



Australian Government
Australian Industrial Registry

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Mr Bob Seiffert
Executive Director
Civil Contractors Federation
Victorian Branch
1st Floor, 192B Burwood Road
Hawthorn VIC 3122

ccfvic@civilcontractors.com

Dear Mr Seiffert,

Re: Financial report for year ended 30 June 2005 - FR 2005/333

I refer to previous correspondence in this matter including your letter of 23 January 2006 and accompanying documents.

In deciding to file the financial report I have had regard to the sequence of events detailed in your correspondence. However, I note the Committee of Management Statement dated the 23 August 2005, which is consistent with your advice of the sequence of events, refers to a meeting on 14 September 2005 which was in fact the date the financial report was presented to the Annual General Meeting of members.

The financial report has now been filed.

Whilst the report has been filed I again draw your attention to the matters raised in the attachment to my letter of 21 November 2005. I ask you take note of the comments therein in the preparation of future financial reports.

Electronic lodgment

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to: riateam3@air.gov.au. Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

If you wish to discuss this or related matters I can be contacted on 8661 7787 (Mon-Thurs) to discuss how we can finalise this matter.

Yours sincerely,

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

Iain Stewart
Statutory Services Branch

20 March 2006

COPY

23 January 2006

Mr Iain Stewart
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
Melbourne Vic 3001

Dear Mr Stewart,

Re: Financial reports for the year ended 30 June 2005 – FR 2005/333

I refer to your letter dated 21 November 2005 regarding compliance of our obligations under Part 3, Chapter 8 of Schedule 1B of the Act.

Whilst you have received and examined the Civil Contractors Federation, Victorian Branch, financial documents that have met the requisite elements and steps to satisfy the legislation, it appears that the reporting unit has not fully complied with the prescribed requirements in sequence.

Please be advised that the Financial Reporting Process and Time Limits were as follows:

1. Pre 23 August 2005 – Preparation of General Purpose Financial Report including Committee of Management Statement and Operating Report.
2. Pre 23 August 2005 – Auditor prepares Audit Report and presents to Committee of Management.
3. 23 August 2005 – Committee of Management approves Draft Annual Report and Annual Statement of Accounts.
4. 25 August 2005 – Notice of Annual General Meeting and copy of General Purpose Financial report sent to all members.
5. 14th September 2005 – Annual General Management Meeting approves General Purpose Financial Report and all reports were presented to the Meeting.
6. 19th September 2005 – Copies of all reports were lodged at Industrial Registry together with Certificate of Secretary or other Authorised Officer.

Please find attached copies of the abovementioned documents that support this sequence of events.

I hope this letter with the supporting documents will now discharge the reporting unit of its financial reporting obligations for the financial year ended 30 June 2005.

Please do not hesitate to call me on 9819 5170 if you have any further requirements.

Yours sincerely,

Bob Seiffert
Executive Director

Committee of Management Statement

For the Year ended 30th June 2005

On 14th September 2005, the Committee of Management of the Civil Contractors Federation, Victorian Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 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) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of

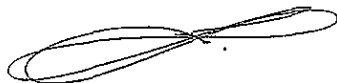
the RAO Schedule has been furnished to the member or Registrar, and

No orders have been made by the Commission under section 273 of the RAO Schedule.

For Committee of Management:

Title of Office held: Executive Director, Bob Seiffert

Signature:

A handwritten signature in black ink, consisting of a series of loops and a final horizontal stroke, positioned to the right of the 'Signature:' label.

Date:

23rd August 2005

Civil Contractors Federation Victorian Branch

Operating Report For year ended 30 June 2005

Principal Activities s254(2)(a)

The principal activities of the Federation, Victorian Branch during the financial year were to provide the civil contractor companies of Victoria with support, advice (including IR advice and development of EBA's and AWA's), advocacy, networking, training and professional development.

Results of principal activities s 254(2)(a)

The Federation's/ Victorian Branch's principal activities resulted in maintaining and enhancing the bottom line performance of Member companies as well as the lifestyle and opportunities of their owners and staff.

Significant changes in nature of principal activities s254(2)(a)

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

Significant changes in Federation's Financial Affairs s254(2)(b)

No matters or circumstances arose during the reporting year which significantly affected the financials affairs of the Federation, Victorian Branch.

Trustee or director of trustee company of superannuation entity or exempt public sector superannuation scheme s254 (2) (d)

No officer holds a dedicated position as a superannuation trustee under s254(2)(d) of the RAO Schedule.

Number of members RAO reg 159 (a)

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 526.

Number of employees RAO reg 159 (b)

The number of persons who were, at the end of the financial year, employees of the Victorian Branch of the Federation was 19 employees, including 5 part time employees measured on a full time equivalent basis.

Committee of Management Members RAO reg 159 (c)

The persons who held office as members of the Committee of Management of the Federation/ Victorian Branch during the financial year were:

Executive and Board Members

President

Gary Gardiner

Vice President

John Plumridge

Treasurer

Peter Rahilly

National Councillors

John Plumridge

Gary McClure

Board Members

Glenn Johnston

John Lander

Marcus Sill

Nathan Blackledge

Oliver Vido

1 July 2004 to 24 May 2005 (position was left vacant for the remainder of the year).

Rick Driscoll

Robin Hicks

Andrew Simpson

Steve Walker

1 July 2004 to 19 April 2005 (position was left vacant for the remainder of the year).

Rohan Davidson

Bob Seiffert – Executive Director

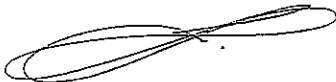
Manner of resignation

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

“9 – RESIGNATION OF MEMBERS

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

Bob Seiffert, Executive Director



Date: 23rd August 2005



Annual General Meeting

Held on Wednesday, 14th September 2005 @ 6.00pm
At The Ballarat Lodge
Main Road, Ballarat

Minutes of Meeting

Present:

- President – Gary Gardiner
- Vice President – John Plumridge
- Treasurer - Peter Rahilly
- National Councillor – John Plumridge
- Executive Director – Bob Seiffert

- **Board Members:**
 - Glenn Johnston
 - Robin Hicks
 - John Lander
 - Rick Driscoll

- **Officers:**
 - John Stewart – General Manager, Quality and Business Development
 - Neville Kelly – General Manager, Training
 - Gaye Shillinglaw – General Manager, Finance & Governance
 - Peter Fisher – OH&S Field Officer
 - Doug Williams – Executive Director, National Office

- **Members:**
 - Wayne Pelchen – W & V Pelchen
 - Andrew Mahar – Pipecon
 - Phil Lohrey – Phasein
 - Callum Brown – OAMPS
 - David Aitcheson – OAMPS
 - Ian McClure – McClure Earthmoving
 - Ian Hansen – Corporate Finance
 - David Batson – William Adams
 - Peter Dawerrica - Almagro
 - Mark Border – Sovereign Concrete

1. Apologies

Motion: That the apologies from Gary McClure, Marcus Sill, Andrew Simpson, Nathan Blackledge, Rohan Davidson, Bill Morrish and Trevor Lloyd be received.

Moved: Glenn Johnston

Seconded: Robin Hicks
Carried

2. Minutes of the Previous Annual General Meeting

Motion: That the Minutes of the Annual General Meeting held on 25 August 2004 be adopted as a true record of the proceedings of that meeting.

Moved: John Lander

Seconded: Ian McClure
Carried

3. Annual Report

Motion: That the Annual Report be received.

Moved: Gary Gardiner

Seconded: Rick Driscoll
Carried

4. Treasurer's Report and Presentation of 2004/05 Annual Accounts

Motion: That the Treasurer's Report and the Audited Financial Statement for the year ending 30th June 2005 be accepted.

Moved: Peter Rahilly

Seconded: Robin Hicks
Carried

5. Presentation of 2005/06 Budget

Motion: That the 2005/06 Budget be approved.

Moved: Peter Rahilly

Seconded: John Lander
Carried

6. Appointment of Auditor

Motion: That the current Auditor, Alan Bliss of Bliss Accountants Pty Ltd be appointed as Auditor for the 2005/06 financial year.

Moved: Rick Driscoll

Seconded: Glenn Johnston
Carried

7. Membership Applications and Resignations

Motion: That the membership applications and resignations be noted.

Moved: Rick Driscoll

Seconded: Peter Rahilly
Carried

8. Declaration of Election Results

Motion: That the Returning Officer's Declaration be noted.

Moved: John Lander

Seconded: Robin Hicks
Carried

9. General Business

Motion:

9.1 That the Branch issue a media release calling upon the Victorian Government to hypothecate all of the GST collected on the sale of petrol above \$1.00 per litre to the upgrading of Victoria's roads infrastructure over and above the current level of funding for such works.

9.2 That the Branch request's the Chief Executive of VicRoads to advise the CCF of the split of VicRoads roads funding for 2005/06 between the Metro and Rural Regions compared with 2004/05.

Moved: Robin Hicks

Seconded: Rick Driscoll
Carried

10. Meeting Closed: 6.30pm.

Certificate of Secretary or other Authorised Officer

S268 of Schedule 1B Workplace Relations Act 1996

I **Bob Seiffert**, being the **Executive Director** of the **Civil Contractors Federation, Victorian Branch** certify:

- that the documents lodged herewith are copies of the full report, referred to in 2268 of the RAO Schedule; and
- that the full report, was provided to members on 23rd August 2005; and
- that the full report was presented to the Annual General Meeting of the reporting unit on 14th September 2005; in accordance with section 266 of the RAO Schedule.

Signature



Date: 19th September 2005

Trustee or director of trustee company of superannuation entity or exempt public sector superannuation scheme s254 (2) (d)

No officers of the Federation held reserved positions in a trustee company of superannuation entity or exempt public sector superannuation scheme.

Number of members RAO reg 159 (a)

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 526.

Number of employees RAO reg 159 (b)

The number of persons who were, at the end of the financial year, employees of the Association was 19 employees, including 5 part time employees measured on a full time equivalent basis.

Members of Committee of Management RAO reg 159 (c)

The persons who held office as members of the Committee of Management of the Branch at the beginning of the financial year were:

Executive and Board Members

President

Gary Gardiner

Vice President

John Plumridge

Treasurer

Peter Rahilly

National Councillors

John Plumridge

Gary McClure

Board Members

Glenn Johnston

John Lander

Marcus Sill

Nathan Blackledge

Oliver Vido

Rick Driscoll

Robin Hicks

Andrew Simpson

Steve Walker

Rphan Davidson

Bob Seiffert – Executive Director

Changes to the composition of the committee of management during the financial year:

There were –

Resignations from Oliver Vido and Steve Walker.

