



Australian Government

Australian Industrial Registry

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

Mr. M. Morris
Executive Director
Civil Contractors Federation
Western Australian Branch
Level 1, 68-70 Malaga Drive
MALAGA WA 6090

Dear Mr. Morris,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2005 - FR 2005/334**

Reference is made to the financial reports of the Western Australian Branch of the Civil Contractors Federation for the year ended 30 June 2005. The documents were lodged in the Industrial Registry on 8 September 2005.

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. Operating Report

(a) Membership of Committee of Management:

The operating report is required to contain the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position - refer regulation 159(c) of the RAO Regulations.

The operating report should have provided the positions which all members of the committee of management held during the reporting unit.

(b) Right of members to resign

Subsection 254(2)(c) requires the operating report to "give details" of the right of members to resign from the reporting unit under section 174 of the RAO Schedule. The requirement may be met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule, which makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. It would appear in this case that rule 9 of the organisation's Rules is applicable.

3. Committee of Management's Statement

There appears to be no information in the statement addressing Items 17(e)(iv) and (vi) of the Industrial Registrar's Reporting Guidelines. These items relate to the keeping of financial records in a consistent manner to each of the other reporting units of the organisation and whether there has been compliance with any order for inspection of financial records made by the Commission.

Also, I note that paragraph 7 of the Committee of Management Statement provides the statement in relation to the provision of records to members which was required by the previous financial reporting requirements. Item 17(e)(v) of the Reporting Guidelines requires a declaration as to whether any information sought in any request of a member or Registrar made under section 272 has been furnished to the member or Registrar

It should be noted that the Committee of Management Statement must address all the requirements stipulated in the Industrial Registrar's Guidelines.

4. Notice to members

I note that the notice to members provides 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 RAO Schedule. Would you please ensure those subsections are copied into the GPFR in the next financial report of the Branch.

It should be noted that the Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1B and to those obligations being discharged within the requisite timeframes. Your reporting unit should therefore ensure that future financial returns fully satisfy the above obligations.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by email at larry.powell@air.gov.au.

Electronic Lodgement

I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the Electronic Lodgement 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

Yours sincerely,



Larry Powell
Statutory Services Branch

6 October 2005



CIVIL CONTRACTORS FEDERATION

ABN 88 811 975 001

Western Australia
Branch
PO Box 688,
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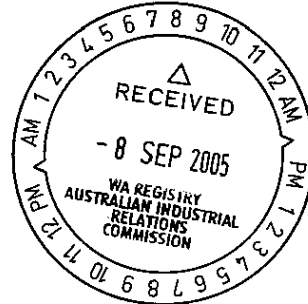
Website:
www.civilcontractors.com

Civil Train
Western Australia

RTO
National Provider
No. 5744

5 September 2005

Australian Industrial Registry
GPO Box X2206
PERTH WA 6001



SECRETARY'S CERTIFICATE

I certify that the enclosed copies of the Auditor's Report, Accounts and Statements of the WA Branch are copies of the documents which were provided to members on 1 August 2005 and presented to the Annual General Meeting held on 29 August 2005.

The documents are for the 2004/2005 financial year.

Yours faithfully

M B Morris
Executive Director

Encls.

Financial/Industrial Registry 2004-2005 Financials

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Registered under the Workplace Relations Act 1996



CASE EARTH AWARDS

Civil Contractors Federation Western Australia Branch

Financial Statements
For the year ended 30 June, 2005

John Osborne & Associates Pty Ltd

PO Box 876

Canning Bridge 6153

Phone: 9316 4344 Fax: 9364 5598

Email: stucker@championinvestments.com.au

Civil Contractors Federation Western Australia Branch
Income and Expenditure Statement
For the year ended 30 June, 2005

