



7 July 2014

Mr Tony Baulderstone
President
Civil Contractors Federation
via email: ccfnat@civilcontractors.com

cc: Jennifer Boggiano, jboggiano@ccfqld.com
Michael Shulman, michael.shulman@stannards.com.au

Dear Mr Baulderstone,

**Civil Contractors Federation
Financial Report for the year ended 30 June 2013 [FR2013/221]**

I acknowledge receipt of the financial report of the Civil Contractors Federation. The documents were lodged with the Fair Work Commission on 4 December 2013. Further documents were received on 12 June 2014 and 7 July 2014.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and Reporting Guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2014 may be subject to an advanced compliance review.

A fourth edition of the General Manager's s.253 Reporting Guidelines was gazetted on 13 June 2014. These guidelines will apply to all financial reports that end on or after 30 June 2014. A model set of financial statements for the 2013-2014 financial year is also available on the Fair Work Commission website. The Fair Work Commission recommends reporting units use this model as it will assist in ensuring compliance with the RO Act, the s.253 Reporting Guidelines and the Australian Accounting Standards.

The Reporting Guidelines and Model Financial Statements are available on the website here: <https://www.fwc.gov.au/registered-organisations/compliance-governance/financial-reporting>

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The Fair Work Commission will confirm these concerns have been addressed prior to filing next year's report.

Timescale requirements

As you are aware, an organisation is required under the RO Act to undertake certain steps in accordance with specified timelines. Information about these timeline requirements can be found

on the Fair Work Commission website. In particular, I draw your attention to [Financial reporting process](#) which explains the timeline requirements, and [Summary of financial reporting timelines](#) which sets out the timeline requirements in diagrammatical form.

I note that the following timescale requirements were not met:

Full report must be signed and audited before concise report

A concise report is derived from the full financial report of the reporting unit and provides members with an extract from that full financial report. Please note in future years that the full financial report should be signed and audited *before* the concise report. This will provide the Fair Work Commission with confidence that the information contained in the concise report which has been provided to members has in fact been derived from and is consistent with the audited full financial report.

Reports must be provided to members at least 21 days before the general meeting of members

The designated officer's certificate states that the financial report was provided to members on 4 October 2013 and presented to a general meeting of members on 25 October 2013. Under s.265(5)(a) of the RO Act, where the report is presented to a general meeting of members the report must be provided to members 21 clear days before that meeting.

If these dates are correct, the reporting unit only provided members with the financial report 20 days before the general meeting.

Please note that s.265(5) is a civil penalty provision and future failure to meet this timeline may result in an inquiry into the organisation and the General Manager of the Fair Work Commission may apply under s.310(1) of the RO Act to the Federal Court of Australia for a pecuniary penalty order to be imposed on your organisation and, potentially, an officer whose conduct led to the non-compliance.

Documents must be lodged with the Fair Work Commission within 14 days of general meeting

Section 268 of the RO Act states that the full report, concise report and designated officer's certificate are required to be lodged with the Fair Work Commission within 14 days of the general meeting of members. The designated officer's certificate indicates that this meeting occurred on 25 October 2013. If this is correct the documents should have been lodged with the Fair Work Commission by 8 November 2013.

The documents were lodged on 4 December 2013.

If these dates are correct, the Civil Contractors Federation should have applied for an extension of time to lodge the required reports and the designated officer's certificate in accordance with section 268 of the RO Act.

Please note that in future financial years a written request for an extension of time, signed by a relevant officer and including any reason for the delay, must be made if the organisation cannot lodge on time.

Auditor's report: declaration regarding going concern

Paragraph 45 of the Reporting Guidelines requires an auditor to include in the auditor's statement a declaration that as part of the audit of the financial statements they have concluded that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate. This declaration was not included in the auditor's statement.

Statement of comprehensive income & statement of financial position

Disclosure of employee expenses/provisions to office holders and other employees

The Reporting Guidelines require reporting units to disclose in the statement of comprehensive income or the notes to the financial statements employee expenses to holders of office and other

employees (Paragraphs 17(f) and 17(g)). Paragraph 18 states that if any of the activities listed in Paragraph 17 did not occur, a statement to this effect must be included in the GPFR.

The statement of comprehensive income discloses 'salaries and on costs' for employees, but does not separately disclose superannuation, leave and other entitlements, separation and redundancies and other employee expenses.

The Reporting Guidelines also require either the statement of financial position or the notes to disclose any liability for employee benefits in respect of office holders and other employees (Paragraphs 21(c) and 21 (d)). Paragraph 22 states that if any of the activities listed in Paragraph 21 did not occur, a statement to this effect must be included in the GPFR.

Note 8 to the financial statements discloses employee provisions for annual leave and long service leave, but does not separately disclose separation and redundancies and other employee provisions.

In future years please ensure that expenses and provisions for employees are disclosed correctly in accordance with the Reporting Guidelines.

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the RO Act, I may be contacted on (03) 8661 7942 or via email at rebecca.lee@fwc.gov.au.

Yours sincerely,

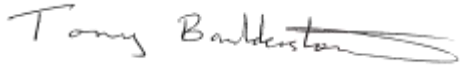


Rebecca Lee
Regulatory Compliance Branch

Certificate of Designated Officer
s268 of Schedule 1 Workplace Relations Act 1996

I Tony Baulderstone being the National President of the Civil Contractors Federation certify:

- that the documents lodged herewith are copies of the full report referred to in s.268 of the RO Act for the Civil Contractors Federation for the period ended 30 June 2013; and
- that the concise report was provided to members of the reporting unit on 4 October 2013 in accordance with s.265 of the RO Act; and
- that the full report was presented to general meeting of members of the reporting unit on 25 October 2013 in accordance with s.266 of the RO Act.

Date	7 July 2014
Signature of prescribed designated officer	
Name of prescribed designated officer	Tony Baulderstone
Office held	National President

**CIVIL CONTRACTORS FEDERATION
(National Office)**

ABN 41 639 349 350

**Financial Report
for the Year Ended
30 June 2013**

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**Operating Report
for the Year Ended 30 June 2013**

Principal Activities s254(2)9a)

The principal activities of the Branch during the financial year were to promote, protect and advance the interest of its members engaged in any manner of civil contracting and/or ancillary industries.

The Branch operates predominantly in one business and geographical segment, being a representative body of civil construction contractors in Australia, providing professional services, information and advice including industrial relations advice, dispute resolution, training (business, occupational health and safety), changes to acts and legislation, changes to awards rates of and work practices to members of the Branch throughout Australian. The Federation represents its members at all levels of Government and lobbies for concessions relating to civil construction and business trade.

Results of principal activities s254(2)(a)

The result of the CCFNO is a deficit of \$198,474 (2012: deficit of \$137,970). CCFNO's revenue fell by some \$0.12 million this year given the tightening economy. Sponsorship revenue fell as did CMS income and NTRU Funding. These falls were offset by growth in conference revenue. Expenditure was contained in 2013, however CCFNO still reported a deficit.

The net assets of CCFNO fell by \$0.20 million this year to \$0.55 million. At reporting date, CCFNO has a working capital surplus of \$0.34 million (2012: \$0.50 million). Despite the decline in working capital, CCFNO are pleased with their working capital position and are taking measures to preserve and in fact improve that position into the future.

CCFNO generated a negative cashflow of \$0.41 million this year. Fixed asset additions contributed to \$0.01 million of this negative cashflow, the balance being an operating cash flow deficit of \$0.40 million.

Overall, CCFNO continues to service the branches and its members in all facets of Civil Contracting. Value added advice and services to members are the key objective of the Federation. Service delivery will not fall, despite the deficit incurred in 2013. Importantly, during the year, the National Conference and the Earth Awards were both very successful and facilitated excellent networking opportunities. Coupled with ongoing industrial relations advice, government lobbying and training, the overall results to members were considered to be satisfactory, albeit, in 2014, a better result is sought from a financial perspective.

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

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

Significant changes in Branch's financial affairs s254(2)(b)

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

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

No officer, or member holds a dedicated position as a superannuation trustee under s254(2)(d) of the Fair Work (Registered Organisations) Act 2009.

Number of Members reg 159(a)

The number of persons who, at the end of the financial year, were recorded on the Register of members was: 1,559 members and 770 associate members.

Number of Employees reg 159(b)

The number of persons who were, at the end of the financial year, employees of the National Branch was five.

**Operating Report
for the Year Ended 30 June 2013**

Branch Board Members *reg 159(c)*

The persons who held office as members of the Board of the National Branch during the financial year were:

Title	Name	Period of Office
National President	Ross Barrett	1-7-2012 to 30-6-2013
Vice President	Tony Baulderstone	1-7-2012 to 30-6-2013
Honorary Treasurer	Pat Dwyer	1-7-2012 to 30-6-2013

Other Board Members	Gary Gardiner	1-7-2012 to 30-6-2013
	Mark Shultz	1-7-2012 to 30-6-2013
	Robert Wilson	1-7-2012 to 30-6-2013
	Nick Zardo	1-7-2012 to 30-6-2013
	Michael Unger	1-7-2012 to 30-6-2013
	Peter Kendall	1-7-2012 to 30-6-2013

Alternate Board Members	Robert Dahan	1-7-2012 to 30-6-2013
	Dennis McDonald	1-7-2012 to 30-6-2013
	Chris Reynolds	1-7-2012 to 30-6-2013
	Adrian Granger	1-7-2012 to 30-6-2013
	Gavin Turner	1-7-2012 to 30-6-2013
	Andrew Crompton	1-7-2012 to 30-6-2013
	Andrew Mahar	1-7-2012 to 30-6-2013
	David Della-Bona	1-7-2012 to 30-6-2013

**Operating Report
for the Year Ended 30 June 2013**

Manner of resignation

Members may resign from the Branch in accordance with Section 174 of the Fair Work (Registered Organisations) Act 2009 and with rule 9 of the Civil Contractors Federation Constitution and Rules, which reads as follows:

"9 - RESIGNATION OF MEMBERS

- (a) A Member may resign from the Branch by written notice addressed and delivered to the Chief Executive Officer (National).
- (b) A notice of resignation from membership of the Branch takes effect:
 - (i) at the end of two weeks after the notice is received by the Branch; or
 - (ii) on the day specified in the notice;whichever is later.
- (c) Any dues payable but not paid by a former Member of the Branch in relation to a period before the Member's resignation from the Branch took effect, may be sued for and recovered in the name of the Branch, in a court of competent jurisdiction, as a debt due to the Branch.
- (d) A notice delivered to the person mentioned in subrule (1) shall be taken to have been received by the Branch when it was delivered.
- (e) A notice of resignation that has been received by the Branch is not invalid because it was not addressed and delivered in accordance with sub rule (a) of Rule 9.
- (f) A resignation from membership of the Branch is valid even if it is not effected in accordance with this section if the Member is informed in writing by or on behalf of the Branch that the resignation has been accepted."



National President

Dated in Melbourne this 25th day of OCTOBER 2013

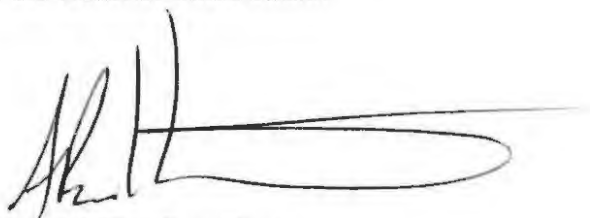
National Office Board Statement for the Year Ended 30 June 2013

On 30 August 2013 the Board of the Civil Contractors Federation (National Office) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2013:

The Executive 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 General Manager of FWC;
- (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 National Branch Board 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 Fair Work (Registered Organisations) Act 2009, and the Fair Work (Registered Organisations) Regulations 2009; and
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) No requests were received from any member of the reporting unit or a General Manager of FWC for information under section 272 of the Fair Work (Registered Organisations) Act 2009; and
 - (vi) No orders have been made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009.

For the National Office Board:




National Office President

Dated in Melbourne this 25th day of October 2013

**AUDITOR'S INDEPENDENCE DECLARATION
TO THE BOARD OF THE
CIVIL CONTRACTORS FEDERATION – NATIONAL OFFICE**

We declare that, to the best of our knowledge and belief, during the year ended 30 June 2013 there have been:-

- (i) no contraventions of the auditor independence requirements in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.