Bob Seiffert

Executive Director



Date: 21/09/05

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

COMMITTEE'S REPORT

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

Committee Members

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

Gary Gardiner	Nathan Blackledge
John Plumridge	Rick Driscoll
Peter Rahilly	Andrew Simpson
Gary McClure	Rohan Davidson
Robin Hicks	John Lander
Glenn Johnston	Robert Sieffert
Marcus Sill	

Principal Activities

The principal activities of the federation during the financial year were to represent the members as a peak employer federation in Victoria and provide member services consistent with the objects of the Federation.

Significant Changes

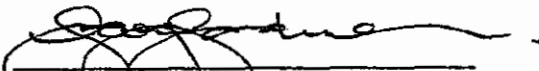
No significant change in the nature of these activities occurred during the year.

Operating Result

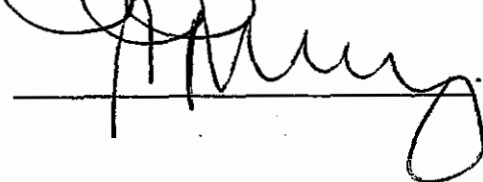
The profit from ordinary activities after providing for income tax amounted to \$213,200.

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

Committee Member:



Committee Member:



Dated this 23rd day of August 2005

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2005**

	Note	2005 \$	2004 \$
CLASSIFICATION OF EXPENSES BY NATURE			
Revenues from ordinary activities	2	2,743,862	3,171,923
Employee benefits expense		(104,426)	(148,840)
Depreciation and amortisation expenses		(82,800)	(86,141)
Other expenses from ordinary activities		(2,343,436)	(2,896,276)
Profit from ordinary activities before income tax expense	3	213,200	40,666
Income tax expense relating to ordinary activities	1(a)	-	-
Net profit from ordinary activities after income tax expense attributable to the federation	15	213,200	40,666
Total changes in equity other than those resulting from transactions with owners as owners		213,200	40,666

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	Note	2005 \$	2004 \$
CURRENT ASSETS			
Cash assets	4	570,571	144,822
Receivables	5	1,184,409	1,251,687
Inventories	6	26,718	28,060
Other assets	7	68,504	57,602
TOTAL CURRENT ASSETS		<u>1,850,202</u>	<u>1,482,171</u>
NON-CURRENT ASSETS			
Other financial assets	8	12,500	12,500
Property, plant and equipment	9	262,160	373,727
TOTAL NON-CURRENT ASSETS		<u>274,660</u>	<u>386,227</u>
TOTAL ASSETS		<u>2,124,862</u>	<u>1,868,398</u>
CURRENT LIABILITIES			
Payables	10	1,168,345	1,036,080
Interest bearing liabilities	11	82,234	83,123
Provisions	12	51,198	41,053
Other Liabilities	13	39,011	13,831
TOTAL CURRENT LIABILITIES		<u>1,340,788</u>	<u>1,174,087</u>
NON-CURRENT LIABILITIES			
Interest bearing liabilities	11	87,047	212,353
Provisions	12	6,383	4,514
TOTAL NON-CURRENT LIABILITIES		<u>93,430</u>	<u>216,867</u>
TOTAL LIABILITIES		<u>1,434,218</u>	<u>1,390,954</u>
NET ASSETS		<u>690,644</u>	<u>477,444</u>
EQUITY			
Reserves	14	2,000	2,000
Retained profits	15	688,644	475,444
TOTAL EQUITY		<u>690,644</u>	<u>477,444</u>

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2005**

		2005	2004
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
		2,789,657	3,191,797
		24,210	7,301
		(2,311,744)	(3,032,312)
		<u>502,123</u>	<u>166,786</u>
Net cash provided by (used in) operating activities	17		
CASH FLOWS FROM INVESTING ACTIVITIES			
		(20,339)	(261,805)
		39,153	85,875
		<u>18,814</u>	<u>(175,930)</u>
Net cash provided by (used in) investing activities			
CASH FLOWS FROM FINANCING ACTIVITIES			
		5,829	8,515
		(108,166)	76,949
		25,180	-
		<u>(77,157)</u>	<u>85,464</u>
Net cash provided by (used in) financing activities			
		443,780	76,320
		126,791	50,471
		<u>570,571</u>	<u>126,791</u>
Net increase (decrease) in cash held			
Cash at beginning of financial year			
Cash at end of year	17		

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

1 Statement of Significant Accounting Policies

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

The financial report covers CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH as an individual entity. CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH is an federation incorporated in Victoria under the Workplace Relations Act 1996.

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 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.

(a) Income Tax

The federation is a tax exempt body.

(b) Investments

Non-current investments are measured on the cost basis. The carrying amount of investments is reviewed annually by the 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. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

(c) Inventories

Inventories consist of publications and are measured at the lower of cost and net realisable value. Costs are assigned on a specific identification basis and include direct costs and appropriate overheads, if any.

(d) Property, Plant and Equipment

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

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

Plant and Equipment

Plant and equipment is 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 from 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 present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, are depreciated on straight line basis over their estimated useful lives to the economic federation commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(e) Leases

Lease payments under 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.

(f) Employee Benefits

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

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

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

(g) Cash

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

(h) Revenue

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

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

(i) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

(j) Accounting System

A new chart of account structure was adopted for the internal accounting system effective from 1 July 2004. As such, certain accounts have been reorganised, therefore it has been necessary to restate the comparatives in certain instances to reflect the current disclosure.

(k) Reporting Entity / Information to Members or Registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of Sub Sections (1), (2) and (3) of 274 which reads as follows:

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

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

(i) Impact of Adoption of Australian Equivalents to International Financial Reporting Standards

The Federation is preparing and managing the transition to Australian Equivalents to International Financial Reporting Standards (AIFRS) effective for the financial years commencing 1 January 2005. The adoption of AIFRS will be reflected in the Federation's financial statements for the year ending 30 June 2006. On first time adoption of AIFRS, comparatives for the financial year ended 30 June 2005 are required to be restated. The majority of the AIFRS transitional adjustments will be made retrospectively against retained earnings.

The Federation's management, along with its auditors, will be assessing the significance of the expected changes and will be preparing for their implementation. An AIFRS committee will be overseeing and managing the Federation's transition to AIFRS. The impact of the alternative treatments and elections under AASB 1: First Time Adoption of Australian Equivalents to International Financial Reporting Standards will be considered where applicable.

The committee members do not consider there to be key material differences in the Federation's accounting policies on conversion to AIFRS. Users of the financial statements should note, however, that the amounts disclosed could change if there are any amendments by standard-setters to the current AIFRS, or interpretation of the AIFRS requirements changes due to work to be undertaken by the Federation's AIFRS committee.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	2005 \$	2004 \$
2 Revenue		
Operating activities		
Rendering of services	2,036,971	2,537,295
Other revenue	682,681	627,327
	<u>2,719,652</u>	<u>3,164,622</u>
Non-operating activities		
Interest Received	24,210	7,301
	<u>24,210</u>	<u>7,301</u>
	<u>2,743,862</u>	<u>3,171,923</u>
3 Profit from Ordinary Activities		
Profit from ordinary activities before income tax expense has been determined after:		
Expenses:		
Depreciation of non-current assets		
Depreciation	<u>82,800</u>	<u>86,141</u>
Bad and doubtful debts		
Bad Debts Written Off	6,139	15,083
Doubtful Debts	-	(24)
Total bad and doubtful debts	<u>6,139</u>	<u>15,059</u>
Revenue and Net Gains:		
Net loss on disposal of plant and equipment	<u>9,953</u>	<u>8,684</u>
Remuneration of Auditor:		
Audit review services	8,175	10,350
Other services	6,455	8,475
Total Remuneration of Auditor	<u>14,630</u>	<u>18,825</u>
Rental and operating Leases		
Rental of premises	120,238	113,092
Operating Lease expenditure	39,107	32,875
Total rental and operating Leases	<u>159,345</u>	<u>145,967</u>
Salary and Benefits		
Officers	104,426	148,840
Non-Officers	899,418	960,635
Total Salary and Benefits	<u>1,003,844</u>	<u>1,109,475</u>

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	2005 \$	2004 \$
4 Cash Assets		
Commonwealth Cheque Account	79,276	24,962
Commonwealth Cheque Account (Training Fund)	759	45,668
Cash at Bank	62,040	-
Cash at Bank	76,859	72,935
Commercial Bill	351,637	-
NAB Term Deposit	-	1,257
	<u>570,571</u>	<u>144,822</u>
5 Receivables		
Current		
Unamortised GST on Cars	14,405	23,942
Trade Debtors	1,223,506	1,275,439
Less: Provision for Doubtful Debts	(54,000)	(54,000)
	<u>1,183,911</u>	<u>1,245,381</u>
Unsecured Loan - CCF National	-	5,829
Other	498	477
	<u>1,184,409</u>	<u>1,251,687</u>
6 Inventories		
Stock Publications on Hand – at cost	9,102	6,028
Stock IMS & Codes on Hand – at cost	-	4,200
Stock of Cards on Hand – at cost	17,616	9,836
Stock on Hand – at cost	-	7,996
	<u>26,718</u>	<u>28,060</u>
7 Other Assets		
Current		
Deposit - Australia Post	4,000	4,000
Prepayments	64,504	53,602
	<u>68,504</u>	<u>57,602</u>
8 Other Financial Assets		
Non-Current		
Shares in Other Companies	12,500	12,500
	<u>12,500</u>	<u>12,500</u>

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	2005 \$	2004 \$
9 Property, Plant and Equipment		
Motor Vehicles – at cost	220,967	302,807
Less: Accumulated Depreciation	(65,116)	(56,632)
	155,851	246,175
Office Furniture & Equipment – at cost	335,372	314,065
Less: Accumulated Depreciation	(229,063)	(186,513)
	106,309	127,552
Total Property, Plant and Equipment	262,160	373,727

Movements in Carrying Amounts

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

	Motor Vehicles \$	Office Furniture & Equipment \$	\$	\$	Total \$
Balance at the beginning of the year	246,175	127,552	-	-	373,727
Additions	-	20,339	-	-	20,339
Disposals	(49,106)	-	-	-	(49,106)
Depreciation expense	(41,218)	(41,582)	-	-	(82,800)
Carrying amount at the end of the year	155,851	106,309	-	-	262,160

10 Payables

Current

Income Not Yet Earned	846,987	730,255
Fighting Fund Unexpended	35,738	41,052
Accounts Payable	68,138	179,190
Other Creditors	46,813	16,904
Payroll Liabilities	31,959	33,292
GST Payable	138,710	35,387
	1,168,345	1,036,080