	2005 \$	2004 \$
Income		
2003 National Conference		54,430
Subscriptions	309,031	275,999
Functions Receipts	193,907	132,774
Interest received	7,078	5,587
Other income	6,085	7,822
Training Funds Received	366,152	220,151
Earth Awards Income	7,700	3,956
AAED Secretariat Income		528
Publications Income	19,346	11,773
Profit on sale of property, plant, equip	1,790	
Total income	911,089	713,022
Expenses		
Accountancy	2,066	1,600
Advertising, Marketing and Promotion	7,842	2,320
Annual Leave Provision	1,960	806
Branch Audit	1,000	2,000
Bad Debts	10,923	8,021
Bank Fees And Charges	5,033	2,524
Borrowing Expenses	126	
Casual labour	7,835	
Computer Software		785
Conference/seminar costs	40	540
Couriers	461	887
Depreciation - plant	20,571	10,763
Doubtful Debts	(905)	(1,161)
Earth Award	2,765	3,868
Fringe benefits tax	5,448	4,583
Functions	177,100	111,159
Hire purchase charges	6,745	1,665
Insurance	8,356	8,259
Legal fees		2,501
Long service leave	(3,545)	8,928
Motor Vehicle Expenses	6,359	6,827

The accompanying notes form part of these financial statements.

Civil Contractors Federation Western Australia Branch
Income and Expenditure Statement
For the year ended 30 June, 2005

	2005 \$	2004 \$
National Office, CCF National Fees	32,541	27,632
Postage	4,243	3,027
Printing & stationery	16,024	7,355
Professional Fees	31,704	24,815
Rates & land taxes	62,215	40,361
Repairs & maintenance	7,583	4,736
Salaries & Wages - Employees	229,158	174,747
Staff amenities		1,602
Staff training	2,906	2,000
Subscriptions	819	2,093
Superannuation	23,624	19,891
Telephone	12,777	9,592
Training and Videos	212,376	197,331
Travel, accom & conference	26,905	17,829
Total expenses	923,055	709,886
Profit (loss) from ordinary activities before income tax	(11,966)	3,136
Income tax revenue relating to ordinary activities		
Net profit (loss) attributable to the association	(11,966)	3,136
Total changes in equity of the association	(11,966)	3,136
Opening retained profits	240,863	237,727
Net profit (loss) attributable to the association	(11,966)	3,136
Closing retained profits	228,897	240,863

The accompanying notes form part of these financial statements.

Civil Contractors Federation Western Australia Branch
Statement of Financial Position As At 30 June, 2005

	Note	2005 \$	2004 \$
Current Assets			
Cash assets		279,619	256,197
Receivables	2	34,335	54,229
Other	6	3,133	4,816
Total Current Assets		317,087	315,243
Non-Current Assets			
Other financial assets	4	12,500	12,500
Property, plant and equipment	7	98,575	26,339
Total Non-Current Assets		111,075	38,839
Total Assets		428,163	354,082
Current Liabilities			
Payables	9		22,000
Current tax liabilities	11	5,370	4,402
Provisions	12	17,366	15,406
Other	13	56,175	28,394
Total Current Liabilities		78,911	70,202
Non-Current Liabilities			
Interest-bearing liabilities	10	101,928	21,045
Provisions	12	18,427	21,972
Total Non-Current Liabilities		120,355	43,017
Total Liabilities		199,265	113,219
Net Assets		228,897	240,863
Equity			
Retained profits		228,897	240,863
Total Members' Funds		228,897	240,863

The accompanying notes form part of these financial statements.

Civil Contractors Federation Western Australia Branch
Notes to the Financial Statements
For the year ended 30 June, 2005

Note 1: Statement of Significant Accounting Policies

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board. This report has been prepared as appropriate to meet the needs of the members, the Federation's constitution and the relevant legislative requirements of the Workplace Relations Act 1996, as amended and the Workplace Relations Regulations 1996.

The financial report has been prepared on an accruals 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 in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Historical Cost

The accounts have been prepared on the basis of historical costs and do not take into account changing money values, or except where stated, current valuations of non-current assets.

Accruals Basis

The Federation has determined that in accordance with subsection 272 (2) of the Workplace Relations Act 1996, as amended it will prepare the accounts on an accrual basis.

Income Tax

The Federation is exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997, as amended, accordingly the Federation does not account for income tax.