Stannards, Accountants & Advisors
1/60 Toorak Road, South Yarra VIC 3141


Michael Shulman
Partner (Registered Company Auditor: 163888)
Holder of Current Public Practice Certificate

Dated 25/10/14

**Statement of Profit and Loss
for the Year Ended 30 June 2013**

	Note	2013 \$	2012 \$
Revenue	2	2,031,504	2,148,488
Accountancy Fees		(64,430)	(30,795)
Audit Fees	3a	(6,900)	(6,900)
CCF Online		(33,141)	(34,644)
CMS Expenses		(10,485)	(345,934)
Computer and IT Costs		(71,560)	(41,287)
Depreciation		(49,880)	(20,056)
Earth Awards Expenses		(352,524)	(290,139)
Insurance		(39,286)	(36,754)
Legal Costs		(16,475)	(36,428)
Meeting Expenses		(42,780)	(54,135)
National Communication Costs		(66,826)	(68,153)
National Conference and Function Expenses		(651,018)	(577,369)
National Lobbying/Representation		(79,535)	(80,187)
NTRU Project		-	(125,317)
Recruitment & Temporary Employees		-	(28,681)
Rent		(53,972)	(50,203)
Repairs & Maintenance		(787)	(674)
Salaries & On Costs - Officeholders		-	-
Salaries & On Costs - Employees		(590,292)	(366,387)
National Publications		(31,092)	(33,012)
Stationery and Printing Costs		(18,306)	(10,464)
Other Expenses		(50,689)	(48,939)
(Loss)/Profit from ordinary activities before income tax expense		(198,474)	(137,970)
Income tax expense	1a	-	-
Net (loss)/profit from ordinary activities after income tax expense attributable to the Federation		(198,474)	(137,970)

The accompanying notes form part of the financial statements

**Statement of Comprehensive Income
for the Year Ended 30 June 2013**

	2013	2012
	\$	\$
(Loss)/Profit for the period	(198,474)	(137,970)
Other Comprehensive Income for the period	-	-
Total Comprehensive Income for the period	(198,474)	(137,970)
Total Comprehensive (Deficit)/Income attributable to members of the organization	(198,474)	(137,970)

The accompanying notes form part of the financial statements

**Statement of Financial Position
as at 30 June 2013**

	Note	2013 \$	2012 \$
CURRENT ASSETS			
Cash and cash equivalents	4	269,323	679,782
Trade and other receivables	5	527,032	514,137
TOTAL CURRENT ASSETS		796,355	1,193,919
NON-CURRENT ASSETS			
Property, Plant and equipment	6	212,175	247,229
TOTAL NON-CURRENT ASSETS		212,175	247,229
TOTAL ASSETS		1,008,530	1,441,148
CURRENT LIABILITIES			
Trade and other payables	7	133,571	184,716
Provisions	8	176,539	129,788
Prepaid Income		148,000	377,750
TOTAL CURRENT LIABILITIES		458,110	692,254
TOTAL LIABILITIES		458,110	692,254
NET ASSETS		550,420	748,894
MEMBERS' FUNDS			
Accumulated Surplus		550,420	748,894
TOTAL MEMBERS' FUNDS		550,420	748,894

The accompanying notes form part of the financial statements

**Statement of Changes in Members' Fund
for the Year Ended 30 June 2013**

	2013 \$	2012 \$
Balance as at 1 July 2012	748,894	886,864
(Deficit) attributable to members	(198,474)	(137,970)
Balance at 30 June 2013	550,420	748,894

The accompanying notes form part of the financial statements

Statement of Cash Flows
For the Year ended 30 June 2013

	Note	2013 \$	2012 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members and customers		1,122,253	1,463,057
Interest Received		16,479	27,299
Receipts from CCF Branches for levies		743,001	635,329
Other Revenue		136,876	41,305
Payments to employees		(543,541)	(395,068)
Payments to suppliers		(1,870,701)	(1,756,004)
Net cash provided by operating activities	11b	(395,633)	15,918
CASH FLOWS FROM INVESTING ACTIVITIES			
Plant Acquired		(14,826)	(145,700)
Net cash (used) in investing activities		(14,826)	(145,700)
Net (decrease)/increase in cash held		(410,459)	(129,782)
Cash at the beginning of the financial year		679,782	809,564
Cash at the end of the financial year	11a	269,323	679,782

The accompanying notes form part of the financial statements

Notes to the Financial Statements for the Year Ended 30 June 2013

NOTE 1 : STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Fair Work (Registered Organisations) Act 2009.

The financial report covers Civil Contractors Federation (National Office) as an Individual entity. Civil Contractors Federation (National Office) is a Federation incorporated in the Australian Capital Territory under the Fair Work (Registered Organisations) Act 2009.

The financial report of Civil Contractors Federation (national office) as an individual entity complies with all Australian equivalents to International Financial Reporting Standards (AIFRS) for their entirety.

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.

Reporting Basis and Conventions

The financial report has been prepared on an accruals basis and is based on historical costs unless otherwise stated.

Accounting Policies

a. Income Tax

The Branch is registered under the Fair Work (Registered Organisations) Act 2009 and, is believed to be exempt from income tax including capital gains tax, by virtue of the provisions of s.50-15 of the Income Tax Assessment Act 1997.

b. Cash and cash equivalents

Cash and cash equivalents include cash on hand and deposits held at-call with banks or financial institutions, investments in money market instruments maturing in less than three months and net of bank overdrafts.

c. Financial Instruments

Financial instruments are initially measured at cost on trade date, which includes the transaction costs, when the related contractual rights or obligations exist.

Subsequent to the initial recognition, the Board assess whether there is objective evidence that a financial instrument has been impaired. A prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen, impairment losses are recognised In the Income Statement.

d. Employee Benefits

Provision is made for the Branch's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash flows to be made for those benefits.

Contributions are made by the Branch to employee superannuation funds and are charged as expenses when incurred.

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

NOTE 1 : STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

e. Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the Branch are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the Branch will obtain ownership of the asset over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives received under operating leases are recognised as a liability. Lease payments received reduce the liability.

f. 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 Taxation 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 expense, receivables and payables in the Statement of Financial Position and shown inclusive of GST.

Cash flows are presented in the Cash Flow Statement on a gross basis, except the GST component of investing and financing activities, which are disclosed as operating cash flows.

g. Revenue

Revenue from membership subscriptions is recognised proportionately over the period to which it relates.

Revenue from the rendering of a service and events is recognised on completion of the service/event.

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

h. Comparative figures

When required by Accounting Standards, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

NOTE 1 : STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

i. Operating Segment

The Federation is incorporated under the Fair Work (Registered Organisations) Act 2009 and domiciled in Australia.

The Federation operates predominantly in one business and geographical segment, being a representative body of civil engineering contractors, providing professional services, information and advice including industrial relations advice, dispute resolution, training (business, occupational health and safety), changes to acts and legislation, changes to award rates of and work practices to members of the Branch throughout Australia.

j. Critical Accounting Estimates and Judgements

The Committee of Management evaluates estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Branch.

Key Estimates – Impairment

The Committee of Management assesses impairment on each reporting date by evaluating conditions specific to the Branch that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value-in-use calculations performed in assessing recoverable amounts incorporate a number of key estimates.

No impairment has been recognised in respect of any assets for the year ended 30 June 2013, except as stated in the report.

Key Judgements - Doubtful Debts Provision

The Committee of Management has assessed each debtor and has estimated a provision for doubtful debts amounting to \$11,799 (2012: 11,799). The Committee believes that the full amount of the remaining debtors are recoverable.

k. Property, Plant & Equipment

Excluding freehold land, the depreciable amount of all fixed assets including capitalized leased assets and buildings are depreciated on a straight line basis over the useful lives to the entity commencing from the time the asset is ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of assets are:

<u>Class of Fixed Assets</u>	<u>Depreciation Rate</u>
Plant & Equipment	10% – 30%

Notes to the Financial Statements for the Year Ended 30 June 2013 (cont'd)

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

I. New Accounting Standards for Application in Future Periods (cont'd)

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Branch. The Branch has decided not to early adopt any of the new and amended pronouncements. The Branch's assessment of the new and amended pronouncements that are relevant to the Branch but applicable in future reporting periods is set out below:

- AASB 9: Financial Instruments (December 2010) and AASB 2010-7: Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)

These Standards are applicable retrospectively and include revised requirements for the classification and measurement of financial instruments, as well as recognition and derecognition requirements for financial instruments.

The key changes made to accounting requirements include:

- simplifying the classifications of financial assets into those carried at amortised cost and those carried at fair value;
- simplifying the requirements for embedded derivatives;
- removing the tainting rules associated with held-to-maturity assets;
- removing the requirements to separate and fair value embedded derivatives for financial assets carried at amortised cost;
- allowing an irrevocable election on initial recognition to present gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. Dividends in respect of these investments that are a return on investment can be recognised in profit or loss and there is no impairment or recycling on disposal of the instrument;
- requiring financial assets to be reclassified where there is a change in an entity's business model as they are initially classified based on: (a) the objective of the entity's business model for managing the financial assets; and (b) the characteristics of the contractual cash flows; and
- requiring an entity that chooses to measure a financial liability at fair value to present the portion of the change in its fair value due to changes in the entity's own credit risk in other comprehensive income, except when that would create an accounting mismatch. If such a mismatch would be created or enlarged, the entity is required to present all changes in fair value (including the effects of changes in the credit risk of the liability) in profit or loss.

These Standards were mandatorily applicable for annual reporting periods commencing on or after 1 January 2013. However, AASB 2012-6 Amendments to Australian Accounting Standards – Mandatory Date of AASB 9 and Transition Disclosures (issued September 2012) defers the mandatory application date of AASB 9 from 1 January 2013 to 1 January 2015. This amendment is a consequence of the deferral of IFRS 9 to allow IASB to complete its revision of that Standard. In light of this change of mandatory effective date, the Branch is expected to adopt AASB 9 and AASB 2010-7 for the annual reporting period ending 30 June 2016. The directors anticipate that the adoption of AASB 9 and AASB 2010-7 will not have a significant impact on the Branch's financial statements.

Notes to the Financial Statements for the Year Ended 30 June 2013 (cont'd)

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

I. New Accounting Standards for Application in Future Periods

- AASB 10: Consolidated Financial Statements, AASB 11: Joint Arrangements, AASB 12: Disclosure of Interest in Other Entities, AASB 127: Separate Financial Statements (August 2011), AASB 128: Investments in Associates and Joint Ventures (August 2011) and AASB 2011-7: Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards (applicable for annual reporting periods commencing on or after 1 January 2013).

AASB 10 replaces parts of AASB 127: Consolidated and Separate Financial Statements (March 2008, as amended) and Interpretation 112: Consolidation – Special Purpose Entities. AASB 10 provides a revised definition of control and additional application guidance so that a single control model will apply to all investees. The Branch does not believe this will have a significant impact on its financial statements.

- AASB 11 replaces AASB 131: Interests in Joint Ventures (July 2004, as amended). AASB 11 requires joint arrangements to be classified as either "joint operations" (where the parties that have joint control of the arrangement have rights to the assets and obligations for the liabilities) or "joint ventures" (where the parties that have joint control of the arrangement have rights to the net assets of the arrangement). This standard will not impact the Branch's financial statements.
- AASB 12 contains the disclosure requirements applicable to entities that hold an interest in a subsidiary, joint venture, joint operation or associate. AASB 12 also introduces the concept of a "structured entity", replacing the "special purpose entity" concept currently used in Interpretation 112, and requires specific disclosures in respect of any investments in unconsolidated structured entities. This Standard will affect disclosures only and is not expected to significantly impact the Branch.

To facilitate the application of AASBs 10, 11 and 12, revised versions of AASB 127 and AASB 128 have also been issued.

These Standards are not expected to significantly impact the Branch.

- AASB 13: Fair Value Measurement and AASB 2011-8: Amendments to Australian Accounting Standards arising from AASB 13 (applicable for annual reporting periods commencing on or after 1 January 2013).

AASB 13 defines fair value, sets out in a single Standard a framework for measuring fair value, and requires disclosures about fair value measurements.

AASB 13 requires:

- inputs to all fair value measurements to be categorised in accordance with a fair value hierarchy; and
- enhanced disclosures regarding all assets and liabilities (including, but not limited to, financial assets and financial liabilities) measured at fair value.

These Standards are expected to result in more detailed fair value disclosures, but are not expected to significantly impact the amounts recognised in the Branch's financial statements.