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	2005	2004
	\$	\$
11 Interest Bearing Liabilities		
Current		
Bank Overdraft	-	18,031
Hire Purchase Liability	92,082	84,629
Less: Unexpired Hire Purchase Liability	<u>(9,848)</u>	<u>(19,537)</u>
	<u>82,234</u>	<u>83,123</u>
Non-Current		
Hire Purchase Liability	90,976	229,644
Less: Unexpired Hire Purchase Liability	(5,929)	(19,291)
Debentures Not Repayable Within One Year	<u>2,000</u>	<u>2,000</u>
	<u>87,047</u>	<u>212,353</u>
12 Provisions		
Current		
Provision for Annual Leave	<u>51,198</u>	<u>41,053</u>
	<u>51,198</u>	<u>41,053</u>
Non-Current		
Provision for Long Service Leave	<u>6,383</u>	<u>4,514</u>
	<u>6,383</u>	<u>4,514</u>
13 Other Liabilities		
National Prequal in Trust	<u>39,011</u>	<u>13,831</u>
	<u>39,011</u>	<u>13,831</u>
14 Reserves		
Reserves	<u>2,000</u>	<u>2,000</u>
	<u>2,000</u>	<u>2,000</u>
There has been no movement in the reserve during the current or preceding year.		
15 Retained Profits		
Retained profits at the beginning of the financial year	475,444	434,778
Net profit attributable to the federation	213,200	40,666
Retained profits at the end of the financial year	<u>688,644</u>	<u>475,444</u>

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	2005	2004
	\$	\$
16 Financing – Hire Purchase Commitments		
Hire Purchase Commitments		
Payable:		
Not later than one year	92,082	84,630
Later than one year but not later than two years	45,166	115,690
Later than two years but not later than five years	45,811	113,954
Minimum hire purchase payments	183,059	314,274
Less future finance charges	(15,778)	(38,828)
Total hire purchase liability	167,281	275,446

17 Cash Flow Information

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:

Commonwealth Cheque Account	79,276	24,962
Commonwealth Cheque Account (Training Fund)	759	45,668
Cash at Bank	62,040	(18,031)
Cash at Bank	76,859	72,935
Commercial Bill	351,637	-
NAB Term Deposit	-	1,257
	570,571	126,791

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	2005	2004
	\$	\$
17 Cash Flow Information (continued)		
Reconciliation of net cash provided by operating activities to profit from ordinary activities after income tax		
Profit from Ordinary Activities after income tax	213,200	40,666
Add / (Less):		
Non Cash Flows in Profit from Ordinary Activities		
- Depreciation	82,800	86,141
- Bad Debts	6,139	15,083
- Loss on Sale of Plant & Equipment	9,953	8,684
	312,092	150,574
Changes in Operating Assets and Liabilities		
- (Increase)/Decrease in Trade Debtors	45,794	19,874
- (Increase)/Decrease in Inventory	1,342	506
- (Increase)/Decrease in Prepayments	(10,900)	(49,745)
- (Increase)/Decrease in Other Receivables	9,516	(8,093)
- Increase/(Decrease) in Payables	132,265	73,963
- Increase/(Decrease) in Employee Entitlements	12,014	(20,293)
Net cash provided by operating activities	502,123	166,786

The Federation currently has no credit standby or financing facilities in place. There were no non-cash financing or investing activities during the period.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2005**

	2005 \$	2004 \$
REVENUE		
Membership Contributions	684,646	653,274
Employee Relations	-	16,675
Publications	55,346	84,233
Training Fees	1,296,979	1,783,113
	<u>2,036,971</u>	<u>2,537,295</u>
OTHER REVENUE		
Interest Received	24,210	7,301
Meetings & Social Functions	358,642	190,763
Sundry Income	49,607	24,997
National Prequal Income	176,936	160,732
Prequal Victorian Office	84,128	97,125
Fighting Fund	1,000	144,434
Provision to Establish I.R. Fighting Fund	-	(41,052)
OAMPS State End Fee	12,368	9,276
Loss on Sale of Non-current Assets	(9,953)	(8,684)
	<u>696,938</u>	<u>584,892</u>
	<u>2,733,909</u>	<u>3,122,187</u>

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2005**

	2005 \$	2004 \$
EXPENDITURE		
Accountancy Fees	22,685	14,465
Affiliation - National C.C.F.	81,420	86,485
Auditor's Remuneration	8,175	10,350
Bad Debts Written Off	6,139	15,083
Bank Charges	9,518	10,497
Computer Web Site	7,709	16,030
Depreciation	82,800	86,141
Employee Relation Expenses	-	6,764
Donations	300	200
Doubtful Debts	-	(24)
Fighting Fund	5,950	-
Hire Purchase Charges	22,336	23,589
Legal & Professional Costs	21,321	121,026
Meetings, Seminars & Functions	191,520	273,242
Motor Vehicle Expenses	50,583	44,458
Payroll Tax	31,344	43,793
Other Administrative Costs	518,816	401,963
Provision for Long Service Leave	1,869	(17,328)
Provision for Annual Leave	10,145	(2,965)
Publications	8,632	28,109
National Prequal	31,537	112,548
Regional Support Expenditure	7,994	-
Research Project	17,000	-
Salaries & Benefits - Officers	104,426	148,840
Salaries & Benefits - Others	899,418	960,635
Scholarship	1,300	2,400
Subscriptions	7,210	5,257
Training Expenditure	338,799	679,326
Travelling & Accommodation	6,894	10,637
Victorian Prequal	24,869	-
	<u>2,520,709</u>	<u>3,081,521</u>
Profit from ordinary activities before income tax	213,200	40,666
Retained profits at the beginning of the financial year	475,444	434,778
Retained profits at the end of the financial year	<u>688,644</u>	<u>475,444</u>

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

STATEMENT BY MEMBERS OF THE COMMITTEE

In the opinion of the committee the financial report as set out on pages 1 to 16:

1. Presents a true and fair view of the financial position of CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH as at 30 June 2005 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

President:



Gary Gardner

Treasurer:



Peter Rahilly

Dated this 23rd day of August 2005

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

Scope

The Financial Report and Committee's Responsibility

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements, detailed income and expenditure statement, and the statement by members of the committee for CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH, for the year ended 30 June 2005.

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

Audit Approach

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

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

I formed my audit opinion on the basis of these procedures, which included:

examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and

assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

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

Independence

In conducting my audit, I followed applicable independence requirements of Australian professional ethical pronouncements.

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

Audit Opinion

In my opinion, the financial report of CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH presents a true and fair view in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH as at 30 June 2005 and the results of its operations and its cash flows for the year then ended.

Name of Firm: Alan M. Bliss
Chartered Accountant



Alan M. Bliss

Address: 74 Fletcher Street
Essendon Vic 3040

Dated this 24th day of August 2005.



Australian Government

Australian Industrial Registry

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

Mr Bob Seiffert
Executive Director
Civil Contractors Federation
Victorian Branch
1st Floor, 192B Burwood Road
Hawthorn VIC 3122

Dear Mr Seiffert,

Re: Financial report for year ended 30 June 2005 - FR 2005/333

I refer to my letter of 21 November 2005 in which I asked you to contact me to discuss various matters associated with the above financial report. Subsequently I have had a number of conversations, including a conversation with Mr Adrian Dilger from the office of the Branch's auditor to discuss various aspects of the reporting requirements in Schedule 1B. I would be pleased if you would ring me on 8661 7787 (Mon-Thurs) to discuss how we can finalise this matter.

Yours sincerely,

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

Iain Stewart
Statutory Services Branch

28 February 2006.



Australian Government
Australian Industrial Registry

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

Mr Bob Seiffert
Executive Director
Civil Contractors Federation
Victorian Branch
1st Floor, 192B Burwood Road
Hawthorn VIC 3122

Dear Mr Seiffert,

Re: Financial reports for year ended 30 June 2005 - FR 2005/333

I have received the financial documents of the Civil Contractors Federation – Victorian Branch for the year ended 30 June 2005. The documents were lodged in the Industrial Registry on 22 September 2005.

I advise that the financial reporting obligations under Schedule 1B of the Workplace Relations Act 1996 require a reporting unit to undertake a series of steps in a sequential order. For your information I have enclosed a Fact Sheet published by the Registry which sets out in a diagrammatical form those steps. In general terms the sequence requires a reporting unit to prepare a general purpose financial report (gpfr) as soon as practicable after the conclusion of the financial year, this includes a Committee of Management Statement (detailing those matters required under the Reporting Guidelines). This material is then reported to the reporting unit's auditor who then prepares a report which includes an opinion whether the gpfr has been presented fairly. The gpfr and the Auditors Report are then provided to members before being presented to a relevant meeting of the reporting unit and, subsequently lodged with the Registry.

I have now examined the financial documents lodged and while it appears the requisite elements and steps to satisfy the requirements of the legislation have occurred, this observation is qualified by reference to my specific comments in Attachment "A", the sequence of events suggests the reporting unit has not fully complied with the prescribed requirements in sequence.

The Industrial Registrar is keen to ensure all reporting units achieve full compliance with their obligations under Part 3, Chapter 8 of Schedule 1B of the Act. I would be pleased if you would contact me on 8661 7787 after you have had the opportunity to consider this correspondence so we can discuss how the reporting unit can discharge its financial reporting obligations for the financial year ended 30 June 2005 and in the future.

Yours sincerely,

Iain Stewart
Statutory Services Branch
21 November 2005

Attachment "A"

General Purpose Financial Report

Notes to the Financial Statements

I note in passing that in the preamble to Note 1 there is reference to the Branch being a "... Federation incorporated in Victoria under the Workplace Relations Act 1996". It is the Civil Contractors Federation which is a registered organisation under the Act. The Branch of the Federation does not have a discrete legal personality. It is formed in accordance with the rules of the registered organisation.

Note 1(k) Reporting Entity/Information to Members

I note that the notice to members sets out the provisions of section 274 of the Workplace Relations Act 1996. The accounts should set out the provisions of subsections 272(1), (2) and (3) of the Schedule 1B of the Act. Would you please ensure those subsections are copied into the gpfr in the next financial report of the Branch.

Committee of Management's Statement – see Reporting Guidelines

"16. For purposes of paragraph 253(2)(c) of the RAO Schedule the reporting unit must cause to be prepared a committee of management statement containing declarations by the committee of management in relation to the GPFR.

17. The committee of management statement must include declarations by the committee of management as to whether in the opinion of the committee of management that:

- (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; and
- (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) where the organisation consists of 2 or more reporting units, 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) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and

(vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

18. The committee of management statement must:

- (a) be made in accordance with such resolution as is passed by the committee of management of the reporting unit in relation to the matters requiring declaration;
- (b) specify the date of passage of the resolution;
- (c) be signed by a designated officer within the meaning of section 243 of the RAO Schedule; and
- (d) be dated as at the date the designated officer signs the statement.”