Investments

Investments are bought to account at cost or at valuation. The carrying amount of investments is reviewed annually to ensure that it is not in excess of the recoverable amount of the investments. Dividends and interest are bought to account in the Income and Expenditure statement when received.

Property, Plant and Equipment

Property, plant and equipment are included at cost or where stated at independent valuation. All fixed assets, not subject to independent valuation, including buildings but excluding freehold land, are depreciated using rates and methods estimated to write off the cost over the estimated useful life of the asset concerned and commencing from the time the asset is held ready for use.

Leases

Leases of fixed assets, whether for finance leases or operating leases, are charged as expenses in the periods which they are incurred.

Contributions are made by Civil Contractors Federation Western Australia Branch to an employee superannuation fund and are charged as expenses when incurred.

Civil Contractors Federation Western Australia Branch
Notes to the Financial Statements
For the year ended 30 June, 2005

Employee Entitlements

Provision is made for the Federation's liability for annual leave and long service leave arising from services rendered by employees to the reporting date. The provision for long service leave includes the Federation's legal obligation and expected future payments where no legal entitlement has arisen and the employee has completed at least seven years of service.

Liabilities have not been discounted to their present values.

Contributions made to an employee superannuation fund are charged as an expense when incurred. Other than as required by the Superannuation Guarantee Legislation, there is no legal obligation to provide benefits to employees on retirement.

NOTICE TO MEMBERS

Information to be provided to Members or Registrar

In accordance with subsection 272(2) of the RAO schedule, as amended, the attention of the members is drawn to subsections 272 (1), (2), (3) and reference to subsection 275 (5) of the RAO schedule which provides as follows:

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

Civil Contractors Federation Western Australia Branch
Notes to the Financial Statements
For the year ended 30 June, 2005

2005

2004

Note 2: Receivables

Current

Trade debtors	34,848	55,648
Provision for doubtful debts	(514)	(1,419)
	<u>34,335</u>	<u>54,229</u>
	<u>34,335</u>	<u>54,229</u>

Note 4: Other Financial Assets

Non-Current

Other investments		
- Interests in partnership		
- Other investments	12,500	12,500
	<u>12,500</u>	<u>12,500</u>
	<u>12,500</u>	<u>12,500</u>

Note 6: Other Assets

Current

Prepayments	3,133	4,816
	<u>3,133</u>	<u>4,816</u>

Civil Contractors Federation Western Australia Branch
Notes to the Financial Statements
For the year ended 30 June, 2005

	<u>2005</u>	<u>2004</u>
Note 7: Property, Plant and Equipment		
Leased plant and equipment:		
- At cost	69,786	52,293
- Less: Accumulated amortisation	<u>(45,068)</u>	<u>(43,564)</u>
	<u>24,718</u>	<u>8,729</u>
Motor vehicles:		
- At cost	84,125	33,490
- Less: Accumulated depreciation	<u>(10,268)</u>	<u>(15,880)</u>
	<u>73,857</u>	<u>17,610</u>
	<u>98,575</u>	<u>26,339</u>

Note 9: Payables

Unsecured:

- Trade creditors		22,000
		<u>22,000</u>
		<u>22,000</u>

Note 10: Interest-Bearing Liabilities

Non-Current

Unsecured:

- Hire purchase liabilities		21,045
- Less: Unexpired hire charges		
- Loans from holding company	101,928	
	<u>101,928</u>	<u>21,045</u>
	<u>101,928</u>	<u>21,045</u>

Civil Contractors Federation Western Australia Branch
Notes to the Financial Statements
For the year ended 30 June, 2005

	2005	2004
Note 11: Tax Liabilities		
Current		
GST & PAYGW Payable	5,370	4,402
	<u>5,370</u>	<u>4,402</u>

Note 12: Provisions

Current		
Provision for Annual Leave*	17,366	15,406
	<u>17,366</u>	<u>15,406</u>
Non Current		
Provision for Long Service Leave*	18,427	21,972
	<u>18,427</u>	<u>21,972</u>
* Aggregate employee entitlements liability	35,793	37,378

There were 4 employees at the end of the year

Note 13: Other Liabilities

Current		
Advance payments	31,593	11,877
Sundry	24,582	16,517
	<u>56,175</u>	<u>28,394</u>