Notes to the Financial Statements for the Year Ended 30 June 2013 (cont'd)

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

I. New Accounting Standards for Application in Future Periods

- AASB 2011-4: Amendments to Australian Accounting Standards to Remove Individual Key Management Personnel Disclosure Requirements (applicable for annual reporting periods beginning on or after 1 July 2013)

This Standard makes amendments to AASB 124: Related Party Disclosures to remove the individual key management personnel disclosures (including paras Aus29.1 to Aus29.9.3). These amendments serve a number of purposes, including furthering trans-Tasman convergence, removing differences from IFRSs, and avoiding any potential confusion with the equivalent Corporations Act 2001 disclosure requirements.

This Standard is not expected to significantly impact the Branch's financial report as a whole.

- AASB 2011-9: Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income (applicable for annual reporting periods commencing on or after 1 July 2012).

The main change arising from this Standard is the requirement for entities to group items presented in other comprehensive income (OCI) on the basis of whether they are potentially reclassifiable to profit or loss subsequently.

This Standard affects presentation only and is therefore not expected to significantly impact the Branch.

- AASB 119: Employee Benefits (September 2011) and AASB 2011-10: Amendments to Australian Accounting Standards arising from AASB 119 (September 2011) (applicable for annual reporting periods commencing on or after 1 January 2013).

These Standards introduce a number of changes to accounting and presentation of defined benefit plans, including:

- removal of the "corridor" approach from AASB 119, thereby requiring entities to recognise all changes in a net defined benefit liability/(asset) when they occur; and
- disaggregation of changes in a net defined benefit liability/(asset) into service cost, net interest expense and remeasurements and recognition of:
 - i. service cost and net interest expense in profit or loss; and
 - ii. remeasurements in other comprehensive income.

AASB 119 (September 2011) also includes changes to the criteria for determining when termination benefits should be recognised as an obligation.

The Committee anticipates that the application of amendments to AASB 119 will not have a material impact on the amounts reported by the Branch.

- AASB 2012-2: Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities (applicable for annual reporting periods commencing on or after 1 January 2013).

AASB 2012-2 principally amends AASB 7: Financial Instruments: Disclosures to require entities to include information that will enable users of their financial statements to evaluate the effect or potential effect of netting arrangements, including rights of set-off associated with the entity's recognised financial assets and recognised financial liabilities, on the entity's financial position.

This Standard is not expected to significantly impact the Branch's financial statements.

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

I. New Accounting Standards for Application in Future Periods

- AASB 2012-3: Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities (applicable for annual reporting periods commencing on or after 1 January 2014).

This Standard adds application guidance to AASB 132: Financial Instruments: Presentation to address potential inconsistencies identified in applying some of the offsetting criteria of AASB 132, including clarifying the meaning of "currently has a legally enforceable right of set-off" and that some gross settlement systems may be considered equivalent to net settlement.

This Standard is not expected to significantly impact the Branch's financial statements.

- AASB 2012-5: Amendments to Australian Accounting Standards arising from Annual Improvements 2009-2011 Cycle (applicable for annual reporting periods commencing on or after 1 January 2013).

This Standard amends a number of Australian Accounting Standards as a consequence of the issuance of Annual Improvements to IFRSs 2009-2011 Cycle by the International Accounting Standards Board, including:

- AASB 1: First-time Adoption of Australian Accounting Standards to clarify the requirements in respect of the application of AASB 1 when an entity discontinues and then resumes applying Australian Accounting Standards;
- AASB 101: Presentation of Financial Statements and AASB 134: Interim Financial Reporting to clarify the requirements for presenting comparative information;
- AASB 116: Property, Plant and Equipment to clarify the accounting treatment of spare parts, stand-by equipment and servicing equipment;
- AASB 132 and Interpretation 2: Members' Shares in Co-operative Entities and Similar Instruments to clarify the accounting treatment of any tax effect of a distribution to holders of equity instruments; and
- AASB 134 to facilitate consistency between the measures of total assets and liabilities an entity reports for its segments in its interim and annual financial statements.

This Standard is not expected to significantly impact the Branch's financial statements.

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

m. Information to be provided to Members or General Manager of FWC

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of sub-section (1), (2) and (3) of Section 272 which reads as follows:-

1. A member of a reporting unit, or the General Manager, FWC, may apply to the reporting unit for a specified prescribed information in relation to the reporting unit to be made available to the person making the application.
2. The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit
3. A reporting unit must comply with an application made under subsection (1).

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

	2013 \$	2012 \$
NOTE 2 : REVENUE		
Operating activities:		
Sponsorships	502,558	573,446
Branch Contributions – Levy	743,001	635,329
National Conference	681,421	328,222
NTRU Funding	-	173,217
CCF/IBC Income	51,169	56,000
Interest Received	16,479	27,299
CMS Income	-	313,670
Other Revenue	36,876	41,305
Total Revenue	2,031,504	2,148,488
NOTE 3 : LOSS FROM ORDINARY ACTIVITIES		
The operating (loss) of the Branch before income tax expense has been determined after:		
a. Auditor's Remuneration – audit of financial statements	6,900	6,900

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

	2013 \$	2012 \$
NOTE 4 : CASH AND CASH EQUIVALENTS		
Current		
Cash at bank	265,901	676,360
Petty Cash	100	100
Security Deposit	3,322	3,322
	269,323	679,782

The weighted average interest rate for cash as at 30 June 2013 is 2.75% (2012: 3.75%)

NOTE 5 : TRADE AND OTHER RECEIVABLES

a. Current

Sundry Debtors and Prepayments	499,032	481,306
CCF/IBC Partnership Loan Account	28,000	32,831
	527,032	514,137

b. Terms and Conditions

Details of the sundry debtors owing from related parties are outlined at Note 10. No debtors are outside of agreed trading terms.

NOTE 6 : PROPERTY, PLANT & EQUIPMENT

Plant and equipment – at cost	345,873	331,046
Less: Accumulated depreciation	(133,698)	(83,817)
	212,175	247,229
 Total plant and equipment – net book value	 212,175	 247,229

Movements in Carrying Amounts

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

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

NOTE 6 : PROPERTY, PLANT & EQUIPMENT

	2013 \$	2012 \$
Balance at the beginning of the year	247,229	121,585
Additions	14,826	145,700
Depreciation Expense	(49,880)	(20,056)
Carrying amount at the end of the year	212,175	247,229

	2013 \$	2012 \$
NOTE 7 : TRADE AND OTHER PAYABLES		
a. Current		
Trade Creditors	107,013	170,560
Sundry Payables	26,558	14,156
	133,571	184,716

b. Terms and Conditions

Creditors and other payables are settled within the terms of payments offered, which is usually within 30 days. These balances are unsecured and no interest is applicable on these accounts. Amount payable to related parties are set out in Note 10.

NOTE 8 : PROVISIONS

	2013 \$	2012 \$
Current		
Provision for Annual Leave (i)	54,915	22,668
Provision for Long Service Leave (i)	14,777	273
Provision – Diesel Fuel Campaign	17,272	17,272
Provision for Industry Action	89,575	89,575
	176,539	129,788

(i) These provisions accrue directly to employees of the Federation. No employee entitlements were accrued in respect of officeholders (2012 : \$nil)

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

NOTE 9 : FINANCIAL RISK MANAGEMENT

Financial Risk Management Policies

The Branchs' financial instruments consist mainly of deposits with banks, short term investments, accounts receivable and payable, and investments in an unlisted company.

The Branch does not have any derivative instruments at 30 June 2013.

i. Terms, Conditions and Accounting Policies

The Branch's accounting policies are included in Note 1, while the terms and conditions, including the effective weighted average interest rate of each class of financial asset and financial liability both recognised and unrecognised at the balance date are included under the appropriate note for that instrument.

ii. Treasury Risk Management

The Branch Committee members meet on a regular basis to analyse financial risk exposure and to evaluate treasury management strategies in the context of the most recent economic conditions and forecasts.

iii. Financial Risk Exposures and Management

The main risks the Branch is exposed to through its financial instruments are interest rate risk, liquidity and credit risk.

Liquidity risk

The Branch manages this risk by monitoring its credit terms on trade debtors.

Interest rate risk

The Branch has performed a sensitivity analysis relating to its exposure to interest rates risk at balance date. This sensitivity analysis demonstrates the effect on current year results and equity which could result from a change in this risk.

As at 30 June 2013, the effect on profit and equity as a result of the changes in interest rates with all other variables remaining constant would be as follows:

	2013 \$	2012 \$
Change in profit/(loss)		
Increase in interest rate by 1%	2,692	6,797
Decrease in interest rate by 1%	(2,692)	(6,797)
Change in equity		
Increase in interest rate by 1%	2,692	6,797
Decrease in interest rate by 1%	(2,692)	(6,797)

No sensitivity analysis has been performed on foreign currency risk as the Branch is not materially exposed to foreign currency fluctuations.

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

NOTE 9 : FINANCIAL RISK MANAGEMENT (cont'd)

Interest Rate Risk

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

	Weighted Average Effective Interest Rate %	Floating Interest Rate \$	1 year or less \$	Fixed Interest Rate Maturities			Total \$
				1 to 5 years \$	Over 5 years \$	Non Interest Bearing \$	
30 June 2012							
Assets:							
Cash	3.75	679,682	-	-	-	100	679,782
Trade and Sundry Debtors		-	-	-	-	514,137	514,137
		679,682	-	-	-	514,237	1,193,919
Liabilities:							
Sundry Creditors & Other Liabilities		-	-	-	-	(692,254)	(692,254)
Net financial assets		679,682	-	-	-	(178,017)	501,665
30 June 2013							
Assets:							
Cash	2.75	269,223	-	-	-	100	269,323
Trade and Sundry Debtors		-	-	-	-	527,032	527,032
		269,223	-	-	-	527,132	796,355
Liabilities:							
Sundry Creditors & Other Liabilities		-	-	-	-	(458,110)	(458,110)
		-	-	-	-	(458,110)	(458,110)
Net financial assets		269,223	-	-	-	69,022	338,245

Credit Risk

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

The Branch is not materially exposed to any individual credit risk.

iv. Net Fair Values

The aggregate net fair values and carrying amount of financial assets and financial liabilities are disclosed in the Statement of Financial Position and in the notes to the financial statements.

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

NOTE 10: RELATED PARTIES

a. National Office Board members

The names of the members of the National Office who held office at any time during the year are as follows:

Ross Barrett, Tony Baulderstone, Pat Dwyer, Gary Gardiner, Mark Shultz, Robert Wilson, Robert Dahan, Dennis McDonald, Chris Reynolds, Adrian Granger, Gavin Turner, Nick Zardo, Andrew Crompton, Andrew Mahar, Michael Unger, David Della-Bona and Peter Kendall.

No Officeholders received remuneration for meeting attendance during the year, nor did they receive/accrue employee entitlements.

The officeholders received no 'non cash' benefits (2012: \$nil). No officeholder of the Branch during the year and/or the prior year had any material personal interest in a matter that he/she has or did acquire, or a relative of the officeholder has or did acquire.

No officeholder or officer of the Branch (this year or last year) received any remuneration because they were a member of, or held position with a Board or other organisation because:-

- i) The officeholder held such a position with the Board or other organisation only because they were an officeholder of the Branch; or
- ii) They were nominated for the position by the Branch; or
- iii) They received remuneration from any third party, in connection with the performance of their duties as an officeholder of the Branch.

b. Name and position held by key management personnel in office at any time during the year

Trevor Gosatti – Chief Executive Officer (1-7-12 to 30-6-13)

c. Key Management Personnel Remuneration	2013			2012		
	Short Term Employee Benefits \$	Post Employment Benefits \$	Total \$	Short Term Employee Benefits \$	Post Employment Benefits \$	Total \$
Total Compensation	183,486	16,514	200,000	43,048	3,875	46,923

There were no long term benefits, termination benefits or share based payments to key management personnel in 2013 or 2012. In the prior year, T Gosatti and R Row each acted as Chief Executive Officer.

d. Other transactions with the Federation

Entities related to National Office Board members paid membership fees, received training, and purchased statutory awards and updates from the Branch during the year on the same commercial terms and conditions offered to all other members.