Auditor's report

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

“In our opinion the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule.”

Auditor's qualification

It is not clear from the Report whether or not the Auditor is an approved auditor. In this regard I draw your attention to the definition of approved auditor in regulation 4 of the RAO Regulations. In all likelihood the Auditor is such a person however, it is our preference that this is made explicit in the Report. I recommend you draw this comment to the attention of your Auditors.



CIVIL CONTRACTORS FEDERATION

VICTORIAN BRANCH:

192B Burwood Road, Hawthorn, Victoria 3122

PO Box 6165, Hawthorn, Victoria 3122

Telephone: (03) 9819 5170 Facsimile: (03) 9819 6098 Email: ccfvic@civilcontractors.com

ABN 97 341 352 156

Certificate of Secretary or other Authorised Officer

S268 of Schedule 1B Workplace Relations Act 1996

I **Bob Seiffert**, being the **Executive Director** of the **Civil Contractors Federation, Victorian Branch** certify:

- that the documents lodged herewith are copies of the full report, referred to in 2268 of the RAO Schedule; and
- that the full report, was provided to members on 23rd August 2005; and
- that the full report was presented to the Annual General Meeting of the reporting unit on 14th September 2005; in accordance with section 266 of the RAO Schedule.

Signature

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Date: 19th September 2005



CIVIL CONTRACTORS FEDERATION

VICTORIAN BRANCH:

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PO Box 6165, Hawthorn, Victoria 3122

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ABN 97 341 352 156

Committee of Management Statement

For the Year ended 30th June 2005

On 14th September 2005, the Committee of Management of the Civil Contractors Federation, Victorian Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 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) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of

the RAO Schedule has been furnished to the member or Registrar, and

No orders have been made by the Commission under section 273 of the RAO Schedule.

For Committee of Management:

Title of Office held: Executive Director, Bob Seiffert

Signature:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned to the right of the 'Signature:' label.

Date:

19th September 2005



CIVIL CONTRACTORS FEDERATION

VICTORIAN BRANCH:

192B Burwood Road, Hawthorn, Victoria 3122

PO Box 6165, Hawthorn, Victoria 3122

Telephone: (03) 9819 5170 Facsimile: (03) 9819 6098 Email: ccfvic@civilcontractors.com

ABN 97 341 352 156

Civil Contractors Federation Victorian Branch

Operating Report For year ended 30 June 2005

Principal Activities s254(2)(a)

The principal activities of the Federation, Victorian Branch during the financial year were to provide the civil contractor companies of Victoria with support, advice (including IR advice and development of EBA's and AWA's), advocacy, networking, training and professional development.

Results of principal activities s 254(2)(a)

The Federation's/ Victorian Branch's principal activities resulted in maintaining and enhancing the bottom line performance of Member companies as well as the lifestyle and opportunities of their owners and staff.

Significant changes in nature of principal activities s254(2)(a)

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

Significant changes in Federation's Financial Affairs s254(2)(b)

No matters or circumstances arose during the reporting year which significantly affected the financials affairs of the Federation, Victorian Branch.

Trustee or director of trustee company of superannuation entity or exempt public sector superannuation scheme s254 (2) (d)

No officer holds a dedicated position as a superannuation trustee under s254(2)(d) of the RAO Schedule.

Number of members RAO reg 159 (a)

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 526.

Number of employees RAO reg 159 (b)

The number of persons who were, at the end of the financial year, employees of the Victorian Branch of the Federation was 19 employees, including 5 part time employees measured on a full time equivalent basis.

Committee of Management Members RAO reg 159 (c)

The persons who held office as members of the Committee of Management of the Federation/ Victorian Branch during the financial year were:

Executive and Board Members

President

Gary Gardiner

Vice President

John Plumridge

Treasurer

Peter Rahilly

National Councillors

John Plumridge

Gary McClure

Board Members

Glenn Johnston

John Lander

Marcus Sill

Nathan Blackledge

Oliver Vido

1 July 2004 to 24 May 2005 (position was left vacant for the remainder of the year).

Rick Driscoll

Robin Hicks

Andrew Simpson

Steve Walker

1 July 2004 to 19 April 2005 (position was left vacant for the remainder of the year).

Rohan Davidson

Bob Seiffert – Executive Director

Manner of resignation

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

“9 – RESIGNATION OF MEMBERS

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

Bob Seiffert, Executive Director



Date: 19th September 2005



CIVIL CONTRACTORS FEDERATION

VICTORIAN BRANCH:

192B Burwood Road, Hawthorn, Victoria 3122

PO Box 6165, Hawthorn, Victoria 3122

Telephone: (03) 9819 5170 Facsimile: (03) 9819 6098 Email: ccfvic@civilcontractors.com
ABN 97 341 352 156

24 August 2005

Dear Member,

Re: Annual Meeting

Please find enclosed a copy of the Agenda, Annual Report and Annual Statement of Accounts for the Annual General Meeting which is to be held at the Ballarat Lodge, 613 Main Road, Ballarat at 6:00pm on Wednesday, 14th September 2005.

This meeting precedes the Ballarat Regional Meeting.

I look forward to seeing you at the Annual Meeting.

Kind regards,

A handwritten signature in black ink, appearing to read "Bob Seiffert". The signature is stylized with a large loop at the end.

Bob Seiffert



ANNUAL GENERAL MEETING

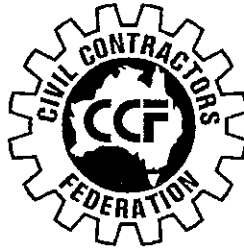
**Wednesday, 14th September 2005
at 6.00pm**

At The Ballarat Lodge, 613 Main Road, Ballarat

AGENDA

1. Apologies
2. Minutes of Previous Annual General Meeting held on 25 August 2004
3. President's Report
4. Treasurer's Report
5. Presentation of 2004/2005 Annual Accounts
6. Presentation of 2005/2006 Budget
7. Appointment of Auditor
8. Membership Applications and Resignations - 2004/2005
9. Declaration of election results for 2005/2006 Branch Committee
10. General Business

**Civil Contractors Federation
192B Burwood Road, Hawthorn VIC 3122
Phone: (03) 9819 5170 Fax: (03) 9819 6098 Email: ccfvic@civilcontractors.com**



**Minutes of the Annual General Meeting of the CCF Victorian Branch held on
Wednesday 25th August 2004 in the Grosvenor Room at the Grand Hyatt Melbourne
123 Collins Street, Melbourne commencing at 5.30pm**

Present:

Gary Gardiner, John Plumridge, Peter Rahilly, Gary McClure, Adrian Fuller,
Rick Driscoll, John Lander, Robin Hicks, Marcus Sill, Glenn Johnston, Bob Seiffert,
Nathan Blackledge, Steve Walker and Rod Jeffrey

Officers in Attendance:

Doug Williams, John Stewart, Gaye Shillinglaw, Lisa Miraglia and Shane Brown.

Item 1. Apologies

Rick Schibeci and Oliver Vido

Motion: "That the apologies from Rick Schibeci and Oliver Vido be received"

Moved: Marcus Sill

Seconded: Robin Hicks

Carried

Item 2. Minutes of Previous Annual General Meeting

**Motion: "That the Minutes of the previous Annual General Meeting held on Friday 29th
August 2003 and circulated to all members of the branch be accepted as a true and
correct record of the proceedings of that meeting subject to the minutes being amended
to reflect a separation between members present at the meeting and officers in
attendance".**

Moved: Glenn Johnston

Seconded: Nathan Blackledge

Carried

Item 3. President's Report

**The President's Report was tabled at the meeting and the President made brief
comment in relation thereto.**

Motion: "That the President's Report be received".

Moved: Steve Walker

Seconded: John Lander

Carried

Items 4 & 5. Treasurer's Report and Presentation of 2003/04 Annual Accounts

The Treasurer made brief comment in relation to key features of the 2003/04 Annual Accounts.

Motion: "That the Treasurer's Report and the Audited Financial Statement for the year ending 30 June 2004 be accepted".

Moved: Peter Rahilly

Seconded: John Lander

Carried

Item 6. Presentation of 2004/05 Budget

An amended 2004/05 Budget Summary was tabled at the meeting and the Treasurer made brief comment in relation thereto.

Motion: "That the 2004/05 Budget, as summarised in the amended document circulated at this meeting, be approved".

Moved: Peter Rahilly

Seconded: Robin Hicks

Carried

Item 7. Appointment of Auditor

Motion: "That Alan Bliss of Bliss Accountants Pty Ltd be appointed as Auditor for the 2004/05 financial year".

Moved: Rick Driscoll

Seconded: Peter Rahilly

Carried

Item 8. Membership Applications and Resignations

Motion: "That the list of membership applications and resignations be noted".

Moved: Glenn Johnston

Seconded: Marcus Sill

Carried

Item 9. Declaration of Election Results

Motion: "That the Returning Officer's Declaration be noted".

Moved: Nathan Blackledge

Seconded: Steve Walker

Carried

Item 10. Nominations for Vacant Offices

A number of offices on the Branch Committee (Board) have remained vacant following the election. Mr. Tony King, of the Australian Electoral Commission, was called to manage the nomination process for the vacant offices.

He invited nominations from the floor for the positions of Branch Treasurer, National Councillor and Branch Committee Member.

The meeting continued whilst nomination forms were completed.

Item 11. General Business

Motion: "That the retiring Branch Committee (Board) Members, Adrian Fuller and Rick Schibeci, be thanked for their contribution to the Board over many years".

Moved: Gary McClure

Seconded: Nathan Blackledge

Carried

Motion: "That the Officer, John Stewart, be thanked for his enormous contribution in bringing together the Case Earth Awards and Officer, Gaye Shillinglaw, be thanked for her vigorous and enthusiastic efforts in organising the President's Dinner".

Moved: Gary McClure

Seconded: Nathan Blackledge

Carried

Motion: That the meeting be adjourned for 30 minutes to enable the Returning Officer to process the nominations for the vacant positions on the Branch Committee (Board)".

Moved: John Lander

Seconded: Marcus Sill

Carried

Following the adjourned period, the President declared the meeting open and invited the Returning Officer to declare the results of the nomination process, which were as follows:

- Branch Treasurer - Peter Rahilly
- National Councillor - John Plumridge
- Branch Committee Member - Andrew Simpson
Rick Driscoll
John Lander

As the number of nominations accepted did not exceed the number of positions to be filled, the above candidates were declared elected.

The President congratulated the candidates on their election to the Branch Committee (Board).