CIVIL CONTRACTORS FEDERATION - WA
Statement of Cash Flows
July 2004 through June 2005

Jul '2004 - Jun 2005

OPERATING ACTIVITIES	
Net Income	-12,747.53
Adjustments to reconcile Net Income to net cash provided by operations:	
Debtors - Trade	20,832.79
Borrowing Expense	-998.96
Doubtful Debts Provision	-905.45
Interest Accrual	-748.20
Petty Cash	-135.26
Prepayments	643.87
Accounts Payable	-20,350.00
*Payroll Liabilities:Lisa McC and Jacqui M - MLC	-432.72
*Payroll Liabilities:Marc McDonald-Cbus	411.09
*Payroll Liabilities:PAYG	968.00
Accrued Expenses:Salaries & Wages	-1,058.58
Accrued Expenses:Superannuation	-264.59
Advance Payments Income	19,715.94
Project Funding Not Acquitted:OSH Induction Project	-4,147.00
Project Funding Not Acquitted:Supervisory/FLM Project	-750.00
Provisions:Provision for Annual Leave	1,960.01
Tax Payable	14,153.38
TT Project	2,038.51
Net cash provided by Operating Activities	18,185.10
INVESTING ACTIVITIES	
Motor Vehicles:At Cost	-50,635.68
Motor Vehicles:Less Accumulated Depreciation	-5,612.00
Office Furniture & Equipment:At Cost	-17,492.91
Office Furniture & Equipment:Less Accumulated Depreciation	1,504.00
Net cash provided by Investing Activities	-72,236.59
FINANCING ACTIVITIES	
2004 Toyota Camry	31,872.32
Avalon MCX10R Toyota Finance	-21,044.99
GE Commercial Coporation	15,735.00
Lexus of Perth	54,320.34
Provision Long Service Leave	-3,544.69
Net cash provided by Financing Activities	77,337.98
Net cash increase for period	23,286.49
Cash at beginning of period	255,697.45
Cash at end of period	278,983.94

Civil Contractors Federation Western Australia Branch
Statement by Members of the Committee
For the year ended 30 June, 2005

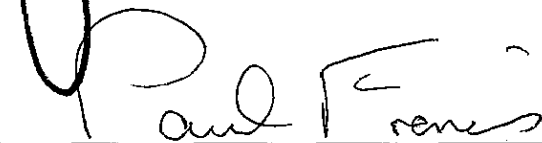
In the opinion of the Committee the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows and Notes to the Financial Statements:

1. Presents fairly the financial position of Civil Contractors Federation Western Australia 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 the association 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



Treasurer

28 July, 2005

Civil Contractors Federation Western Australia Branch
Independent Audit Report to the Members

Scope

I certify that I have audited the attached general purpose financial report of the CIVIL CONTRACTORS FEDERATION, WESTERN AUSTRALIAN BRANCH ABN 88 811 975 001 ("the Federation"), for the year ended 30th June 2005 as set out in the preceding pages. The Federation's Committee of Management is responsible for the financial report and has determined that the accounting policies used, described in the Notes to the Financial Statements, are consistent with financial reporting requirements of the Federation's constitution, comply with the requirements of the Workplace Relations Act 1996, as amended ("the Act"), comply with the requirements of the Workplace Relations Regulations 1996, as amended ("the Regulations") and are appropriate to meet the needs of the members.

I have conducted an independent audit of the financial report in order to express an opinion on it to the members of the CIVIL CONTRACTORS FEDERATION, WESTERN AUSTRALIAN BRANCH. No opinion is expressed as to whether the accounting policies are appropriate to the needs of the members.

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

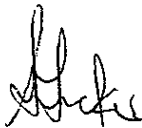
The audit opinion expressed in this report has been formed on the above basis.

Audit opinion

In our opinion:-

The financial report of the CIVIL CONTRACTORS FEDERATION, WESTERN AUSTRALIAN BRANCH ABN 88 811 975 001 was properly drawn up. 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.