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

NOTE 10: RELATED PARTIES (cont'd)

e. Civil Contractors Branches

The National Office entered into transactions during the year with related branches of the Branch, in the nature of branch contributions. These amounts are levied on a commercial basis and amounted to \$743,001 (2012 : \$635,329), as follows:-

	2013 \$	2012 \$
CCF (ACT)	9,167	8,065
CCF (NSW)	110,743	103,300
CCF (NT)	16,300	11,363
CCF (QLD)	185,000	131,877
CCF (SA)	184,000	142,414
CCF (TAS)	8,000	9,492
CCF (VIC)	171,417	156,334
CCF (WA)	58,374	72,484
	743,001	635,329

Amounts receivable from related branches by the National Office at year end amounted to \$27,302 (interest free), as follows:-

	2013 \$	2012 \$
CCF (NSW)	11,483	26,245
CCF (QLD)	1,837	1,707
CCF (NT)	1,714	-
CCF (SA)	12,268	34,370
CCF (TAS)	-	3,193
CCF (VIC)	-	-
	27,302	65,515

Amounts payable to related branches by the National Office at year end amounted to \$92,305 (interest free), as follows:-

	2013 \$	2012 \$
CCF (NSW)	3,344	21,041
CCF (QLD)	59,982	30,095
CCF (SA)	-	-
CCF (TAS)	-	303
CCF (VIC)	2,605	15,469
CCF (WA)	6,024	5,636
CCF (NT)	20,350	-
	92,305	72,544

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

	2013 \$	2012 \$
NOTE 11: CASH FLOW INFORMATION		
a. Reconciliation of Cash		
Cash at Bank	269,323	679,782
	<u>269,323</u>	<u>679,782</u>
b. Reconciliation of (loss) from ordinary activities after income tax to net cash provided by operating activities		
(Loss) from Ordinary Activities after income tax	(198,474)	(137,970)
Add/(Less):		
Non Cash Flows in (Loss) from Ordinary Activities:		
Depreciation	49,880	20,056
	<u>(148,594)</u>	<u>(117,914)</u>
Changes in Operating Assets and Liabilities		
(Increase)/Decrease in Receivables	(12,895)	18,502
Increase/(Decrease) in Provisions	46,751	(43,646)
Increase/(Decrease) in Creditors, Accruals and Other Liabilities	(280,895)	158,976
	<u>(395,633)</u>	<u>15,918</u>
Net Cash Provided by Operating Expenses	<u>(395,633)</u>	<u>15,918</u>

**Notes to the Financial Statements
for the Year Ended 30 June 2013 (cont'd)**

	2013 \$	2012 \$
NOTE 12: OPERATING COMMITMENTS		
Operating Lease Commitments		
Non-cancellable operating leases contracted for but not capitalized in the financial statements:		
- not later than 12 months	30,562	30,562
- between 12 months and five years	-	-
- greater than five years	-	-
	30,562	30,562

NOTE 13: EVENTS SUBSEQUENT TO BALANCE DATE

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

NOTE 14: CONTINGENT LIABILITIES

The Branch is not subject to any material contingent liabilities at balance date.

NOTE 15: ECONOMIC DEPENDENCY

The Branch is economically dependent on ongoing funding in the form of contributions from branches and membership fees.

NOTE 16: FEDERATION DETAILS

The registered office and the principal place of business of the Branch is:
Civil Contractors Federation (National Office)
Level 1, 210 High Street
Kew VIC 3101

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
CIVIL CONTRACTORS FEDERATION (NATIONAL OFFICE)**

Report on the Financial Report

We have audited the accompanying financial report of Civil Contractors Federation (National Office) ("the Federation") which comprises the statement of financial position as at 30 June 2013 and the income statement, statement of comprehensive income, statement of changes in members fund and the cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by the National Office Board.

Board's Responsibility for the Financial Report

The National Branch Committee Management of the Federation is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, the Reporting Guidelines of the General Manager of FWC and other mandatory financial reporting requirements in Australia. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud and error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the board, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
CIVIL CONTRACTORS FEDERATION (NATIONAL OFFICE)**

(cont'd)

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's opinion


In our opinion the general purpose financial report of Civil Contractors Federation (National Office) presents fairly in accordance with the applicable Australia Accounting Standards and the requirements imposed by the Fair Work (Registered Organisations) Act.

There were kept by the Federation satisfactory accounting records detailed the sources and nature of the income (including income from members) and the nature and purpose of the expenditure.

There has been no recovery of wages activity during the year.

We believe the going concern basis of accounting adopted by the Federation is appropriate.


STANNARDS ACCOUNTANTS & ADVISORS


M B SHULMAN (Holder of Current Public Practice Certificate)
Partner
Company Auditor Registration no. 163888
FWC Approved Auditor

Dated in Melbourne this 25th October 2013



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4 December 2013

Ms Bernadette O'Neill
General Manager
Fair Work Commission
11 Exhibition Street
MELBOURNE VIC 3000

Via email: orgs@fwc.gov.au

Dear Ms O'Neill

We enclose a copy of the Full Report for the CCF for the year ended 30 June 2013 together with the required certificate by the prescribed designated officer.

The Report was presented to the General Meeting of Members held on 25 October 2013. We regret that there has been a delay beyond the time limits prescribed by the Act in which to lodge these documents. The delay has unfortunately simply been caused by there being a misunderstanding within this office as to when and by whom the Report should have been filed. It was human error and my office takes full responsibility for the inadvertent failure to comply.

The Report deals with the National Organisation. It can be noted that each of the Branches have complied with their obligations for the year.

We apologise for any difficulties which have been caused and have taken steps to ensure that the delay does not happen again. I would be pleased to answer any questions you may have.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Robert Row', is written over a blue horizontal line.

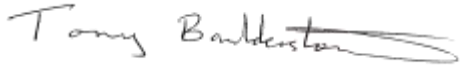
ROBERT ROW
Chief Executive Officer
National and Queensland

Enc. 2

Certificate of Designated Officer
s268 of Schedule 1 Workplace Relations Act 1996

I Tony Baulderstone being the National President of the Civil Contractors Federation certify:

- that the documents lodged herewith are copies of the full report referred to in s.268 of the RO Act for the Civil Contractors Federation Queensland Branch for the period ended 30 June 2013; and
- that the full report was provided to members of the reporting unit on 4 October 2013 in accordance with s.265 of the RO Act; and
- that the full report was presented to general meeting of members of the reporting unit on 25 October 2013 in accordance with s.266 of the RO Act.

Date	4 December 2013
Signature of prescribed designated officer	
Name of prescribed designated officer	Tony Baulderstone
Office held	National President

ANNUAL REPORT

2012-13



**CIVIL CONTRACTORS
FEDERATION**

Published by the Civil Contractors Federation National Office October 2013.

Disclaimer: Every effort has been made to ensure this report was accurate at the time of completion. The Civil Contractors Federation National Office does not guarantee that the information in this report was accurate at the date of publishing or that it will be in the future.

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This is my fourth and final annual President's Report as National President of the Civil Contractors Federation (CCF). After 18 years of continuous participation on the National Board, I will be stepping down.

This last year has been a mixed one for the civil construction industry, for our members, and for our National Office. It has been a busy and demanding time for both the National Board and the management leadership team. Our financial statements are included in this Annual Report and they show a disappointing outcome. However, every year brings new challenges and we have always been quick to identify and then manage any risk so we can take advantage of any new opportunity that might arise.

Following the resignation of our Chief Executive Officer (CEO) Trevor Gosatti, the National Board has acted swiftly. With Robert Row taking on the role of Interim National CEO we are determined to implement a new, different and better method of managing our CCF operations. A renewed focus on our basic goals will be provided by our hard working team who are again spread between the various state Branches. Our fundamental aim in driving this change is to ensure that our CCF is a more professionally run organisation which continues to provide our members with a responsive and tailored service. I believe we can function as a better informed, more assured and capable group.

My most enduring memory of my time as National President is the remarkable ability of our National Office to access and influence the decision makers at a federal level. CCF members have every reason to be proud of their association and the essential role it is playing for our industry. Our ability to continually influence the debate and policy outcomes in the areas of our priorities is not only of significant importance to our members and their businesses but also to our industry and to the Australian economy overall.

We have attempted to provide the decision makers with simple messages, delivered without spin and highlighted by practical examples of the effects of their decisions on real contractor workplaces. This seems to work.

Despite the difficult conditions, the CCF continues to deliver some wonderful results. Our support of issues that advance our members' interests and our ongoing commitment to quality training are sources of satisfaction for me. I assure you that the National Board will remain focused on our task to pursue our primary mission "to act as the leading representative body for all civil contractors and industry related suppliers... via lobbying of government... and by actively representing members... and to keep as our core focus the concerns of members and the highest quality of service delivery to members."

It would be remiss of me if I did not again thank all CCF staff around Australia for their valuable contribution to our organisation and I also thank our many members who volunteer their time to sit on our Boards and committees to help further the cause of our industry and our CCF.

It is with pleasure that I reflect back on the achievements of the CCF, and how those achievements help our members and our industry and I remain confident that our CCF can continue to influence the nature of our industry over the years ahead.

ROSS BARRETT
National President
Civil Contractors Federation



The 2012-13 financial year has been one of mixed results for CCF Branches. While some states have performed well, others have been impacted by industry downturn and reductions in government funding.

CCF is now a business with an income of some \$25 million and net assets of \$19.24 million. The National Office has had two significant loss making years in a row so it is now important that the CCF review its delivery model at a national level so it may prevail into the future.

What is clear is that many of the functions that have been performed by the CCF National Office in the past may now be better delivered by State Branches that have the capability and resources to do so.

Moving forward the primary function of the CCF National Office will be policy development and advocacy at a federal level. The election of the new government provides an excellent opportunity for CCF to forge new relationships and advocate for real change in those areas that impact our members' businesses.

One of the first steps in the advocacy process with the new Federal Government will be for CCF to develop a Government Engagement Strategy which identifies those issues of top priority as well as the key influencers within the new Government. This Strategy will form the structure under which the Federation will advocate for its members and will provide a focus for its efforts.

The period to come will be one of transition for the CCF National Office and State Branches as we work to implement a new model of service delivery. I'm sure this transition phase will bring its challenges – as does any transition from a long established delivery model – however the appetite for change that brings real improvement to the CCF is high and I am confident that this will provide a solid platform upon which we can build.

GROUP OVERVIEW

2012-13 was a year of mixed results for the Group with some States exceeding budget and others failing to meet target. Overall, CCF has performed poorer than anticipated which is likely the result of industry downturn and loss of business confidence.

FINANCIALS	2013 PROFIT/LOSS	2013 BUDGET
National Office	(\$198,473)	\$5,300
Australian Capital Territory	\$3,077	\$3,000
New South Wales	(\$285,469)	\$40,559
Northern Territory	\$102,438	\$10,000
Queensland	\$817,513	\$1,036,537
South Australia	\$1,742*	(\$178,572)
Tasmania	\$20,091	\$34,559
Victoria	\$45,125	\$26,386
Western Australia	\$541,098	\$295,659

* Results after inclusion of Education Investment Fund income and expenditure.

Highlights from the Group for the financial year included:

- the opening of the Queensland Civil Industry Training Centre by the Member for Moreton, Mr Graham Perrett MP and Mrs Freya Ostapovitch MP, State Member for Stretton.
- the National Conference held in Cairns was highly successful and was patronised by more than 300 people from across Australia.
- the National Earth Awards series which continues to be the preeminent event that recognises civil contractors for innovation and excellence. In 2012 the Awards reflected a number of achievements including the most submissions ever from any state (Queensland).
- CCF WA growing membership overall by 28 per cent, including a 34 per cent increase in contractor members. A fantastic achievement.
- the development of the BIS Shrapnel report into the state of the industry in New South Wales.
- the development of the Workforce Development Plan in Tasmania.
- CCF SA running a successful advocacy program around encouraging State and Federal Government investment in transport and other infrastructure in South Australia. CCF SA takes credit for a better than anticipated result in this area.
- the implementation of the CCF QLD Contractor Protect service which provides unlimited industrial and workplace relations advice to CCF QLD contractor members. This service has been very well received from members and reflects that these types of services are what members really want from their membership.
- CCF QLD announcing that it would purchase a second space that would house a Queensland Civil Industry Training Centre in Townsville. The purchase of this premises will mean a significant value add for members in the north of Queensland and will include plant simulators, classrooms, confined space and trench shoring training areas.
- CCF TAS completing a Workforce Development Plan for the civil sector, that is dedicated to the Tasmanian environment.

