.60	Training - Own Courses	2,697.81
1,472.30	Training Expenses - Miscellaneous	12.50
750.00	Training Expenses - Civil Train	-
4,320.74	Award Servicing	1,417.14
785.23	Travel and Accommodation	638.48
13,211.12	Year Book Expenses	13,189.32
\$ 475,631.74	Total Expenditure	\$ 536,351.31
34,203.75	<b>Surplus/-Deficit for the Year of Income over Expenditure</b>	45,055.82
2,650.00	<b>Plus</b> Write Back Provision for Membership Liability	-
9,900.00	<b>Plus</b> Capital Profit on Acquisition of Commodore Motor Vehicle	-
4,766.71	<b>Plus</b> Accumulated Funds from previous year	51,520.46
\$ 51,520.46	<b>ACCUMULATED GENERAL FUNDS PER BALANCE SHEET</b>	\$ 96,576.28



## CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH

### Statement of Financial Position as at 30<sup>th</sup> June 2003

<u>2002</u>	<u>2002</u>	<u>Assets</u>	<u>2003</u>	<u>2003</u>
		<u>Current Assets</u>		
\$	71,253.03	Cash at Bank		49,775.67
	500.00	Cash on Hand		500.00
	55,433.71	Accounts Receivable		159,753.57
	<u>5,536.38</u>	Payments in Advance		<u>7,002.96</u>
\$	132,723.12			217,032.20
	12,500.00	<u>Non-Current Assets - At Cost</u>		
\$	56,162.79	Beaconsfield Press Shares (Note 8 (iv))		12,500.00
-43,892.06	12,270.73	Office Equipment	56,162.79	
<u>13,618.50</u>		Less Provision for Depreciation	-47,014.47	9,148.32
-13,618.50		Leasehold Improvements	<u>13,618.50</u>	
<u>9,900.00</u>		Less Provision for Amortisation	-13,618.50	
-371.00	<u>9,529.00</u>	Motor Vehicle - Commodore	<u>9,900.00</u>	
		Less Provision for Depreciation	<u>-1,856.00</u>	<u>8,044.00</u>
\$	<u>167,022.85</u>	Total Assets		<u>246,724.52</u>
		<u>Liabilities</u>		
		<u>Current Liabilities</u>		
\$	11,731.77	Accounts Payable	\$	25,588.75
	4,769.05	Net GST Collected		18,691.25
	281.19	PAYG Tax		2,792.00
	15,457.48	Accrued Expenditure		1,455.03
	25,135.76	Receipts in Advance		3,055.65
	6,500.00	Subscriptions in Advance		41,376.51
	4,186.54	Loan from ECA of SA (Note 8 (iii))		6,500.00
		Provision for Annual Leave (Note 6)		7,652.54
		CAR Trust (Note 10)		<u>1,258.67</u>
\$	68,061.79		\$	108,370.40
	26,315.50	<u>Non-Current Liabilities</u>		
	<u>21,125.10</u>	Loan from ECA of SA (Note 8 (iii))	\$	19,815.50
		Motor Vehicle Lease Liability		
		Provision for Long Service Leave (Note 6)		<u>21,962.34</u>
\$	115,502.39	Total Liabilities	\$	150,148.24
\$	<u>51,520.46</u>	NET ASSETS	\$	<u>96,576.28</u>
		<u>Accumulated Funds and Reserves</u>		
\$	51,520.46	Accumulated General Funds	\$	96,576.28
\$	<u>51,520.46</u>	TOTAL ACCUMULATED FUNDS	\$	<u>96,576.28</u>

# CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH

## Notes to and Forming Part of the Accounts and Statements for the Year Ended 30<sup>th</sup> June 2003

### 1. Summary of Significant Accounting Policies

#### (a) Basis of Accounting

This financial report is a general-purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Pronouncements and other mandatory reporting requirements.