Signed on 28 July, 2005:



Stuart Tucker, CPA
John Osborne & Associates Pty Ltd
22 Moreau Mews, Applecross WA 6153



CIVIL CONTRACTORS FEDERATION

COMMITTEE OF MANAGEMENT STATEMENT

ABN 88 811 975 001

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Level 1,
68-70 Malaga Drive
Malaga WA 6090

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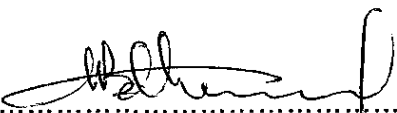
Website:
www.civilcontractors.com

Civil Train
Western Australia

RTO
National Provider
No. 5744

Following a resolution made at a Special Meeting held on Tuesday, 26 July 2005, the Committee of Management of the Civil Contractors Federation, WA Branch, in accordance with paragraph 253(2)(c) of the RAO Schedule, make the following declarations:

- (1) In the opinion of the Committee of Management, the financial statements and notes comply with the Australian Accounting Standards.
- (2) In the opinion of the Committee of Management, the financial statements and notes comply with the reporting guidelines of the Industrial Registrar.
- (3) In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial performance, financial position and cash flow of the Branch as at 30 June 2005.
- (4) In the opinion of the Committee of Management, there are reasonable grounds to believe that the organisation will be able to pay its debts as and when they become due and payable.
- (5) In the opinion of the Committee the meetings of the Committee held during the year were in accordance with the rules of the organisation.
- (6) In the opinion of the Committee, the financial affairs of the organisation have been managed in accordance with the rules of the organisation and records have been kept and maintained in accordance with the Registration and Accountability of Organisations (RAO) Schedule and the RAO Regulations.
- (7) To the knowledge of any member of the Committee, there have been during the financial year to which the accounts relate, no instances where records of the Branch or other documents (not being documents containing information made available to a member of the organisation under Section 272 of the RAO Schedule), or copies of those records or other documents, or copies of the Rules of the Branch, have not been furnished or made available, to members in accordance with the requirements of the Act, the Regulations or the rules of the organisation.


.....
M.B. Morris – Branch Executive Director

26 July 2005



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Registered under the Workplace Relations Act 1998



CASE EARTH AWARDS



Civil Contractors Federation

WA BRANCH OPERATING REPORT 2004 – 2005

Branch Activities

Industrial Relations

- Right of Entry issues.
- IR Subcommittee meet regularly to deal with
 - Rates of Pay in WA Civil Contracting Award 1998
 - Redundancy in AWU Construction & Maintenance Award 2002
 - Called to attend Commission Hearing 21-22 June 2005 regarding redundancy issue
 - Civil Construction skills placed on list for migrant skills required.
- General employee relations issues relating to Unfair Dismissals, drug and alcohol testing and other policies.
- Branch continuing relationship with IR Consultants plus referring members where required.
- WA represented by P Marsh (and sometimes M Morris) on National IR Subcommittee.

Utilities

- The Utilities Subcommittee has met with Water Corporation in regard to issues relating to the Infill Sewerage Program; Western Power in regard to issues relating to working near overhead power lines, cable supply and change in cable size, transformers and light poles; NPS/Alinta in regard to issues relating to the laying of gas mains including the introduction of new rates effective 1 May 2005
- Maintain contact with UDIA, UDAC and DBYD.

Civil Works

- The Civil Works Subcommittee has had meetings with the UDIA through its liaison group (CCF/UDIA). Items addressed were:
 - Contact with FESA in regard to issues relating to the limited access to hydrants for construction water especially in the metro area.
 - Kerbing issues
 - Occupational Safety & Health issues
 - Insurances
- Maintain contact with UDIA, DBYD, ACEA, MRWA and IPWEA.

Occupational Safety & Health

- Dogging issues resolved with development of dogging course for members.
- New OS&H regulations in relation to site requirements introduced.
- The OS&H Subcommittee is gathering OSH statistics relevant to the civil industry.
- Labour hire issues.
- Mandatory inductions.
- CCF OSH Induction course selected as industry template by WorkSafe.

Occupational Safety & Health (cont...)