NATIONAL OFFICE

The CCF National Office financial statements are included in this report. A summary of the major items of National Office financial performance over the year are:

- revenue with a decrease from \$2,148,488 to \$2,031,504.
- net assets decreased from \$748,894 to \$550,420.

GOVERNANCE

The governance structure of the CCF has remained relatively static over a number of years. At the August 30, 2013 National Board Meeting it was determined that there was a need for the governance of the organisation to be reviewed. The review will take place during the 2013-14 financial year and the outcomes of the review will inform the governance and operating model of the organisation moving forward. This review will be one of the most important pieces of work done by CCF in recent years to ensure the longevity of the organisation.

On a personal note, over the past few years I have been very pleased to see more and more women entering senior management roles within CCF. We now have a great number of women in roles such as general manager and we need to continue to provide them with opportunities to be an influential part of our organisation and the industry.

Across Australia CCF Branches are supporting women in construction programs. In the Northern Territory the Women in Resources program is supported by CCF NT and is aimed at increasing participation of women in the civil construction sector. Similarly, CCF QLD and CCF VIC support the National Association of Women in Construction which encourages the participation of women in construction and in SA, Civil Train SA has been awarded a State Government grant to deliver a Women in Civil Program (Certificate II in Civil Construction) out of Port Augusta. The program will create a pool of qualified labour for local and regional businesses and increase opportunities for employment for successful participants in associated industries.

Over the coming years I'd like to see more women becoming involved with CCF at a board level. Across all states and territories there is little or no female representation on any of the CCF Boards which is something I regard as having to change and we need to encourage member organisations to advance women who are in roles of leadership to become part of CCF Boards Australia-wide.

GOVERNMENT ENGAGEMENT AND POLICY DEVELOPMENT

During the 2012-13 financial year, the national advocacy function delivered a range of outcomes for members. These included:

- ✚ working closely with the CCF SA to achieve \$1 billion in infrastructure commitments for SA from the Federal Government and Opposition.
- ✚ undertaking leadership in relation to infrastructure funding and financing to the highest levels of Government and Opposition.
- ✚ strong advocacy to assist members with skilled migration including influencing Coalition policy.
- ✚ working with independents to ensure that industry continued to be able to access Fuel Tax Credits against Greens policy to abolish.
- ✚ conducting and supporting detailed advocacy programs for CCF WA and CCF SA directly with relevant Federal Government Members of Parliament. These programs built relationships and contacts for the future.
- ✚ ensuring that small business concerns in relation to red-tape and over regulation are understood and consistently advocated for among stakeholders. Key outcomes include:
 - ✚ working with the Australian Tax Office (ATO) on more practical systems for reporting Fuel Tax Credits (our position in 2009 for job sheet reporting has become a formal method for reporting accepted by the ATO).
 - ✚ working with ATO on the new contractor reporting payment system to ensure as far as practicable members are supported through the new reporting process.
 - ✚ ensuring the ATO produced relevant and useful information on the Living Away from Home Allowance (LAHFA) and that the advice was provided direct to members.
 - ✚ working with the Insolvency and Trustee Service Australia on the Personal Property Securities Act (PPSA) to ensure production of fact sheets to assist the industry in compliance.
 - ✚ developing a generic red-tape submission for use by CCF Branches in advocacy with local stakeholders.
- ✚ successfully arguing and advocating for a review of AS4000 by Standards Australia which is now underway.
- ✚ developing major submissions on procurement and prequalification reforms – noting that the CCF position on prequalification reforms was supported through the national system of prequalification.
- ✚ delivering consistent and strong advocacy on workplace relations and including the return of the Australian Building and Construction Commission (ABCC) which the new Federal Government has committed to.
- ✚ delivering strong advocacy and leadership by working closely with CCF Branches in ensuring that Regulation 217 under the federal work health and safety laws was eliminated.
- ✚ continuing advocacy activities on skills and skills training. Noting that we have a detailed policy position and are now regularly consulted on such issues. As an example, the Australian Bureau of Statistics (ABS) was questioned in Senate Estimates on the changes to the Census which would directly adversely impact the industry. CCF was named as the industry association concerned with this issue.
- ✚ assisting members in relation to issues regarding the national broadband roll out.

In support of our advocacy activities, over the 12 months from July 2012 to June 2013, CCF developed a number of submissions to government on various issues. These included submissions regarding:

- ✚ Fair Work Act amendments – April 2013 (Senate Committee)
- ✚ proposed anti-discrimination legislation (Senate Committee)
- ✚ the Census data – June 2013 (ABS)
- ✚ Regulation 217 (Safe Work Australia)

CCF also conducted a major revision to its infrastructure policy, skills and skills training policy, as well as its workplace relations policy.

Regular meetings with government ministers and shadow ministers featured as a high priority in CCF's advocacy activities. We also met with government bureaucrats from key agencies such as the ATO, Department of Education, Employment and Workplace Relations, the Australia Securities and Investment Commission and the Australian Competition and Consumer Commission.

CCF has also engaged with industry associations that have alignment with CCF. These associations included organisations such as the Master Builders Association, Cement Concrete and Aggregates Australia and Engineers Australia to name a few.

EVENTS

National Conference

The 2012 CCF National Conference was a huge success once again. The Pullman Reef Hotel Casino in Cairns did not disappoint our delegates and demonstrated that Queensland is able to host world-class events. Guests were welcomed to the event by motor racing legend, Dick Johnson and financial journalist, Michael Pascoe, returned as master of ceremonies for the business sessions, which included speakers who were not only well-recognised within the industry but were able to inform members on a range of topics in an engaging way.

Networking is always one of the major benefits of attending an event such as this and I personally enjoyed catching up with CCF QLD members and industry colleagues. The Conference's leisure and partner activities also showcased the local area and provided a fantastic opportunity for those from interstate, in particular.

Earth Awards

The CCF Earth Awards continues to be the most prestigious awards in civil construction in Australia and the 2012 Awards were no exception.

In 2012, the Awards were powered by Hitachi Construction Machinery and were supported by Refuelling Solutions and OAMPS Insurance Brokers and I thank these sponsors for their contributions.

Since its inception in 1994, the Earth Awards have recognised hundreds of roads, bridges, railways, marine structures and utilities for their excellence in construction and I'd like to congratulate all of the 2012 winners including:

- VEC Civil Engineering, Stitt River Rail Bridge Transom Replacement
- Brady Marine & Civil Pty Ltd, West End Ferry Terminal
- Shaw Contracting and Tasmanian Irrigation, Winnaleah Irrigation Scheme
- Woden Contractors Pty Ltd, Kings Avenue Overpass
- Roads & Maritime Services, Leighton Contractors, Snowy Mountains Engineering Corporation (SMEC), Aecom & Coffey Geotechnics, Ballina Bypass Alliance

SPONSORSHIP

The CCF was grateful for the contributions of its sponsors during the 2012-13 year. These sponsors included those that supported specific events, as well as those that supported CCF as a whole. I cannot stress enough the importance of our sponsors and the contributions they make. Without them our ability to deliver services to members would be significantly reduced.

I'd like to make special mention of OAMPS Insurance Brokers who have supported CCF and its members for many years now and the 2012-13 year was no exception. The Federation is sincerely grateful for the contributions of OAMPS and hopes that the relationship between the two organisations continues long into the future.

Similarly, the contribution of Coates Hire as the 2012 Conference No. 1 Ticket Holder has been greatly appreciated and I hope that our association is maintained and grows for years to come.

SPONSOR	CATEGORY
OAMPS Insurance Brokers	National Sponsor, Platinum National Conference Sponsor
Refuelling Solutions	National Sponsor
Hitachi Construction Machinery	National Sponsor
Coates Hire	No. 1 Ticket Holder National Conference Sponsor
Caterpillar	Gold National Conference Sponsor
Groeneveld	Gold National Conference Sponsor
CJD Equipment	Gold National Conference Sponsor
Volvo	Gold National Conference Sponsor
JCB Construction Equipment	Gold National Conference Sponsor

SPONSOR	CATEGORY
Dial Before You Dig	Silver National Conference Sponsor
Finlease	Silver National Conference Sponsor
Position Partners	Silver National Conference Sponsor
Saferoads	Silver National Conference Sponsor
Sitech	Silver National Conference Sponsor
Viewpoint	Silver National Conference Sponsor
Baseplan	Silver National Conference Sponsor
Clark Equipment	Silver National Conference Sponsor
The Earthmover & Civil Contractor	Bronze National Conference Sponsor
Grafex	Bronze National Conference Sponsor

SPECIAL THANKS

I'd like to extend a special thanks to all of those men and women who put their time and effort into servicing the members of the CCF. Without the contributions of CCF staff across the country CCF would not be the organisation it is today.

In particular I'd like to extend my thanks to: our National President Ross Barrett; the CCF Treasurer Pat Dwyer; and Mark Schultz National Board Member for New South Wales – who will all retire from their CCF National Board Roles; our National and State Presidents and Board Members; and our State Branch executive and officers.

ROBERT ROW
Chief Executive Officer
Civil Contractors Federation
National Office

INTRODUCTION

The Australian Capital Territory (ACT) has performed reasonably well on a number of economic indicators against most jurisdictions in Australia although it is clear that construction activity has abated against extreme highs experienced just a few years ago. One important indicator which has been keeping activity in the Territory bubbling along is around population growth. This has risen above two per cent over the past year and considering it wasn't all that long ago the ACT was experiencing almost nil growth, this has a number of positives for future activity.

One of the biggest factors for local industry slowdown has been the delays experienced in getting environmental clearances through the Commonwealth for commencement of works in a number of residential sub-divisions. The frustration for all stakeholders is that this situation has become more difficult precisely at the time when industry is need of work.

The CCF ACT Branch (CCF ACT) has been very active in discussions with both government and the bureaucracy designed to encourage a greater commitment to the delivery of important infrastructure as well as reducing the unnecessary constraints and barriers in carrying out works.

FINANCIAL PERFORMANCE

FINANCIALS	2013	2012
Profit/Loss	\$ 3,077	\$ 6,761
Budget	\$ 3,000	\$ 4,000

BALANCE SHEET	2013	2012
Net Equity	\$ 74,027	\$ 70,949
Cash Holding	\$ 60,957	\$ 58,265

BUSINESS PLAN DELIVERY

Managing the Branch's priority action list which identifies impediments to the delivery of projects and the operation of businesses of local contractors has remained a major focus of the Branch executive.

Expanding training opportunities and options for members has also been monitored and some progress made. Middle management training was identified as a weakness for the local industry through the Getting Home Safety report and members of the Branch are working with the broader industry on developing further programs.

The Earth Awards remain as the annual hallmark event for the Branch and this event continues to grow. The changing of the dates to avoid clashes with other local events has been intrinsic to both the growth of the event and the highlighting of the work of the local industry to key stakeholders.

CCF ACT continues its regular program of workshops and forum with the following:

- ✎ Territory and Municipal Services – Asset Acceptance, Roads ACT
- ✎ Industry Reference Group
- ✎ Shared Services Procurement
- ✎ Actew Water

The Branch continues to meet regularly as an executive group and with the contractor membership.

MEMBERSHIP

NEW MEMBERS	2013
Contractor members	nil
Associate members	nil

RESIGNATIONS	2013
Contractor/ Associates	nil

CURRENT MEMBERSHIP	2013
Contractor members	19
Associate members	5

TRAINING

Local training activity is conducted in conjunction with the MBA Group Training and with the grateful assistance and support of CCF state operations.

The past year has seen the delivery of more dogging training locally as the impacts of harmonised work health and safety legislation overrode previously well considered arrangements for slinging of loads. Like many sectors of the industry, the greatest constraint is often finding suitable trainers to undertake much needed industry training.

In response to the *Getting Home Safely* report which inquired into compliance with work health and safety requirements in the ACT's construction industry, a number of local members have been very active in implementing safety culture training into their operations. There is current evaluation of this new program to help industry develop the next steps as the ACT Government and the local media maintains a strong focus on safety.

KEY ACHIEVEMENTS

CCF ACT has been focussed on and successfully signed off on a number of other items against its outstanding priorities action list developed a couple of years ago. It also continues to be a key influencer within the Territory around capital works delivery either directly through government directorates or its key agencies such as the Land Development Agency.