Meeting closed: 6.20pm

Civil Contractors Federation Victorian Branch

DECLARATION OF RESULTS FOR UNCONTESTED OFFICES

Results of the election for the following offices conducted in accordance with the provisions of the Workplace Relations Act 1996 and the rules of the organisation.

E2005/132

Branch President

Candidate

GARDINER, Gary John

Branch Vice-President

Candidate

PLUMRIDGE, John

Branch Treasurer

Candidate

RAHILLY, Peter John

Branch Committee Member (11)

Candidates

BLACKLEDGE, Nathan

DAVIDSON, Rohan

DRISCOLL, Rick

HICKS, Robin

JOHNSTON, Glenn

LANDER, John

SILL, Marcus Robert

SIMPSON, Andrew

No further nominations were accepted

National Councillor (2)

Candidates

MCCLURE, Gary William

PLUMRIDGE, John

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.



Shane Lanning
Returning Officer

2005/06 Budget Summary

Item	04/05 Budget	Draft Budget 05/06
Income	\$	\$
New Member Subscription	54,000	64,000
Subscription renewals	598,000	650,000
Training	1,559,000	907,000
Sponsorship	90,000	105,000
Consultancies	117,000	12,000
Publications	90,000	81,000
CMS Program	338,625	280,500
Events	144,000	245,000
Other	79,100	53,500
Total	3,069,725	2,398,000
Expenditure		\$
National Levy	92,100	84,000
Employee Costs	1,359,667	1,096,000
Events	140,000	189,000
Contractors	499,000	295,000
Printing/Postage	128,700	140,000
Office Accommodation	133,000	123,600
CMS (Vic/National) - Expenses	102,500	81,300
Audit and Governance	42,000	47,000
Offices Expenses	176,000	159,000
Training (Cards)	35,000	30,000
Other Expenses	171,700	98,750
Statutory Provisions	66,000	0
Specific Advocacy Projects	23,000	25,000
Support for Regions	30,000	12,000
Research Project	0.00	0
Total	2,998,667	2,380,650
Nett Surplus	71,058	17,350



New Member Applications for 04/05 Financial Year

- Riddell's Backhoe & Excavations Pty Ltd
- Eastern Earthworks Pty Ltd
- Civilworx Constructions Pty Ltd
- DP & R Marshall Pty Ltd
- M & M Earthmovers Pty Ltd
- Mamalis Earthmoving Pty Ltd
- 4Site Australia Pty Ltd
- Diamond Valley Excavations
- Manhole Builders Pty Ltd
- Sonley Civil Pty Ltd
- Mobil Oil Australia Pty Ltd
- Whiter Constructions Group Pty Ltd
- Manningham City Council
- Hourigan & Walsh Pty Ltd
- Decco
- Do All Drainage
- King's Earthworks Pty Ltd
- Galli Quarries Pty Ltd
- AH Plant Hire Pty Ltd
- Comar Constructions Pty Ltd
- Digger Dave Excavations
- RW & LR Campagnolo Pty Ltd
- Conplant Pty Ltd
- Rural Training & Assessing
- S. Merton Excavations Pty Ltd
- Ian Smith Earthmoving Pty Ltd
- Bendigo Earthmoving Pty Ltd
- Sands Plumbing Pty Ltd
- CA & ME Robertson & Son Pty Ltd
- Strategic Purchasing
- Namada Holdings
- Tribuzi Transport & Plant Hire Pty Ltd
- Niche Engineering
- Underground Locating Services
- Abbott, Stillman & Wilson
- Macalister Plumbing Service
- Tigerturf Australia Pty Ltd
- Macedon Ranges Horizontal Drilling
- Bullseye Microtunnelling Pty Ltd
- Corporate Finance Pty Ltd
- Phillip Quinn & Ass. Pty Ltd

- Swan Construction Pty Ltd
- Southern Cross Excavations
- Lovegrove Solicitors
- Dahtic Pty Ltd
- Bendigo Earthmoving
- Ballarat Underroad Boring
- M & T Simpson Excavation Pty Ltd



Member Resignations for 04/05 Financial Year

- Aus Workforce Pty Ltd
- Lillydale-Harkin Plant Hire
- R & S Plant Holdings
- Delatite Earthmoving
- Austrun Contract Services Pty Ltd
- Viscaria Pty Ltd
- Withers Road Developments Pty Ltd
- Business Property Projects
- Streamtech
- Scott (Vic) Pty Ltd
- Hazard Solutions Pty Ltd
- Plumbing Constructions Pty Ltd
- Access Contract Services
- Briscoe Contractors Pty Ltd
- TBD Brokers
- Select Contractors Pty Ltd
- Far Betta Concrete Services
- J & K Earthsmart
- Road Services of Australia
- Rowland's Underground Technology
- Solcal Drainage & Excavation Pty Ltd

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

COMMITTEE'S REPORT

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

Committee Members

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

Gary Gardiner	Nathan Blackledge
John Plumridge	Rick Driscoll
Peter Rahilly	Andrew Simpson
Gary McClure	Rohan Davidson
Robin Hicks	John Lander
Glenn Johnston	Robert Sieffert
Marcus Sill	

Principal Activities

The principal activities of the federation during the financial year were to represent the members as a peak employer federation in Victoria and provide member services consistent with the objects of the Federation.

Significant Changes

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

Operating Result

The profit from ordinary activities after providing for income tax amounted to \$213,200.

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

Committee Member: _____

Committee Member: _____

Dated this 23rd day of August 2005

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2005**

	Note	2005 \$	2004 \$
CLASSIFICATION OF EXPENSES BY NATURE			
Revenues from ordinary activities	2	2,743,862	3,171,923
Employee benefits expense		(104,426)	(148,840)
Depreciation and amortisation expenses		(82,800)	(86,141)
Other expenses from ordinary activities		<u>(2,343,436)</u>	<u>(2,896,276)</u>
Profit from ordinary activities before income tax expense	3	<u>213,200</u>	<u>40,666</u>
Income tax expense relating to ordinary activities	1(a)	<u>-</u>	<u>-</u>
Net profit from ordinary activities after income tax expense attributable to the federation	15	<u>213,200</u>	<u>40,666</u>
Total changes in equity other than those resulting from transactions with owners as owners		<u>213,200</u>	<u>40,666</u>

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	Note	2005 \$	2004 \$
CURRENT ASSETS			
Cash assets	4	570,571	144,822
Receivables	5	1,184,409	1,251,687
Inventories	6	26,718	28,060
Other assets	7	68,504	57,602
TOTAL CURRENT ASSETS		<u>1,850,202</u>	<u>1,482,171</u>
NON-CURRENT ASSETS			
Other financial assets	8	12,500	12,500
Property, plant and equipment	9	262,160	373,727
TOTAL NON-CURRENT ASSETS		<u>274,660</u>	<u>386,227</u>
TOTAL ASSETS		<u>2,124,862</u>	<u>1,868,398</u>
CURRENT LIABILITIES			
Payables	10	1,168,345	1,036,080
Interest bearing liabilities	11	82,234	83,123
Provisions	12	51,198	41,053
Other Liabilities	13	39,011	13,831
TOTAL CURRENT LIABILITIES		<u>1,340,788</u>	<u>1,174,087</u>
NON-CURRENT LIABILITIES			
Interest bearing liabilities	11	87,047	212,353
Provisions	12	6,383	4,514
TOTAL NON-CURRENT LIABILITIES		<u>93,430</u>	<u>216,867</u>
TOTAL LIABILITIES		<u>1,434,218</u>	<u>1,390,954</u>
NET ASSETS		<u>690,644</u>	<u>477,444</u>
EQUITY			
Reserves	14	2,000	2,000
Retained profits	15	688,644	475,444
TOTAL EQUITY		<u>690,644</u>	<u>477,444</u>

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2005**

	2005 \$	2004 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Receipts in the course of operations	2,789,657	3,191,797
Interest Received	24,210	7,301
Cash Payments in the course of operations	(2,311,744)	(3,032,312)
Net cash provided by (used in) operating activities 17	<u>502,123</u>	<u>166,786</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Payment for Plant & Equipment	(20,339)	(261,805)
Proceeds from disposal of Plant & Equipment	39,153	85,875
Net cash provided by (used in) investing activities	<u>18,814</u>	<u>(175,930)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Unsecured Loan – CCF	5,829	8,515
Hire Purchase	(108,166)	76,949
National Prequal in Trust	25,180	-
Net cash provided by (used in) financing activities	<u>(77,157)</u>	<u>85,464</u>
Net increase (decrease) in cash held	443,780	76,320
Cash at beginning of financial year	126,791	50,471
Cash at end of year 17	<u>570,571</u>	<u>126,791</u>

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

1 Statement of Significant Accounting Policies

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

The financial report covers CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH as an individual entity. CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH is an federation incorporated in Victoria under the Workplace Relations Act 1996.

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 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.

(a) Income Tax

The federation is a tax exempt body.

(b) Investments

Non-current investments are measured on the cost basis. The carrying amount of investments is reviewed annually by the 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. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

(c) Inventories

Inventories consist of publications and are measured at the lower of cost and net realisable value. Costs are assigned on a specific identification basis and include direct costs and appropriate overheads, if any.

(d) Property, Plant and Equipment

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

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

Plant and Equipment

Plant and equipment is 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 from 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 present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, are depreciated on straight line basis over their estimated useful lives to the economic federation commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(e) Leases

Lease payments under 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.

(f) Employee Benefits

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

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

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

(g) Cash

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

(h) Revenue

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

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

(i) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

(j) Accounting System

A new chart of account structure was adopted for the internal accounting system effective from 1 July 2004. As such, certain accounts have been reorganised, therefore it has been necessary to restate the comparatives in certain instances to reflect the current disclosure.

(k) Reporting Entity / Information to Members or Registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of Sub Sections (1), (2) and (3) of 274 which reads as follows:

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

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

(I) Impact of Adoption of Australian Equivalents to International Financial Reporting Standards

The Federation is preparing and managing the transition to Australian Equivalents to International Financial Reporting Standards (AIFRS) effective for the financial years commencing 1 January 2005. The adoption of AIFRS will be reflected in the Federation's financial statements for the year ending 30 June 2006. On first time adoption of AIFRS, comparatives for the financial year ended 30 June 2005 are required to be restated. The majority of the AIFRS transitional adjustments will be made retrospectively against retained earnings.

The Federation's management, along with its auditors, will be assessing the significance of the expected changes and will be preparing for their implementation. An AIFRS committee will be overseeing and managing the Federation's transition to AIFRS. The impact of the alternative treatments and elections under AASB 1: First Time Adoption of Australian Equivalents to International Financial Reporting Standards will be considered where applicable.