- Branch provided advice to members as required on OS&H issues including Plant Operator induction and assessment, safety audits and general industry OS&H inductions.

Training

- Dogging legislation led to course development and delivery for members.
- OSH program launched by Hon Kobelke at the CCF Christmas Dinner Dance in November 2004.
- A working group is being formed to focus members on commitment to training to minimise the impact of the growing skill shortages in the civil construction industry.
- Existing Worker Traineeship pilot program concluded with a Trainee Graduation held on 25 February 2005 for seventeen (17) gold card recipients.
- Traineeship program for Main Roads in the Kimberley continues.
- CCF Training Manager and contract trainer/assessors are very busy with OS&H courses and plant operator assessments.
- BCITF endorsed CCF proposal for funding of mature age subsidy for 100 trainees in the building and construction industry, commencing 1 July 2005.
- BCITF approved customisation of the CCF developed civil construction OS&H Induction course material to develop a program for the whole industry.
- Increased civil construction skills subsidies by BCITF for training.

Main Roads WA

- Continue involvement with WA Road Construction & Maintenance Industry Advisory Group, chaired by the Commissioner.
- Maintain contact with Commissioner and others throughout the year and include in invitation lists to CCF Branch events.
- Dialogue commenced on reviewed Design & Construct focus of MRWA to more construct-only projects.

Committee of Management members have attended, among others:

- Annual UDAC Breakfast Briefing
- UDAC Committee meetings
- UDAC Technical Subcommittee meetings
- Labor Business Roundtable forums

Executive Director, Mike Morris, has ongoing liaison with:

- National Power Services (NPS)
- Department of Training
- Main Roads WA
- Australasian Society for Trenchless Technology (ASTT)
- CMEIG
- UDIA
- Water Corporation
- Department of Housing & Works
- Western Power
- Dial Before You Dig
- ACEA
- Beacon Foundation
- BCITF
- HIA

- MBA
- RIISC
- WorkSafe WA
- AIRC
- National Taskforce
- NZ Contractors Federation
- OAMPS Insurance Brokers
- Landcorp
- CCF Nationally
 - National Meetings
 - IR Subcommittee
 - Training Subcommittee (Chair)
 - Contractor Management Systems Group
 - CEO Management Group
 - Strategic Planning Workshops
 - State Branches
 - Case Earth Awards

Special Projects

- The BCITF provided Industry Initiatives Program funding for the following:
 - The Trenchless Technology Training Package project received further funding in June 2005 to continue with the development of a Trenchless Technology training package for the industry.
 - The Occupational Safety & Health Induction Course project has concluded and funding assisted with the redesign and rewrite of the OSH Induction Course and manual. The course is now regularly conducted by CCF trainers for members and others. WorkSafe WA is utilising the CCF program as a base for the creation of an industry standard course for mandatory use prior to commencing work in the civil construction industry, just as MARCSTA is mandatory for the mining industry.
 - The Supervisory/Frontline Management Training Package project funding assisted with the contextualisation and development for the integration of supervisory and frontline management skills into the civil construction stream at Certificate IV level.

General

- Existing members and new members have access to the CCF On-Line "Members Only" area on the website via their logon codes (username and password). We encourage you to log on and access secured content and also maintain your organisations' profile to ensure your organisation can easily be identified in the 'Search for a CCF Contractor or CCF Supplier Member' function.
- E-newsletters continue to provide valuable update for members distributed on a fortnightly basis.
- Good attendances by members and guests at CCF Industry Forums & Luncheons, Golf Day and Industry Dinners.
- Meetings of the SW Division were held regularly throughout the year with a range of guest speakers and topics. All meeting well attended.
- Regular meetings of the Committee of Management were held throughout the year including special meeting/s to review the WA Branch Strategic Plan.
- Subcommittees met regularly with many issues discussed and outcomes drafted for presentation to the Committee of Management for consideration.
- Annual General Meeting held on 30 August 2004 and well attended.

General (cont...)