Most notable among achievements over the past year has been the recognition of long standing calls by the Branch for government to apply adequate timeframes in terms of contract periods. The constant compression of construction timeframes has led to both safety concerns and difficulties for local businesses in terms of managing resources. This recognition was made following representations over tenders associated with the development of the new Molonglo township.

Furthermore, Branch members have been key participants with Roads ACT within the Territory and Municipal Services Directorate over the review of standards and specifications for both trunk route and municipal infrastructure. The Branch has successfully persuaded the Directorate to undertake a further analysis of their proposals around municipal infrastructure which industry was stridently of the view would have created significant problems for both government and industry.

In light of restructuring associated with the local utilities resulting in separation of the water and sewerage operations from the electricity and gas entity, the ACT Branch has created a new forum for contractors to have stronger direct input on proposed water and sewerage infrastructure projects.

INTRODUCTION

Whilst the other Branch business units performed well through the year, a significant loss of confidence within the New South Wales (NSW) civil construction industry through 2012 led to the revenue projections of Civil Train NSW not being met. However, the long term financial benefits of continuing to support and serve members ultimately outweighs the short term financial loss that has occurred in this year.

In other areas, the CCF NSW Branch (CCF NSW) has prepared well to support members with the increased volume of work commencing in 2013-14. Our research into the state of the NSW industry over next 10 years has informed our development of the *Eight Strategies* for efficient delivery of NSW civil infrastructure, which clearly articulate CCF NSW's call to action for the NSW Government. Despite the Civil Train NSW financial result, we have continued to fulfil our reason for being - to support and serve our members.

FINANCIALS	2013	2012
Profit/Loss	(\$ 285,469)	\$ 5,006
Budget	\$ 40,559	(\$ 190,532)

BALANCE SHEET	2013	2012
Net Equity	\$ 18,741	\$304,211
Cash Holding	\$ 684,408	\$ 549,462

BUSINESS PLAN DELIVERY

The year-end position for the 2012-13 year is disappointing. The loss reduces net equity to the thinnest of margins and considerable scrutiny has and will continue to be deployed in monitoring status. When the results of the Civil Train NSW business unit are excluded, CCF NSW made a profit of \$159,249. It is a credit to the Branch that it could still achieve this result and continue to deliver support and services to members.

The Civil Train NSW outcome is due to:

- a significant reduction in enrolments in qualification courses, meaning forecast new revenues were not secured. (Last year achieved 275. This year's target 296 and achieved 75.)
- high withdrawal numbers from pre-existing courses, particularly in regional NSW, meaning that minimum participant numbers to deliver courses profitably were not achieved outside Sydney.

The results are reflective of the collapse in confidence that occurred in the NSW civil construction market in the middle of 2012. Whilst this created one of the busiest representative periods for CCF NSW on record, it also decimated both existing and future training enrolments, leaving little choice for the Branch than to close training or incur a significant loss. Ultimately, the Board determined it continue on and honour the trust members have in CCF NSW – thereby avoiding the more severe and longer lasting damage to membership.

Civil Train NSW also cut costs, and reinvented its delivery model in March 2013 with far lower fixed costs per qualification. The new model also offers employers far more flexibility and a significantly lower total training cost. The model was very well received by members, with 71 new participants joining certificate level courses.

The new model also allows many short courses to be delivered across all of NSW, effectively doubling the target market for our short courses. Re-energised, a far more expansive short course calendar has been developed utilising staff, contractors and associate member resources.

Throughout this tough period, CCF NSW has continued to maintain focus on the primary objectives of the organisation – to support our members and to be the voice of our industry.

MEMBERSHIP

NEW MEMBERS	2013
Contractor members	17
Associate members	11

RESIGNATIONS	2013
Contractor members	33
Associate members	11

CURRENT MEMBERSHIP	2013
Contractor members	365
Associate members	113

TRAINING

FINANCIALS	2013	BUDGET
Income	\$ 489,972	\$ 1,837,026
Expenditure	\$ 934,690	\$ 1,601,430
Net result for the year	(\$ 444,718)	\$ 235,596

KEY ACHIEVEMENTS

The beginning of the 2012-13 year saw an abrupt collapse in confidence in the NSW civil construction industry. Widespread and major insolvencies saw CCF NSW call on the NSW Government in August to launch an inquiry into their causes. CCF NSW's advocacy and member support role during this period was manifestly important to the future framework and longevity of the industry in the state.

Paradoxically, the future for the NSW industry however looks bright, with the launch of the NSW Government's State Infrastructure Strategy heralding considerable work. The Branch subsequently commissioned BIS Shrapnel to undertake research that provided a 10 year forecast of work volumes specifically for the earthmoving industry. This research informed our creation of the *Eight Strategies* for the NSW Government to efficiently deliver on its civil infrastructure plans. In a concerted effort, the last half of the year saw us deliver the message of the *Eight Strategies* directly into the offices of NSW Government.

Excluding the Civil Train NSW result, CCF NSW made a profit of \$159,249. This occurred whilst we continued to provide in-house delivered services in industrial relations, human resources, safety, environment and quality management. Indeed, support for members in face of increased union activity has been extensive, with some 2,000 industrial relations related enquiries being received in the year.

CCF NSW has also moved to prepare for the impending surge in NSW civil infrastructure work. An innovative and more efficient training delivery model has been implemented - one that significantly lowers the total cost of training for employers. Further, CCF NSW has finalised the move to new premises that are more reflective of the organisation our members need us to be, and allows us to expand the ways we can effectively support and serve our members in the future.

In short, despite the loss incurred in the 2012-13 year, the Branch has been careful to minimise the impact on the delivery of support and services for members - the membership value proposition has been maintained.

NORTHERN TERRITORY BRANCH REPORT 2012-13

INTRODUCTION

The principal activities of the CCF Northern Territory Branch (CCF NT) during the 2012-13 financial year were to represent civil engineering contractors in the Northern Territory (NT) and provide assistance and expertise in contractor development and industry issues.

FINANCIAL PERFORMANCE

FINANCIALS	2013	2012
Profit/Loss	\$102,438	\$69,886
Budget	\$10,000	\$ 70,211

BALANCE SHEET	2013	2012
Net Equity	\$260,094	\$157,656
Cash Holding	\$250,233	\$172,331

BUSINESS PLAN DELIVERY

Given the nature of financial and business environments encountered during the period, the overall financial performance of the Branch has been very good; with levels of retaining earnings at \$260,094 and a cash holding of \$250,233 both substantially improving from previous financial year results.

Advocacy services were provided by regular meetings with the NT Minister for Infrastructure and the chief executives and senior executive management of relevant infrastructure, training and employment agencies with a generally high level of accommodation of CCF NT requests on behalf of the civil construction industry and the Branch membership.

Through this the Branch continued representations on road and infrastructure priority investment projects for consideration and inclusion in Territory and Federal Budgets and joint planning for industry development and capacity building to match the continuing infrastructure roll-out in the NT.

Expenditure has been constrained where appropriate and relevant to staff salary payments, vehicle purchase and running costs and costs associated with delivery of the Branch's major events. Decreases in expenditure correspond with reduced levels of direction of training grants. However the overall full year profit line has been substantially increased.

MEMBERSHIP

NEW MEMBERS	2013
Contractor members	1
Associate members	9

RESIGNATIONS	2013
Contractor/ Associates	5

CURRENT MEMBERSHIP	2013
Contractor members	45
Associate members	55

The Branch concluded the year with a total of 45 contractor and 55 associates; sustaining overall membership levels from 2011-12. Given that a large proportion of Branch income is derived from member subscriptions, a sustained level of membership interest, commitment and contribution is fundamental to the level of services provided.

TRAINING

FINANCIALS	2013	BUDGET
Income	\$ 38,333	\$ 130,000
Expenditure	\$ 32,454	\$ 100,000
Net result for the year	\$ 5,879	\$ 30,000

The Branch completed training and accreditation in Certificate IV and Diploma level for existing workers under the Enterprise Based Productivity Placements Program. This initiative admitted over 30 participants with completions finalised by early 2013.

The Branch, under the Commonwealth National Workforce Development Program participated with SkillsDMC, in advancing training of existing workers under a selected array of skill sets and enhanced alignment with accreditations at Certificate IV level in work health and safety with new legislation.

KEY ACHIEVEMENTS

Critical to the continuing development of the NT's infrastructure, the Branch provided advocacy services in dealings with the NT Government and other major stakeholders contracting with its members, as well as a range of other services, either directly or via the National Office, these included:

- an enhanced advocacy role at NT ministerial and key agency levels.
- representation on the NT Government's 'Growing the Territory', Principal Industry Advisory Group and Strategic Indigenous Housing and Infrastructure industry advisory panels.
- a strengthened membership and sponsorship base.
- maintenance of alliances with stakeholders with allied industry interests.
- extended participation in the CCF Contractor Management Systems.
- completed courses in Certificate IV and Diploma in Civil Construction under the Enterprise Based Productivity Placements Program, progressed National Workforce Development Program initiatives and prior recognition initiatives.

INTRODUCTION

2012-13 has been a busy period for the CCF Queensland Branch (CCF QLD). The Branch's significant achievements for the period have included the opening of the Queensland Civil Industry Training Centre, reaccreditation of Civil Train as a Registered Training Organisation (RTO) and the launch of the CCF QLD Contractor Protect advice service.

During 2012-13 CCF QLD has also had to manage the impacts of reduced funding from Government for training which has affected the financial performance of the Branch. While this has been regrettable, the Branch is introducing efficiencies to improve its financial performance moving forward.

FINANCIAL PERFORMANCE

FINANCIALS	2013	2012
Profit/Loss	\$ 817,513	\$ 1,321,161
Budget	\$ 1,036,567	\$ 1,413,979

BALANCE SHEET	2013	2012
Net Equity	\$ 8,477,344	\$ 7,659,831
Cash Holding	\$ 1,556,827	\$ 3,133,119

BUSINESS PLAN DELIVERY

The 2012-13 period was highly active for CCF QLD in delivering on its business plan. All areas of the business including Civil Train, Member Services, Marketing and Events and Corporate Services had highly successful years and achieved much for our members and clients.

During 2012-13 the Member Services team implemented a new member visit program aimed at increasing our interactions with members and better servicing their needs. In the same vein, we also implemented CCF QLD Contractor Protect, which provides unlimited industrial relations advice to members to increase the value of CCF QLD membership by providing members with access to services they really need.

Training has also been an area of increased activity. In 2012, the Australian Skills Quality Authority (ASQA) implemented new National Vocational Regulatory (NVR) Standards for RTOs. To ensure compliance with the new NVR Standards, over the six months from July 2012 to January 2013 many of the Civil Train team were off-line implementing significant changes to its programs and processes. While the change had some impact on the operations of Civil Train; having successfully passed User Choice and ASQA audits, indicates that the transformations made met the standards required.

CCF QLD's events also continue to be a great benefit to our members with over 40 delivered in Queensland alone. They not only provide the opportunity for members to be kept up-to-date with the latest information on issues, but they also deliver an excellent platform by which members can network with their industry colleagues.

Policy development and advocacy have also been a strong focus for the Branch and was reflected when in early January 2013, CCF QLD released its 2013 Policy Overview document which provides details of CCF QLD's position, on a range of key policy issues affecting the civil construction industry.

The Branch has also focussed heavily on delivering its Government Engagement Strategy; a key representation action. Positively, the delivery of the Strategy has resulted in a high level of engagement from Queensland Government ministers and reflects that CCF QLD is making progress in raising the profile of CCF QLD members' with Government.

CCF QLD receives a great deal of support from its sponsors and their generous contributions means we are able to provide additional benefit to our members. The Branch would like to thank: Coates Hire; OAMPS Insurance Brokers; Boral; BussQ Superannuation; Dial Before You Dig; Hanson; Onsite Rental Group; JCB Construction Equipment; Finlease; and Hastings Dearing for their contributions.

MEMBERSHIP

NEW MEMBERS	2013
Contractor members	25
Associate members	15

RESIGNATIONS	2013
Contractor/Associates	34

CURRENT MEMBERSHIP	2013
Contractor members	180
Associate members	90

TRAINING

FINANCIALS	2013	BUDGET
Income	\$ 4,838,914	\$ 6,000,000
Expenditure	\$ 4,127,550	\$ 5,062,979
Net result for the year	\$ 711,364	\$ 937,021

KEY ACHIEVEMENTS

CCF QLD's key achievements for 2012-13 include:

- ✎ opening the Queensland Civil Industry Training Centre in Brisbane and purchasing a space in Townsville for a second Centre.
- ✎ implementing the CCF QLD Contractor Protect service.
- ✎ executing the CCF QLD Government Engagement Strategy and developing the CCF QLD Policy Overview.
- ✎ reviewing and updating Civil Train's processes to ensure compliance with new government requirements.
- ✎ executing approximately 300 trainee and apprentice completions and delivering the Doorways 2 Civil Construction program.
- ✎ delivering over 40 Queensland events 10 National Office events including the National Earth Awards series and National Conference in 2012.