The committee members do not consider there to be key material differences in the Federation's accounting policies on conversion to AIFRS. Users of the financial statements should note, however, that the amounts disclosed could change if there are any amendments by standard-setters to the current AIFRS, or interpretation of the AIFRS requirements changes due to work to be undertaken by the Federation's AIFRS committee.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	2005	2004
	\$	\$
2 Revenue		
Operating activities		
Rendering of services	2,036,971	2,537,295
Other revenue	682,681	627,327
	<u>2,719,652</u>	<u>3,164,622</u>
Non-operating activities		
Interest Received	24,210	7,301
	<u>24,210</u>	<u>7,301</u>
	<u>2,743,862</u>	<u>3,171,923</u>
3 Profit from Ordinary Activities		
Profit from ordinary activities before income tax expense has been determined after:		
Expenses:		
Depreciation of non-current assets		
Depreciation	<u>82,800</u>	<u>86,141</u>
Bad and doubtful debts		
Bad Debts Written Off	6,139	15,083
Doubtful Debts	-	(24)
Total bad and doubtful debts	<u>6,139</u>	<u>15,059</u>
Revenue and Net Gains:		
Net loss on disposal of plant and equipment	<u>9,953</u>	<u>8,684</u>
Remuneration of Auditor:		
Audit review services	8,175	10,350
Other services	6,455	8,475
Total Remuneration of Auditor	<u>14,630</u>	<u>18,825</u>
Rental and operating Leases		
Rental of premises	120,238	113,092
Operating Lease expenditure	39,107	32,875
Total rental and operating Leases	<u>159,345</u>	<u>145,967</u>
Salary and Benefits		
Officers	104,426	148,840
Non-Officers	899,418	960,635
Total Salary and Benefits	<u>1,003,844</u>	<u>1,109,475</u>

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	2005 \$	2004 \$
4 Cash Assets		
Commonwealth Cheque Account	79,276	24,962
Commonwealth Cheque Account (Training Fund)	759	45,668
Cash at Bank	62,040	-
Cash at Bank	76,859	72,935
Commercial Bill	351,637	-
NAB Term Deposit	-	1,257
	<u>570,571</u>	<u>144,822</u>
5 Receivables		
Current		
Unamortised GST on Cars	14,405	23,942
Trade Debtors	1,223,506	1,275,439
Less: Provision for Doubtful Debts	(54,000)	(54,000)
	<u>1,183,911</u>	<u>1,245,381</u>
Unsecured Loan - CCF National	-	5,829
Other	498	477
	<u>1,184,409</u>	<u>1,251,687</u>
6 Inventories		
Stock Publications on Hand – at cost	9,102	6,028
Stock IMS & Codes on Hand – at cost	-	4,200
Stock of Cards on Hand – at cost	17,616	9,836
Stock on Hand – at cost	-	7,996
	<u>26,718</u>	<u>28,060</u>
7 Other Assets		
Current		
Deposit - Australia Post	4,000	4,000
Prepayments	64,504	53,602
	<u>68,504</u>	<u>57,602</u>
8 Other Financial Assets		
Non-Current		
Shares in Other Companies	12,500	12,500
	<u>12,500</u>	<u>12,500</u>

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	2005	2004
	\$	\$
9 Property, Plant and Equipment		
Motor Vehicles – at cost	220,967	302,807
Less: Accumulated Depreciation	<u>(65,116)</u>	<u>(56,632)</u>
	155,851	246,175
Office Furniture & Equipment – at cost	335,372	314,065
Less: Accumulated Depreciation	<u>(229,063)</u>	<u>(186,513)</u>
	106,309	127,552
Total Property, Plant and Equipment	<u>262,160</u>	<u>373,727</u>

Movements in Carrying Amounts

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

	Motor Vehicles	Office Furniture & Equipment			Total
	\$	\$	\$	\$	\$
Balance at the beginning of the year	246,175	127,552	-	-	373,727
Additions	-	20,339	-	-	20,339
Disposals	(49,106)	-	-	-	(49,106)
Depreciation expense	<u>(41,218)</u>	<u>(41,582)</u>	-	-	<u>(82,800)</u>
Carrying amount at the end of the year	<u>155,851</u>	<u>106,309</u>	-	-	<u>262,160</u>

10 Payables

Current

Income Not Yet Earned	846,987	730,255
Fighting Fund Unexpended	35,738	41,052
Accounts Payable	68,138	179,190
Other Creditors	46,813	16,904
Payroll Liabilities	31,959	33,292
GST Payable	<u>138,710</u>	<u>35,387</u>
	<u>1,168,345</u>	<u>1,036,080</u>

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	2005 \$	2004 \$
11 Interest Bearing Liabilities		
Current		
Bank Overdraft	-	18,031
Hire Purchase Liability	92,082	84,629
Less: Unexpired Hire Purchase Liability	<u>(9,848)</u>	<u>(19,537)</u>
	<u>82,234</u>	<u>83,123</u>
Non-Current		
Hire Purchase Liability	90,976	229,644
Less: Unexpired Hire Purchase Liability	(5,929)	(19,291)
Debentures Not Repayable Within One Year	<u>2,000</u>	<u>2,000</u>
	<u>87,047</u>	<u>212,353</u>
12 Provisions		
Current		
Provision for Annual Leave	<u>51,198</u>	<u>41,053</u>
	<u>51,198</u>	<u>41,053</u>
Non-Current		
Provision for Long Service Leave	<u>6,383</u>	<u>4,514</u>
	<u>6,383</u>	<u>4,514</u>
13 Other Liabilities		
National Prequal in Trust	<u>39,011</u>	<u>13,831</u>
	<u>39,011</u>	<u>13,831</u>
14 Reserves		
Reserves	<u>2,000</u>	<u>2,000</u>
	<u>2,000</u>	<u>2,000</u>
There has been no movement in the reserve during the current or preceding year.		
15 Retained Profits		
Retained profits at the beginning of the financial year	475,444	434,778
Net profit attributable to the federation	<u>213,200</u>	<u>40,666</u>
Retained profits at the end of the financial year	<u>688,644</u>	<u>475,444</u>

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	2005 \$	2004 \$
16 Financing – Hire Purchase Commitments		
Hire Purchase Commitments		
Payable:		
Not later than one year	92,082	84,630
Later than one year but not later than two years	45,166	115,690
Later than two years but not later than five years	45,811	113,954
Minimum hire purchase payments	183,059	314,274
Less future finance charges	(15,778)	(38,828)
Total hire purchase liability	167,281	275,446

17 Cash Flow Information

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:

Commonwealth Cheque Account	79,276	24,962
Commonwealth Cheque Account (Training Fund)	759	45,668
Cash at Bank	62,040	(18,031)
Cash at Bank	76,859	72,935
Commercial Bill	351,637	-
NAB Term Deposit	-	1,257
	570,571	126,791

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

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

	2005	2004
	\$	\$
17 Cash Flow Information (continued)		
Reconciliation of net cash provided by operating activities to profit from ordinary activities after income tax		
Profit from Ordinary Activities after income tax	213,200	40,666
Add / (Less):		
Non Cash Flows in Profit from Ordinary Activities		
- Depreciation	82,800	86,141
- Bad Debts	6,139	15,083
- Loss on Sale of Plant & Equipment	9,953	8,684
	312,092	150,574
Changes in Operating Assets and Liabilities		
- (Increase)/Decrease in Trade Debtors	45,794	19,874
- (Increase)/Decrease in Inventory	1,342	506
- (Increase)/Decrease in Prepayments	(10,900)	(49,745)
- (Increase)/Decrease in Other Receivables	9,516	(8,093)
- Increase/(Decrease) in Payables	132,265	73,963
- Increase/(Decrease) in Employee Entitlements	12,014	(20,293)
Net cash provided by operating activities	502,123	166,786

The Federation currently has no credit standby or financing facilities in place. There were no non-cash financing or investing activities during the period.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2005**

	2005	2004
	\$	\$
REVENUE		
Membership Contributions	684,646	653,274
Employee Relations	-	16,675
Publications	55,346	84,233
Training Fees	1,296,979	1,783,113
	2,036,971	2,537,295
OTHER REVENUE		
Interest Received	24,210	7,301
Meetings & Social Functions	358,642	190,763
Sundry Income	49,607	24,997
National Prequal Income	176,936	160,732
Prequal Victorian Office	84,128	97,125
Fighting Fund	1,000	144,434
Provision to Establish I.R. Fighting Fund	-	(41,052)
OAMPS State End Fee	12,368	9,276
Loss on Sale of Non-current Assets	(9,953)	(8,684)
	696,938	584,892
	2,733,909	3,122,187

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2005**

	2005	2004
	\$	\$
EXPENDITURE		
Accountancy Fees	22,685	14,465
Affiliation - National C.C.F.	81,420	86,485
Auditor's Remuneration	8,175	10,350
Bad Debts Written Off	6,139	15,083
Bank Charges	9,518	10,497
Computer Web Site	7,709	16,030
Depreciation	82,800	86,141
Employee Relation Expenses	-	6,764
Donations	300	200
Doubtful Debts	-	(24)
Fighting Fund	5,950	-
Hire Purchase Charges	22,336	23,589
Legal & Professional Costs	21,321	121,026
Meetings, Seminars & Functions	191,520	273,242
Motor Vehicle Expenses	50,583	44,458
Payroll Tax	31,344	43,793
Other Administrative Costs	518,816	401,963
Provision for Long Service Leave	1,869	(17,328)
Provision for Annual Leave	10,145	(2,965)
Publications	8,632	28,109
National Prequal	31,537	112,548
Regional Support Expenditure	7,994	-
Research Project	17,000	-
Salaries & Benefits - Officers	104,426	148,840
Salaries & Benefits - Others	899,418	960,635
Scholarship	1,300	2,400
Subscriptions	7,210	5,257
Training Expenditure	338,799	679,326
Travelling & Accommodation	6,894	10,637
Victorian Prequal	24,869	-
	2,520,709	3,081,521
Profit from ordinary activities before income tax	213,200	40,666
Retained profits at the beginning of the financial year	475,444	434,778
Retained profits at the end of the financial year	688,644	475,444

The accompanying notes form part of these financial statements.

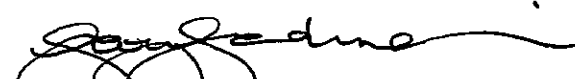
**CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

STATEMENT BY MEMBERS OF THE COMMITTEE

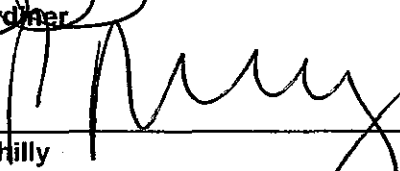
In the opinion of the committee the financial report as set out on pages 1 to 16:

1. Presents a true and fair view of the financial position of CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH as at 30 June 2005 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

President: 

Gary Gardner

Treasurer: 

Peter Rahilly

Dated this 23rd day of August 2005

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

Scope

The Financial Report and Committee's Responsibility

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements, detailed income and expenditure statement, and the statement by members of the committee for CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH, for the year ended 30 June 2005.