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

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

#### (b) Non-current Assets

A reconciliation of each class of non-current asset is set out below:

	<i>Opening Balance at 1.7.02</i>	<i>Acquisitions</i>	<i>Disposal</i>	<i>Depreciation</i>	<i>Balance at 30.6.03</i>
Office Equipment	12271			3123	9148
Motor Vehicle	9529			1485	8044

### 2. Income Tax

The activities of the Federation are carried on for the purpose of promotion and development of an industrial resource of Australia and not for the purpose of profit or gain to its individual members. Accordingly, the Federation is exempt from income tax.

### 3. Branch Relationship with the Civil Contractors Federation

The Branch, while autonomous in relation to most of its day to day operations, is not considered to be a separate entity at law from the Civil Contractors Federation.

The ownership of Branch assets and responsibility for Branch liabilities are believed to ultimately rest with the Civil Contractors Federation. It is therefore possible that Branch assets may be appropriated by the Civil Contractors Federation to meet its obligations, which could include providing financial support to other Branches.

### 4. Going Concern

While the Branch, if viewed as an autonomous legal entity, is believed to be able to pay its debts as and when they fall due, no assessment has been made as to the likelihood of the Branch being called upon to financially support the Civil Contractors Federation either nationally or in respect of its other Branches.

Assets and liabilities of the Branch have been brought to account on the basis that the Branch activities will continue. The values attributed in the accounts to assets and the stated amounts of liabilities may not be realised or settled at their recorded values in the event that the Branch ceased to continue its business and there may also be changes in the dates of maturity of liabilities. Such potential differences in values have not been quantified.

### 5. Contingent Liabilities and Contingent Assets

The Branch is believed to be liable for unpaid debts of the Civil Contractors Federation to the extent of the Branch assets and at the date of this report, no known liability exists for any contingent liability. The organisation is not aware of any known contingent asset at 30.6.2003.

## CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH

### Notes to and Forming Part of the Accounts and Statements for the Year Ended 30<sup>th</sup> June 2003 (cont'd)

#### 6. Employee Entitlements

Provision has been made in the accounts to allow for annual and long service leave entitlements due to the Association's employees at 30.6.03, together with on costs as required by accounting standards. Long service leave is accrued after an employee has completed seven years service. Balances of employee entitlements are contained in the statement of financial position as under.

	<i>Annual Leave</i>	<i>Long Service Leave</i>
Balance 1.7.2002	4187	21125
Additions to 30.6.2003	3466	837
Balance at 30.6.2003	7653	21962

#### 7. Lease of Office

The Branch leases a building from the Earthmoving Contractors Association SA Inc at an annual actual rental of \$56,700 for the year ending 30.6.03. The rent will increase to \$58,700 in the 2003/2004 financial year. The lease is for a term of 3 years from 1.4.01, with a right of renewal for a further 3 years.

#### 8. Related Party Disclosures

All of the organisation's members are also members of the Earthmoving Contractors Association of SA Inc (ECA). They comprise a significant majority of all of the members of ECA. In addition, most of the members of the Committee of Management of the organisation hold equivalent managerial positions with ECA. They comprise a significant majority of all of those equivalent ECA managerial positions.

ECA is a member of the Civil Skills and Technology Centre Inc (CSTC). Some members of the Committee of Management of the organisation hold equivalent managerial positions with CSTC.

The following persons were members of the Committee of Management of the organisation for some or all of the year ended 30<sup>th</sup> June 2002-

Graeme Lawler  
 Tony Boulderstone  
 Glen Blackmore  
 John Davison  
 Ian Hockney  
 Dennis Lorenzin  
 Andrew Lukasik  
 Ted Paluszek  
 Kevin Renfrey  
 Chris Reynolds  
 Garry Stewart  
 Ray Thompson  
 Mark Wauer  
 Allan Wilkey

No members of the Committee of Management or related party to them has received or become entitled to receive any payment or other benefit of pecuniary value from the organisation, ECA or CSTC.

## CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH

### Notes to and Forming Part of the Accounts and Statements for the Year Ended 30<sup>th</sup> June 2003 (cont'd)

#### 8. Related Party Disclosures (cont'd)

Material transactions between the organisation, ECA and CSTC are as follows:-

- (i) The organisation has charged ECA for the provision of administrative and member services at commercial rates; and
- (ii) The organisation has received fees from CSTC for marketing services; and
- (iii) The organisation has borrowed money from ECA, interest free and unsecured as separately disclosed in the Statement of Financial Position.
- (iv) The Civil Contractors Federation (CCF) purchased Beaconsfield Press shares and an attaching partnership interest from ECA SA for \$25,000. CCF allocated the benefit of the investment and the attaching liability for the cost of purchase equally between the organisation (CCF SA) and the Northern Territory Branch (CCF NT). CCF SA is to administer the transaction and it accounts for:-
  - . a \$12,500 share (50%) of the investment; and
  - . the full liability to ECA SA for the cost of 100% of the investment; and
  - . the amount owed by CCF NT for its 50% interest in the investment, which has been paid in full.
 The price paid for the shares is believed to be at fair commercial value; and
- (v) A motor vehicle owned by ECA is used by the organisation, which meets all running expenses except depreciation.

#### 9. Workplace Relations Act Section 274 Notice

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of an organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

#### 10. Committee for Adelaide Roads Trust (CAR)

An amount of \$1,258.67 is showing as a liability at 30.6.2003 and this amount is made up of income and expenditure incurred and temporarily held in trust by this organisation on behalf of the above Committee. It is intended to transfer these funds back to the Committee's own operating account in the 2003/2004 financial year.

**CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH**

**Statement of Cash Flows for the Year Ended 30<sup>th</sup> June 2003**

<u>2002</u>	<u>Cash Flows from Operating Activities (A)</u>	<u>2003</u>
\$ 53,477	Net Cash Provided/-Expensed by Operating Activities (A)	\$ -14,977
<b><u>Cash Flows from Investing Activities (B)</u></b>		
\$ -2,059	Payment for Office Equipment	\$ NIL
1,770	Sale of Shares	
\$ -289	Net Cash Provided by/-Used in Investing Activities (B)	\$ NIL
<b><u>Cash Flows from Financing Activities (C)</u></b>		
\$ -6,500	Loan from/-Repayment to ECA	\$ -6,500.00
\$ -6,500	Net Cash Provided by/-Used in Financing Activities (C)	\$ -6,500.00
<b><u>Result of Cash Flows for the Reporting Period</u></b>		
\$ 46,688	Net Increase/-Decrease in Cash Held (A + B + C)	\$ -21,477
25,065	Cash at the Beginning of the Reporting Period	71,753
\$ 71,753	Cash at the End of the Reporting Period	\$ 50,276

# CIVIL CONTRACTORS FEDERATION SOUTH AUSTRALIAN BRANCH

## Notes to the Statement of Cash Flows for the Year Ended 30<sup>th</sup> June 2003

### 1 RECONCILIATIONS

#### (a) Reconciliation of Cash:

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market investments.

Cash at the end of the reporting period, as shown in the statement of cash flows, is reconciled to the related items in the balance sheet as follows:-

<u>2002</u>		<u>2003</u>
\$ 71,253	Cash at Bank	\$ 49,776
<u>500</u>	Cash on Hand	<u>500</u>
\$ 71,753		\$ 50,276

#### (b) Reconciliation of Net Cash Provided/(Expended) by Operating Activities to Surplus for the Year:

<u>2002</u>		<u>2003</u>
\$ 34,204	Surplus/-Deficit for the Year of Income Over Expenditure	45,056
	<u>Add</u> Non Cash Expenditures:-	
3,160	Depreciation and Amortisation	4,607
-5,312	Provisions Annual and Long Service Leave	4,303
1,190	Loss on Disposal of Shares	
	<u>Change</u> in Assets and Liabilities:-	
65,883	-Increase/Decrease in Accounts Receivable	-104,320
9,440	-Increase/Decrease in Payments in Advance	-1,466
200	-Increase/Decrease in Other Current Assets	
-18,388	Increase/-Decrease in Accounts Payable and Accruals	31,745
15,356	Increase/-Decrease in Receipts in Advance	-12,402
-52,256	Increase/-Decrease in Subscriptions in Advance	16,241
	Increase/-Decrease in CAR Trust	1,259
<u>53,477</u>	Net Cash Provided/-Expended for the Year	<u>-14,977</u>