INTRODUCTION

The CCF South Australian Branch (CCF SA) has made extraordinary progress during the year after the challenging financial result of 2012. The Branch has examined every facet of its operations both internal and external with the objective of making changes necessary to ensure that the CCF SA remains viable and can continue to provide relevant and cost effective services to our members over the long term.

The success of our efforts is best demonstrated by the financial result for the 2013 financial year which shows a marked improvement on the previous year. Having the CCF SA back in positive financial territory enables us to focus on promoting, protecting and advancing the cause of the civil construction industry in South Australia and to continue to lobby and advocate on matters of interest or concern so that members can conduct their business affairs within a supportive regulatory, taxation and business environment.

FINANCIAL PERFORMANCE

FINANCIALS	2013	2012
Profit/Loss	\$1,742*	\$(407,508)*
Budget	\$(178,572)	\$(188,932)

* Results after inclusion of Education Investment Fund income and expenditure.

BALANCE SHEET	2013	2012
Net Equity	\$6,837,345	\$6,835,603
Cash Holding	\$387,165	\$599,011

BUSINESS PLAN DELIVERY

CCF SA has undertaken a complete overhaul of our internal operations which has resulted in having the right people in the right jobs supported by the right systems and processes. Our cost structures are leaner and the available resources have been redirected to those areas more likely to give our members a better return on investment.

Despite the flat and uncertain South Australian economic environment our industry is operating in, the number of members we have has held up. Whilst some members have left they have been replaced by others eager to participate in the benefits of being part of a vibrant industry association

A deliberate strategy to place the CCF SA and our industry more fully in the government, media and community spot light has been progressed via electronic and print media. This has resulted in regular media articles relating to the CCF SA, including highlighting issues of concern or interest to our members and our industry.

Our commercial arm, Civil Train has also been the subject of review. Changes have been made to the staff structure and operating systems. As a result Civil Train continues to perform well commercially by providing high quality nationally accredited and non-accredited training to our clients.

MEMBERSHIP

NEW MEMBERS	2013
Contractor members	23
Associate members	21

RESIGNATIONS	2013
Contractor/ Associates	42

CURRENT MEMBERSHIP	2013
Contractor members	270
Associate members	207

TRAINING

FINANCIALS	2013	BUDGET
Income	\$3,835,665	\$3,815,866
Expenditure	\$2,554,189	\$2,526,085
Net result for the year	\$1,281,476	\$1,289,781

KEY ACHIEVEMENTS

CCF SA has deliberately stepped up our lobbying and advocacy efforts in order to capitalise on the timing of the federal and state electoral cycle. This has resulted in the following key achievements:

- ↘ CCF SA has informed the development of policy so that regulatory and taxation environment supports the growth and prosperity of the civil construction industry.
- ↘ considerable work has gone into encouraging State and Federal Government to invest much more in transport and other infrastructure in South Australia. We take credit for the better than anticipated result in this area.
- ↘ a review of our governance arrangements has resulted in reduction in the number of Board Members and the frequency of board meetings from monthly to bi-monthly. Bimonthly meetings will assist the Board to focus on policy and strategy in a more contemporary board model whilst maintaining appropriate oversight to ensure the organisation is compliant with the CCF Constitution, Accounting Standards and the Fair Work Act.
- ↘ we have embraced strategies designed to ensure CCF SA is truly member driven. We have doubled our efforts to communicate with our members, hear their concerns and ensure they are aware of our activities.
- ↘ we have the ear of Government and the Opposition parties and have been able to influence government policy including public investment in transport and infrastructure.
- ↘ we now have the right people in the right jobs supported by the right systems and processes.

We believe we are now poised for further growth and influence.

INTRODUCTION

The final audited results for the 2012-13 financial year were supported and endorsed by the Board of the CCF Tasmanian Branch (CCF TAS) after a tough year for the Branch, of which is reflected by the lower economic conditions in Tasmania.

The Branch finances supported three full time employees, an unplanned location move and a reduced income stream in our training area.

The state is still recovering from the high levels of infrastructure funding from previous years in terms of what might be suggested as the lowest the industry has seen for a number of years. The downturn in other sectors has seen these companies seek employment opportunities in the civil sector, reducing opportunities and pushing down through the tiers of contractors.

We have seen a rise in other new companies who sought works in major federal projects, only to have this dashed after significant issues and a decline in the number of contractors required.

Overall, CCF TAS remains financially stable continues to be sustainable and show stability for our members.

FINANCIAL PERFORMANCE

FINANCIALS	2013	2012
Profit/Loss	\$20,091	\$14,867
Budget	\$34,559	\$ 13,560

BALANCE SHEET	2013	2012
Net Equity	\$109,465	\$89,373
Cash Holding	\$131,167	\$135,630

BUSINESS PLAN DELIVERY

While 2012-13 has being a tough year for CCF and it members, CCF TAS achieved the majority of its key performance indicators within the 2011-12 business plan.

Member numbers have continued to grow through the period with growth in full and associate members with minimal resignations for the period.

With a downturn in the marketplace, growth into the 2013-14 reporting period is being treated carefully as it is expected that the economic climate in Tasmania will not exceed current trends currently being seen until at least 2014-15. A budget has been prepared that reflects the forecasted issues.

The Branch returned a smaller than expected profit, however we remain sustainable into the future, with strong cash reserves.

MEMBERSHIP

NEW MEMBERS	2013
Contractor members	6
Associate members	8

RESIGNATIONS	2013
Contractor/ Associates	6

CURRENT MEMBERSHIP	2013
Contractor members	57
Associate members	50

TRAINING

FINANCIALS	2013	BUDGET
Income	\$ 141,465	\$ 140,000
Expenditure	\$ 125,146	\$ 99,000
Net result for the year	(\$33,357)	\$38,400

A loss against the budget line items, however, overall the Branch continues to be financially stable. It should be remembered, that the CEO of the Branch is also the workplace trainer and is reasonably happy with the results of the last financial year.

We have, this last year, completed a Workforce Development Plan for the civil sector, the first ever for the state that is dedicated to the Tasmanian environment. The completion of this Plan has potentially led to other project works and is in the negotiation stages at this time.

KEY ACHIEVEMENTS

- ✘ We remain a sustainable Branch within current financial levels with good cash holdings.
- ✘ Lobbying, on behalf of industry continues to be a major focus of the Branch.
- ✘ The Branch is in regular contact with members for advice on current and potential issues, this includes, government agencies and other interested parties.
- ✘ Strong relationships are maintained with the State Government and opposition members, as well as their policy advisors and government agencies and corporations.
- ✘ Working relationships with other industry associations are as strong as they have ever been and we are seen as one of the major leaders of industry.
- ✘ The Branch achieved two sponsors during the period, the first being Finlease (TAS) in the silver category and Williams Adams and the Cat Rental Centre, being gold.
- ✘ The Branch is regularly sort out by media for comment on issues that are affecting our state.
- ✘ The Branch has participated in many different issues that have led to achieving state based and National out comes for members.

VICTORIAN BRANCH REPORT 2012-13

INTRODUCTION

CCF Victorian Branch (CCF VIC) has completed a financially successful 2012-13 in the face of a number of challenges. With change management already completed and new initiatives in marketing and cost management in place the Branch faces a brighter, stronger future with a clear culture of providing core services to members in a timely and professional manner.

FINANCIAL PERFORMANCE

FINANCIALS	2013	2012
Surplus/(Deficit)	\$45,125	\$ 134,012
Budget	\$26,386	\$ 130,753

BALANCE SHEET	2013	2012
Net Equity	\$1,544,017	\$1 ,498,892
Cash Holding	\$ 1,569,520	\$ 1,435,156

BUSINESS PLAN DELIVERY

The forward business plan was substantially reviewed in February 2013 to reflect the change in strategic direction to a more member service based set of deliverables; the deliverables in this revised business plan are being steadily progressed and to date some 55 per cent of the items have been delivered notwithstanding delays in some cases caused by government administrative hold-ups.

MEMBERSHIP

NEW MEMBERS	2013
Contractor members	22
Associate members	3

RESIGNATIONS	2013
Contractor/ Associates	63

CURRENT MEMBERSHIP	2013
Contractor members	508
Associate members	136

TRAINING

FINANCIALS	2013	BUDGET
Income	\$743,441	\$853,000
Expenditure	\$1,080,377	\$992,799
Net result for the year	(\$336,936)	(\$139,799)

KEY ACHIEVEMENTS

CCF VIC has completed a strong year of achievement in a year of significant economic downturn for the industry and is well placed to continue strengthening its already strong service delivery to members. It is perhaps important to reflect on the key items identified in the 2011-12 Annual Report as requiring completion, in the 2012-13 year, our report on the completion of these items is as follows:

We said we would:

We said we would:	Was it delivered?
✎ continue to improve the governance and transparency of business operations.	Yes
✎ continue to assist members and reduce the financial impost of doing business on contractors.	Yes – ongoing
✎ continue to work with stakeholder groups to streamline contractor engagement techniques.	Yes – ongoing
✎ maintain and grow our high profile in regard to our advocacy and representations activities.	Yes – delivered
✎ further improve our branding.	Yes – ongoing
✎ further develop the CCF State Conference and integrate with major equipment Field Days.	Yes – delivered
✎ finalise the Training Criteria Pilot Projects, and demonstrate the “worthiness” of the concept to State and Local Government.	Yes – delivered
✎ assist members to respond to new legislative requirements as they may arise.	Yes – ongoing
✎ provide members with a set of guidance tools to assist in the management of the effects of Drugs and Alcohol in the workplace.	Yes – delivered
✎ further enhance communications to members.	Yes – delivered
✎ increase Fee for Service revenue base and margin.	Partially delivered
✎ further influence clients to only engage systems certified contractors.	Yes – delivered
✎ continue the development of tools for members in relation to dealing with health and safety, and managing the environment.	Yes – delivered
✎ continue to be vigilant to ensure that our governance, risk management, strategic planning and administrative functions meet contemporary best practice.	Yes – delivered
✎ complete the cultural transition of the business.	Yes – delivered
✎ successfully transition the business into the new premises.	Yes – delivered
✎ achieve additional funding grants to backfill those ceasing to be available to CCF.	Partially achieved
✎ continue to establish forums and committee structures that ensure that contractor issues are identified and challenges addressed.	Yes – delivered
✎ review the training course cost structure and strategies, to ensure delivery of a surplus to support future development in this business unit.	Partially delivered

CCF VIC has completed a successful 2012-13 financial year, in the face of a number of challenges. With the change mechanisms already completed, or in plan, the Branch faces a stronger future on a lower cost base with a clear culture of providing core services to members in a timely and professional manner. The driving principal is to understand the needs of our members and to develop appropriate solutions to provide better value for them.

INTRODUCTION

CCF Western Australia Branch (CCF WA) has completed a record-breaking financial year, with revenue increasing by 40 per cent and operating profit more than doubling.

With 2012-13 being CCF WA's first full financial year in the Jandakot Skill Centre, management focused on realising the opportunities for growth provided by the new facility.

Member engagement was also a focus, as evidenced by a varied and well-attended series of events throughout the year. Communication with members attained new levels with the launch of a quarterly magazine, ONSITE.

During the year, the Branch renewed its emphasis on policy and advocacy. Branch President Mick Unger and Chief Executive Officer Jeff Miller visited civil-related advocacy organisations in the United States of America and Canada to establish some further ideas. Work has commenced on developing a suite of Branch policies.

Contractor and associate member numbers both grew satisfyingly, with CCF WA recording more than 250 members at June 30, 2013.

CCF WA's training arm, Civil Train, increased annual revenue by 52 per cent and boosted its trainee numbers at year's end from 260 to 305. Attendances at short courses also increased year-on-year to record levels.