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

Audit Approach

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

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

I formed my audit opinion on the basis of these procedures, which included:

examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and

assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

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

Independence

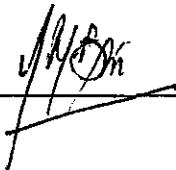
In conducting my audit, I followed applicable independence requirements of Australian professional ethical pronouncements.

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF CIVIL CONTRACTORS FEDERATION
VICTORIAN BRANCH
ABN 97 341 352 156**

Audit Opinion

In my opinion, the financial report of CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH presents a true and fair view in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of CIVIL CONTRACTORS FEDERATION VICTORIAN BRANCH as at 30 June 2005 and the results of its operations and its cash flows for the year then ended.

Name of Firm: Alan M. Bliss
Chartered Accountant



Alan M. Bliss

Address: 74 Fletcher Street
Essendon Vic 3040

Dated this 24th day of August 2005.



Victorian Branch

ANNUAL REPORT

2004/05

Address : 192B Burwood Road, Hawthorn
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Telephone : 03 9819 5170
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Email : ccfvic@civilcontractors.com
Website : www.civilcontractors.com



Victorian Branch 2004/05 Annual Report

OVERVIEW

In developing its Business Plan for 2004/05, the Branch Board had acknowledged that it faced extraordinary challenges due to unprecedented growth in membership and training demands.

With a desire to constrain membership subscriptions at 2003/04 levels without any diminution of service to Members, the Board had identified the need for the Branch to enter a phase of operational consolidation and a refocusing on the core values of the CCF – advocacy and Member support.

The emphasis of the past year has therefore been on the provision of quality Member services, efficient use of scarce resources, the effective influencing of governments in relation to matters impacting upon contractors, and positioning the CCF to remain relevant to contractors and responsive to their needs.

This Annual Report clearly illustrates that those objectives have been realized and that the CCF has made an indelible inscription on Victoria's political and business landscapes.

GOVERNANCE

It is important to acknowledge the contribution that Steve Traicevski, Rick Schibeci and Adrian Fuller had made to the Board and who did not seek re-election to the Board for the 2004/05 year.

The 2004 Branch elections saw Andrew Simpson and Rohan Davidson join the board.

Throughout the course of the year, Steve Walker and Oliver Vido resigned from the Board due to changed work circumstances. We thank them for their service to the Branch.

Over a number of Board and Committee Meetings and during the annual Corporate Workshop, the Board undertook a comprehensive review of its structure and *modus – operandi*. Although the review resulted in the pursuit of a number of governance initiatives, the current structure of the Board was retained.

Other governance-related activities included the development of a Board Member Induction Kit, adoption of key governance policies, the implementation of a special audit program and a return to month Board Meetings.

The Training, Member Support and Road and Development Infrastructure Committees were disbanded because of difficulties in securing sufficient numbers at meeting - the Standing Consultative Panel was established instead.

BUSINESS PLAN PERFORMANCE

91% of the 95 objectives presented in the 2004/05 Business Plan were delivered. The few incomplete objectives were transferred to the 2005/06 Plan.

However, some 10 additional objectives, not listed in the 2004/05 Business Plan, were also delivered.

FINANCIAL PERFORMANCE

○ Surplus on operations	\$213,200	
○ Nett Equity	\$690,644	(\$213,200 improvement over 2003/04)
○ Cash Holding	\$574,571	(\$443,780 improvement over 2003/04)

Fortuitously, the exercise of expenditure constraint during 2004/05 to contribute to the level of surplus has assisted considerably in meeting the significant challenge faced by the Board in developing the 2005/06 Budget due to:

- the down-turn of some \$812,000 in income (budget-to-budget) from EWF training; and
- uncertainty in the level of income to be received from membership renewals due to the introduction of the new membership categories.

Because of the structure of the EWF Program, at the commencement of the 2004/05 year, the Branch faced an unhealthy 90+days debtors situation. The significant improvement over the course of the year is reflected as follows:

- 90+days debtors as at 30/06/04 - \$331,171
- 90+days debtors as at 30/06/05 - \$224,129 (i.e. \$107,042 improvement)

It is pleasing to report that the level of cash reserves equate to what is considered to be good practice for organizations of our nature, i.e.:

- Liquidity Level – 300%
- Trading cover – 3-months

Despite the changes to the membership classifications, the Board has retained the total income from membership renewals in 2005/06 at the actual 2004/05 level.

ADVOCACY

Representations

Significant representations were made:

- in response to the Draft Road Management (Works Infrastructure) Regulations, i.e. new requirements covering road opening permits;
- to the Labour Hire Employment Inquiry;
- in relation to the review of Melbourne Water's Land Development Manual;
- in regard to the Worksite Safety Traffic Management Code of Practice;
- to Yarra Valley Water in respect to their revised General Conditions of Contract;
- to two formal Inquiries of the Victorian Competition and Efficiency Commission;
- in relation to the review of the ARRB Sealed Local Roads Manual; and
- to the State Government in regard to the skills gap issue.

Significant Meetings

Meetings were held with:

- Two Federal Ministers (Education and Vocational Training, and Employment and Work Place Relations)
- Six State Ministers (Work Cover, Transport, Environment, Local Government, Small Business, Planning, and Aboriginal Affairs)
- Auditor General
- Small Business Commissioner
- Chairman, Best Value Commission
- Chairman, State Services Authority
- VicRoads CEO
- A number of other MPs and Departmental Heads.

Tendering and Contract Management

Responding to issues identified by CCF Members, VicRoads have worked with the CCF to enhance the authority's tendering and contract management processes and skills.

A draft Code of Practice for Tendering and Contract Management has been prepared by the CCF with the view to having it being adopted by Councils, water companies and government agencies.

Domestic Building Contracts Act

The CCF had strenuously lobbied the State Government to enact legislation to put beyond doubt the anomaly that gave rise to the VCAT and Supreme Court appeals involving Winslow Constructors (a CCF Member). The outcomes of these appeals had enormous implications for civil contractors.

The Government proclaimed Regulations in November 2004 to clarify that subdivisional works were not building works under the Domestic Building Contracts Act.

Class 1 Signage

In early 2004, CCF became aware of an edict issued by VicRoads to the effect that by 1 July 2004, all roadworks signage was required to be of Class 1 Standard. Many contractors were unaware of this requirement and were not in a position to comply.

In response to representations from the CCF, VicRoads agreed to amend the implementation date to 1 July 2005.

Unguarded Drill Rigs

Strong representations from the CCF ensured a reasonable approach by Work Safe to the adoption of new safety requirements for unguarded drill rigs.

Temporary Hose System

Responding to concerns of Members, the CCF made representations to Yarra Valley Water regarding their monopolistic approach to the use of temporary hose systems.

As a consequence of such representations, Yarra Valley Water advised the CCF that it was prepared to accept contractor supplied temporary hose systems subject to them meeting specified criteria in regard to capacity and water quality.

Trench Compaction Standards

CCF has been successful in having instigated a review of the new trench compaction standards introduced by South East Water.

Use of Surety Bonds

Representing a group of Members, the CCF was successful in having the State Government review its prohibition on the use of Surety Bonds.

Level of Contract Securities

VicRoads has responded positively to relentless representations by CCF and has agreed to review the level of contract securities.

Victorian Civil Construction Industry Alliance

The CCF lead the formation of the Victorian Civil Construction Industry Alliance, comprising some 11 kindred organisations, and aimed at influencing Governments in regard to matters impacting upon the civil construction sector.

Members of the Alliance met with the Federal Minister for Local Government, Territories and Roads to discuss Federal roads funding for Victoria.

Cost Escalation

The CCF had been successful in having VicRoads and the metropolitan water companies open dialogue on an appropriate cost escalation clause in contracts to accommodate extraordinary cost increases.

Indigenous Artifacts Protection Legislation

Responding to a high level of concerns by CCF Members to the implementation of this legislation, the CCF had made representations to the Minister for Aboriginal Affairs and has received a positive response.

Falls Regulations

Following consultation with the Construction Mining Equipment Industry Group, a comprehensive submission has been made to the Minister for WorkCover seeking a sensible approach to the application of the Falls Regulations to the maintenance of earthmoving plant.

Guidelines relative to the application of the Regulations to trenches have been developed for the use of Members.

Councils and water companies have been given notice that they have a duty of care to ensure that persons using over head water stand-pipes can comply with the Regulations.

Security of Payments

The CCF continues to lobby the State Government to ensure that the new Security of Payments legislation addresses the concerns of civil contractors.

The CCF has facilitated discussions between its Members and the Small Business Commissioner aimed at resolving payment disputes between Members, and councils and water companies.

Skills Gaps

A comprehensive submission has been presented to the State Government recommending a number of practical approaches to addressing the serious skills gaps in the civil construction sector.

Red Card

Responding to representations from the CCF, the Minister for WorkCover has agreed to speak to his counterpart in NSW aimed at removing the impediment to Red Card being recognized in the State.

Responsiveness of Councils, etc

Discussions are underway with relevant Ministers aimed at having all councils, water companies and Government agencies introduce Customer Service Charters to improve their responsiveness.

'No-Go' Zones

The CCF maintains intense discussions with WorkSafe and the Office of the Chief Electrical Inspector aimed at achieving a sensible approach to the application of the 'No-Go' Zones requirements.

Contract Dispute Resolution

The CCF has successfully represented a number of Members in relation to disputes with councils.

MEMBER SERVICES

The Metropolitan Region Group was formed making a total of eight regional groups, all of whom have experienced increased attendance at their quarterly meetings.

An extremely successful 'free' Contractor Development Day was held on 3 June 2005 with some 40 people attending. These will continue into the future.

Discussions continue with the Department for Sustainability and Environment aimed at having it develop and release an electronic land release forecast bulletin.

Responding to a suggestion by Members, the Infrastructure Maintenance Services Group was formed. The Group met with the Chairman of the Best Value Commission to discuss the concerns of contractors in relation to the implementation of Best Value, the successor to Compulsory Competitive Tendering.

Support was provided to the Construction Materials Processors Association to have developed a General Conditions of Contract for the Supply of Materials.

A successful National Conference was held in Melbourne during Cup Week in November 2004 with reasonable attendance figures and a satisfactory return on investment.