- Industry Luncheon & Forums held in September 2004, March 2005 and May 2005 with an average attendance of 140 pax.
- The Allied Equipment Industry Dinner incorporating the presentation to state winners of the Case Earth Awards for Environmental and/or Construction Excellence was held in the Golden Ballroom at the Sheraton Perth Hotel on 30 July 2004 and attracted over 280 members and guests.
- The annual Christmas Dinner Dance sponsored by WesTrac was held on 26 November 2004 in the Golden Ballroom at the Sheraton Perth Hotel and attracted over 260 members and guests.
- Maintained attendance and access to Ministers via the Labor Business Roundtable breakfast briefings and luncheon forums.

National

- WA contingent of delegates and partners attended the 2004 National Conference in Melbourne which commenced in Cup Week.
- Rules Review conducted regarding the autonomy of the branches in relation to financial and operational matters.
- AQF 1-3 resources project completed.
- National President, Victorian Vice President and national board member attended the official branch premises opening along with WA President, T Gosatti and was supported by the attendance of several members of the WA Committee of Management.
- T Gosatti, P Marsh and M Morris attended national strategic planning conference held in Melbourne in April 2005.
- WA President (T Gosatti) and National Councillors attended the National Board meeting 9-10 June 2005 at Observation City. The conference included a review and update of the strategic plan that was put into place previously.
- WA Branch hosted a dinner on 8 June 2005 and welcomed national councillors, national office representatives and several WA committeemen.
- P Marsh represented WA at national board meetings throughout the year.
- M Morris represented WA at Executive Directors meetings throughout the year and also attended national training meetings and Contractor Management System unit meetings.
- M Morris attended the NZ Contractors Federation national conference at Hamilton NZ in August 2004 at which he delivered a paper regarding Environmental Management for Civil Construction.
- T Gosatti continues to Chair the AQF 4-6 Subcommittee (RIISC)
- M Morris represents CCF on the NOHSC Concordance committee.

Financial Affairs

There were no significant changes in the branch's financial affairs during the year. The audited financial figures and the auditor's report are attached for perusal.

Resignation

Members can resign from the WA Branch as per [s174] Workplace Relations Amendment (Registration and Accountability of Organisations) Act 2002 and the CCF Constitution.

Trustees

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

Members 2004 – 2005

There were 78 full members recorded in the members register at 30 June 2005.

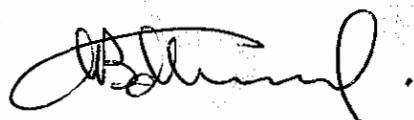
Employees 2004 – 2005

There were four (4) full-time employees and two (2) casual wage earners at 30 June 2005.

Members of Committee of Management 2004 – 2005

<u>Name</u>	<u>Period</u>
Trevor Gosatti (President)	01/07/2004 – 30/06/2005
Lambros Siamos (Vice President)	“ ”
Paul Francis (Treasurer)	“ ”
Phillip Marsh	“ ”
John Cole	“ ”
Darryl Ferrara	“ ”
Brian Kennewell	“ ”
Tony Musgrave	“ ”
Peter Rowles	“ ”
Robert Ryan	“ ”
John Vincent	“ ”

END OF REPORT



M B Morris, Executive Director
01 August 2005



Australian Government
Australian Industrial Registry

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

Ref: FR2005/334-[267V-WA]

Mr Mike Morris
Branch Executive Director
Civil Contractors Federation-Western Australian
Branch
PO Box 375
WELSHPOOL WA 6986

Dear Mr Morris

Re: Financial Return – year ending 30 June, 2005

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

Having checked the material lodged for the previous financial year I note that, amongst other matters, the branch was advised in our letter of 19 October 2004 of deficiencies/problems in relation to the following:

- Auditor's Report
- Profit and Loss Statement
- Prescribed information notice to members

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

The Industrial Registrar is therefore keen to assist organisations fully satisfy the requirements of Schedule 1B. If you have any concerns regarding your obligations under the Act and how you can ensure full compliance with the current legislative requirements, I encourage you to contact me by telephone on (03) 8661 7993 or email me at larry.powell@air.gov.au.

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

Yours sincerely

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

Larry Powell

31 August 2005

cc John Osborne & Associates Pty Ltd