A number of value-add initiatives were introduced including:

- Electronic, model Rise and Fall Clause for Roadworks;
- Incidence Response Process; and
- Electronic, model "General Conditions for the Provision of Services".

Three successful Golf Days, a memorable Gala Ball, an entertaining President's Dinner and two enjoyable Pipelines Dinners provided excellent social and networking opportunities for Members

Key Deliverables

- | | |
|---|---|
| ○ Total Membership - 548 | ○ CMS Systems sold - 39 |
| ○ Metropolitan Members - 300 | ○ CMS Certified Contractors - 139 |
| ○ Country Members - 248 | ○ New Memberships resulting from sale of CMS - 32 |
| ○ New Members - 60 | ○ Receivables processed - 8,500 |
| ○ Membership Growth - 1.8% | ○ Sponsorship received - \$130,000 |
| ○ No. of regional meetings 35 | |
| ○ Existing workforce training: | ○ Carding – Nos. Processed: |
| ➢ No sign-ups – 45 | ➢ Non Plant – 6,314 |
| ➢ No. progressions – 95 | ➢ Plant – 3,019 |
| ➢ No. completions – 156 | |
| ○ No. Calendar Training Programs-144 | ○ No. Worksite Programs – 189 |
| ○ Fee for Service Training (Nos. Attending) – 4,655 | ○ No. HR/ER queries – 1,500 |

COMMUNICATION

A significant upgrade of key publications was undertaken including a revamp of the design and distribution of the Branch's flagship journal, The Bulletin.

An electronic Contractor Management System newsletter has been introduced and the fortnightly e-news continues to provide timely and relevant information to Members.

The Standing Consultative Panel was established to provide a forum for advice on key issues and draft submissions.

TRAINING

Training activity continued strongly in fee-for-service in both calendar and workplace programs. Carding activity was also strong. Existing Workforce training reached saturation with numbers joining the program reducing significantly.

Many short term and longer term activities were also pursued during the year including:

- New program being developed for Spotters Refresher, Traffic Management Refresher and No Go Zone Awareness.
- Review of Basic Worksite Traffic Management, Advanced Traffic Management and Red Card Courses to meet industry requirements and legislative changes.
- Review of the future of Existing Work Force training given saturation levels.
- Introduction of a new civil construction apprentice scheme to be provided by GippsTAFE, in addition to the apprentices trained by Victoria University.
- Continuation and expansion of the numbers of undergraduate engineering students placed in member companies and other organizations as part of their final year subject Civil Engineering Construction (This year also incorporated preparation of Case Earth Awards introduced as part of these placements).
- Development of a civil stream in the Victorian Certificate of Applied Learning (VCAL) which has been approved and is being implemented in East Gippsland.
- Research into the skills shortage in the civil construction industry undertaken in conjunction with Monash University.
- On-going review of new learning and assessment materials associated with the new Civil Construction Certificate 3 package.
- Coordination and review of input to the development of proposed Certificates 4-6 in Civil Construction.
- Maintenance of Registered Training Organisation (RTO) status (extension gained for a further five years to 30 June 2010).
- Structured in-house training for CCF staff.
- Development of relationships with Local Learning and Employment Networks (LLEN) in regional Victoria to facilitate school to work transition programs.
- Active involvement in the establishment of the Australian Technical College in the Gippsland region to ensure civil construction is integral to future curriculum development.

ORGANISATIONAL DEVELOPMENT

A Draft 3-Year Financial Plan has been developed and meaningful financial performance reporting indicators have been introduced, coupled with a new chart of accounts, to reflect enhanced budgetary and reporting processes.

A review of all Branch policies has been undertaken.

Recognising the importance of people development, a professional development program for Board Members and staff has been introduced, a performance management model has been developed, a team based reward scheme has been implemented, and self-assessment has become a feature of Board and Staff meetings.

A comprehensive review of the vehicle financing arrangements resulted in considerable savings to the Branch.

Enhanced customer service resulted from the introduction of a customer relations program linked to the Branch's ISO certified quality management system.

To reflect the contemporary business environment, the Board undertook a comprehensive review of membership categories and fee structure.

As a consequence of a revised approach which involved engaging with Monash University civil engineering undergraduates, a record 16 entries were received for the Case Earth Awards.

DISAPPOINTMENTS

- The level of Members deciding to terminate their membership.
- The level of effort required of the Branch to organize the 2004 National Conference despite the appointment of Conference Organisers.
- Difficulty in achieving budget for EWF sign-ups and progressions.
- Difficulty in achieving the programmed level of management system sales.
- Lack of leadership by the State Government to address the serious skills gap.
- Level of effort requirement to get Government agencies to understand the serious deficiencies in their tendering and contract management practices.
- Inability to resolve at Government officer level the Falls Regulations issues.

THE FUTURE

The implementation of the new OH&S Act on 1st July 2005 and a new Federal industrial relations regime are expected to drive increased activity within the Branch over the early part of 2005/06.

Complementing the National Contractor Management System Program, an enhanced approach to the delivery of the IMS and SCIMS is to be pursued over the next 2 years aimed at ensuring that Members achieve real returns on their investment. Key to this objective is to achieve increased acceptance by client stakeholders of IMS and SCIMS for certification purposes.

With the reduction in Existing Workforce Training, the Branch's training efforts will focus on fee for service and workplace training. New programs are being developed to complement existing services. The challenge for the future is to work with governments, both State and Local, to address the skills gap issues in our industry. This will be a key priority in the coming financial year

A major focus for the Branch is to market to Members the phase-in of revised membership categories necessary not only to reflect contemporary business revenues, but also to align with the categories of other Branches.

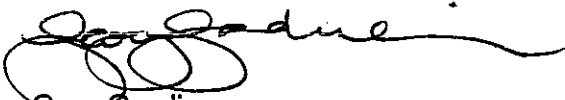
A difficulty that the Branch often experiences is how to adequately engage with the diversity of knowledge, experience and interests of its very busy Members. This is to be addressed by introducing annual contact by the Branch with every Member and by encouraging open discussions at Regional functions.

From the business end of the organisation, last year the Branch entered a phase of operational consolidation and a refocusing on the core values of the CCF – advocacy and Member support.

As some of the training products now require review, the Branch needs to maintain a 'steady-as-you-go' attitude for the time being so that it does not jeopardize the extremely good financial position that it have been able to achieve over the past 12 months.

It would be too easy to become comfortable with the Branch's recent successes and renewed advocacy reputation. We therefore must not lose sight of how we have arrived at this situation and to use these experiences to sustain our relevance and achievements for years to come.

We are confident that with the loyalty, resourcefulness and commitment of our Members, our excellent staff and our devoted Board, the CCF can continue to serve the civil construction sector exceptionally well into the future.



Gary Gardiner
President



Bob Seiffert
Executive Director



Australian Government
Australian Industrial Registry

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

Mr Bob Seiffert
 Executive Director
 Civil Contractors Federation
 Victorian Branch
 1st Floor,
 192B Burwood Rd
 HAWTHORN VIC 3122

Dear Mr Seiffert

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
 Financial reports for year ended 30 June 2004 - FR2004/460**

I have received the financial documents of the Civil Contractors Federation Victorian Branch for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 7 September 2004.

The documents have been filed.

Although the documents have been filed, I would like to comment on some issues arising out of the reports. I make these comments to assist you when you next prepare financial reports. You do not need to take any further action in respect of the financial reports already lodged.

1. Auditor's Report

(a) Special purpose financial report

The auditor's report and the notes to the financial accounts indicate that a special purpose financial report was prepared by the reporting unit instead of a general purpose financial report.

A reporting unit is required by section 253(2) of the RAO Schedule to prepare a general purpose financial report from its financial records.

While in some cases, the contents of a special purpose financial report and a general purpose financial report might not be substantially different, the requirement to prepare a general purpose financial report is clear.

Given your non-compliance to provide a general purpose financial report, could you please kindly provide the reasons for preparing a special purpose financial report rather than a general purpose financial report.

(b) Statement of Cash Flows

I have also noted you have not provided a Statement of Cash flows. Section 253(2)(a)(iii) of the RAO states:

"The general purpose financial report must consist of:

(iii) a statement of cash flows.”

(c) Signature of Auditor

The Auditor’s report was also not signed and the qualification of the auditor was not stated. Please note section 257(9) of the RAO states:

“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.”

Section 256(2) of the RAO states:

“The position of auditor of a reporting unit is to be held by:

- (a) a person who is an approved auditor; or*
- (b) a firm, at least one of whose members is an approved auditor”*

Third, the Auditor’s opinion appeared to be drafted in terms of the previous requirements of the *Workplace Relations Act 1996* and that the auditor has not made the statement required by section 257(5) of the RAO Schedule.

Please note that section 257(5) of the RAO Schedule now sets the matters on which an auditor is required to state an opinion. An acceptable wording would be as follows:

“In our opinion the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule.”

I have forwarded a copy of this letter to the auditors for their views about these matters.

Please arrange for the auditor to forward a signed copy of the report to the Registry

I now wish to bring a number of matters in relation to the financial reports to your attention. The following matters are advised for assistance in relation to the preparation of future financial reports; no further action is requested in respect of the financial reports already lodged.

2. Operating Report

A reporting unit is required by section 253(2) of the RAO Schedule to prepare an operating report from its financial records.

(a) Rights of members to resign

Please note that you have not complied with section 254 and regulation 159 of the RAO Schedule by omitting the details of the right of members to resign in the operating report.

Section 254(2)(c) of the RAO Schedule states:

“The operating report must:

- (c) give details of the right of members to resign from the reporting unit under section 174.”*

Section 174(1) of the RAO Schedule states:

"A member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation."

3. Accounting Officer's Certificate

There is no requirement under the RAO Schedule to lodge an accounting officer's certificate. Such certificate was previously required by section 273(2) of the Act and regulation 109(1)(a) of the Workplace Relations Regulations.

(a) Disclaimer

The auditor's report contains the following disclaimer:

"I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared."

While such a disclaimer might well be a normal part of a special purpose financial report it could be inconsistent with the obligations of the auditor with respect to a general purpose financial report under sections 257(5) - (11) of the RAO Schedule.

I have forwarded a copy of this letter to the auditors for their views about these matters.

4. Committee of Management Report

There is no requirement under the RAO Schedule to lodge a Committee of Management Report. A Committee of Management Certificate was previously required by section 109 of the *Workplace Relations Regulations* and has now been replaced by the Committee of Management Statement.

I have noted that you have lodged a Committee of Management Statement, as required.

Please do not hesitate to contact me on (03) 86617989 if you wish to discuss this letter.

Yours sincerely,



Amy Lee
Statutory Services Branch

28 October 2004