FINANCIAL PERFORMANCE

FINANCIALS	2013	2012
Profit/Loss	\$541,098	\$267,565
Budget	\$295,659	\$24,494

BALANCE SHEET	2013	2012
Net Equity	\$1,377,447	\$836,349
Cash Holding	\$694,717	\$581,760

BUSINESS PLAN DELIVERY

CCF WA and Civil Train achieved, and in most cases exceeded, almost all business plan objectives.

All revenue targets were comfortably exceeded.

MEMBERSHIP

NEW MEMBERS	2013	2012
Contractor Members	45	17
Associates	35	14

RESIGNATIONS	2013	2012
Contractor Members	9	17
Associates	15	11

CURRENT MEMBERSHIP	2013	2012
Contractor Members	141	105
Associates	114	94

TRAINING

FINANCIALS	2013	2012
Income	\$ 2,072,839	\$1,354,915
Expenditure	\$ 1,734,253	\$1,293,081
Net Result for Year	\$ 338,587	\$61,834

KEY ACHIEVEMENTS

CCF WA's key achievements for 2012-13 include:

- growing membership overall by 28 per cent, including a 34 per cent increase in contractor members.
- launching the quarterly ONSITE magazine which is widely distributed to member contacts and other key industry stakeholders.
- Civil Train achieving record results for number of trainees, traineeship completions, short courses delivered, and revenue.
- The Civil Start program, run by Civil Train and funded by LandCorp, continued to achieve its goal of helping Aboriginal people to gain full-time employment in the civil construction industry. LandCorp and CCF WA's successful collaboration to tackle the issue of Aboriginal engagement was recognised with an award from the Western Australia Institute of Public Administration (IPAA WA).
- Following a successful Women in Civil function in May, a working group was formed to develop a strategy for further Women in Civil events.
- The CCF WA Wednesday Workshop series was successfully run through 2012-13 with workshops run on topics including the carbon tax, taxable payments reporting, contract documentation, and insurance and indemnity.

**CIVIL CONTRACTORS
FEDERATION**

NATIONAL OFFICE

CONCISE FINANCIAL STATEMENTS

JUNE 30 2013

CONCISE FINANCIAL STATEMENTS

OPERATING REPORT

The Board present the concise report of the Civil Contractors Federation – National Office (CCFNO) for the year ended 30 June 2013.

Principal activities s254(2)9a)

The principal activities of the CCFNO during the financial year were to promote, protect and advance the interest of its members engaged in any manner of civil contracting and/or ancillary industries.

The CCFNO operates predominantly in one business and geographical segment, being a representative body of civil construction contractors in Australia, providing professional services, information and advice including industrial relations advice, dispute resolution, training (business, occupational health and safety), changes to acts and legislation, changes to awards rates of and work practices to members of CCFNO throughout Australia. CCFNO represents its members at all levels of Government and lobbies for concessions relating to civil construction and business trade.

Results of principal activities s254(2)(a)

The Branch's principal activities resulted in a deficit of \$198,474 (2012 deficit of \$137,970).

Refer to Note 3 – Discussion and analysis for further details.

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

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

Significant changes in Branch's financial affairs s254(2)(b)

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

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

No officer, or member holds a dedicated position as a superannuation trustee under s254(2)(d) of the Fair Work (Registered Organisations) Act 2009.

Number of members reg 159(a)

The number of persons who, at the end of the financial year, were recorded on the Register of members was: 1,559 members and 770 associate members.

Number of employees reg 159(a)

The number of persons who were, at the end of the financial year, employee of the National Branch was five.

CONCISE FINANCIAL STATEMENTS

OPERATING REPORT (cont'd)

National Board profiles

As at the date of this report, the members of the National Board were as follows:-

TITLE	NAME	PERIOD OF OFFICE
National President	Ross Barrett	1.7.2012 to 30.6.2013
Vice President	Tony Boulderstone	1.7.2012 to 30.6.2013
Honorary Treasurer	Pat Dwyer	1.7.2012 to 30.6.2013
Other Board Members	Gary Gardiner	1.7.2012 to 30.6.2013
	Mark Shultz	1.7.2012 to 30.6.2013
	Robert Wilson	1.7.2012 to 30.6.2013
	Nick Zardo	1.7.2012 to 30.6.2013
	Michael Unger	1.7.2012 to 30.6.2013
	Peter Kendall	1.7.2012 to 30.6.2013
Alternate Board Members	Robert Dahan	1.7.2012 to 30.6.2013
	Dennis McDonald	1.7.2012 to 30.6.2013
	Chris Reynolds	1.7.2012 to 30.6.2013
	Adrian Granger	1.7.2012 to 30.6.2013
	Gavin Turner	1.7.2012 to 30.6.2013
	Andrew Crompton	1.7.2012 to 30.6.2013
	Andrew Mahar	1.7.2012 to 30.6.2013
	David Della-Bona	1.7.2012 to 30.6.2013

OPERATING REPORT

Manner of resignation

Members may resign from the Branch in accordance with Section 174 of the Fair Work (Registered Organisations) Act 2009 and with rule 9 of the Civil Contractors Federation Constitution and Rules, which reads as follows:

"9 - RESIGNATION OF MEMBERS

- (a) A Member may resign from the Branch by written notice addressed and delivered to the Chief Executive Officer (National).
- (b) A notice of resignation from membership of the Branch takes effect:
 - (i) at the end of two weeks after the notice is received by the Branch: or
 - (ii) on the day specified in the notice;whichever is later.
- (c) Any dues payable but not paid by a former Member of the Branch in relation to a period before the Member's resignation from the Branch took effect, may be sued for and recovered in the name of the Branch, in a court of competent jurisdiction, as a debt due to the Branch.
- (d) A notice delivered to the person mentioned in subrule (1) shall be taken to have been received by the Branch when it was delivered.
- (e) A notice of resignation that has been received by the Branch is not invalid because it was not addressed and delivered in accordance with sub rule (a) of Rule 9.
- (f) A resignation from membership of the Branch is valid even if it is not effected in accordance with this section if the Member is informed in writing by or on behalf of the Branch that the resignation has been accepted."



ROSS BARRETT
National President
Civil Contractors Federation

Dated in Melbourne this 30th day of August 2013

CONCISE FINANCIAL STATEMENTS

AUDITOR'S INDEPENDENCE DECLARATION TO THE NATIONAL BOARD OF THE CIVIL CONTRACTORS FEDERATION **NATIONAL OFFICE**

We declare that, to the best of our knowledge and belief, during the year ended 30 June 2013 there have been:-

- (i) no contraventions of the auditor independence requirements in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

Stannards, Accountants & Advisors
1/60 Toorak Road, South Yarra VIC 3141



MICHAEL SHULMAN
Partner (Registered Company Auditor: 163888)
Holder of Current Public Practice Certificate

Dated: 30 August 2013

CONCISE FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2013

Note	2013 \$	2012 \$
CURRENT ASSETS		
Cash and cash equivalents	269,323	679,782
Trade and other receivables	527,032	514,137
TOTAL CURRENT ASSETS	796,355	1,193,919
NON-CURRENT ASSETS		
Property, Plant and equipment	212,175	247,229
TOTAL NON-CURRENT ASSETS	212,175	247,229
TOTAL ASSETS	1,008,530	1,441,148
CURRENT LIABILITIES		
Trade and other payables	133,571	184,716
Provisions	176,539	129,788
Prepaid Income	148,000	377,750
TOTAL CURRENT LIABILITIES	458,110	692,254
TOTAL LIABILITIES	458,110	692,254
NET ASSETS	550,420	748,894
MEMBERS' FUNDS		
Accumulated Surplus	550,420	748,894
TOTAL MEMBERS' FUNDS	550,420	748,894

CONCISE FINANCIAL STATEMENTS

STATEMENT OF PROFIT AND LOSS FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
Revenue	4	2,031,504	2,148,488
Accountancy Fees		(64,430)	(30,795)
Audit Fees		(6,900)	(6,900)
CCF Online		(33,141)	(34,644)
CMS Expenses		(10,485)	(345,934)
Computer and IT Costs		(71,560)	(41,287)
Depreciation		(49,880)	(20,056)
Earth Awards Expenses		(352,524)	(290,139)
Insurance		(39,286)	(36,754)
Legal Costs		(16,475)	(36,428)
Meeting Expenses		(42,780)	(54,135)
National Communication Costs		(66,826)	(68,153)
National Conference and Function Expenses		(651,018)	(577,369)
National Lobbying/Representation		(79,535)	(80,187)
NTRU Project		-	(125,317)
Recruitment & Temporary Employees		-	(28,681)
Rent		(53,972)	(50,203)
Repairs & Maintenance		(787)	(674)
Salaries & On Costs – Officeholders		-	-
Salaries & On Costs – Employees		(590,292)	(366,387)
National Publications		(31,092)	(33,012)
Stationery and Printing Costs		(18,306)	(10,464)
Other Expenses		(50,689)	(48,939)
(Loss)/Profit from ordinary activities before income tax expense		(198,474)	(137,970)
Income tax expense		-	-
Net (loss)/profit from ordinary activities after income tax expense attributable to the Federation		(198,474)	(137,970)

CONCISE FINANCIAL STATEMENTS

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2013

	2013 \$	2012 \$
(Deficit)/Surplus for the period	(198,474)	(137,970)
Other Comprehensive Income for the period	-	-
Total Comprehensive Income for the period	(198,474)	(137,970)
Total Comprehensive Income attributable to members of the organisation	(198,474)	(137,970)

CONCISE FINANCIAL STATEMENTS

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2013

	2012 \$	2011 \$
Balance as at 1 July 2011	748,894	886,864
(Deficit)/Surplus attributable to members	(198,474)	(137,970)
Balance at 30 June 2012	550,420	748,894

CONCISE FINANCIAL STATEMENTS

STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 30 JUNE 2013

	2013 \$	2012 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from members and customers	1,122,253	1,463,057
Interest Received	16,479	27,299
Receipts from CCF Branches	743,001	635,329
Other Revenue	136,876	41,305
Payments to employees	(543,541)	(395,068)
Payments to suppliers	(1,870,701)	(1,756,004)
Net cash provided by operating activities	(395,633)	15,918
CASH FLOWS FROM INVESTING ACTIVITIES		
Plant Acquired	(14,826)	(145,700)
Net cash (used) in investing activities	(14,826)	(145,700)
Net (decrease)/increase in cash held	(410,459)	(129,782)
Cash at the beginning of the financial year	679,782	809,564
Cash at the end of the financial year	269,323	679,782

NOTES TO THE CONCISE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

1. BASIS OF PREPARATION

The accounting policies adopted by the CCFNO are detailed in its Full Financial Report. This report has been derived from the full financial report and cannot be expected to provide a full understanding of the financial performance, financial position and financing and investing activities of the CCFNO, as could the full financial report which is available to all members on request, free of charge and/or can be accessed on the internet.

2. INFORMATION TO BE PROVIDED TO MEMBERS

The Financial Report of CCFNO has been audited in accordance with the provisions of the Fair Work (Registered Organisations) Act 2009 and the Auditor's Report, Accounts and Statements approved by the National Board, a resolution being passed as required by Section 265(2) of the Act. The following summary is provided for members in accordance with that Act and the Regulations.

Certificates required to be given under the Act by the National Board have been completed in accordance with the provisions of the Act and they contain no qualifications.

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, as amended, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of section 272 of the Act, which reads as follows:-

- (1) A member of a reporting unit, or the General Manager, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

3. DISCUSSION AND ANALYSIS

The result of the CCFNO is a deficit of \$198,474 (2012: deficit of \$137,970). CCFNO's revenue fell by some \$0.12 million this year given the tightening economy. Sponsorship revenue fell as did CMS income and NTRU Funding. These falls were offset by growth in conference revenue. Expenditure was contained in 2013, however CCFNO reported a deficit.

The net assets of CCFNO fell by \$0.20 million this year to \$0.55 million. At reporting date, CCFNO has a working capital surplus of \$0.34 million (2012: \$0.50 million). Despite the decline in working capital, CCFNO are pleased with their working capital position and are taking measures to preserve and in fact improve that position into the future.

CCFNO generated a negative cashflow of \$0.41 million this year. Fixed asset additions contributed to \$0.01 million of this negative cashflow, the balance being an operating cash flow deficit of \$0.40 million.

Overall, CCFNO continues to service the branches and its members in all facets of Civil Contracting. Value added advice and services to members are the key objective of the Federation. Service delivery will not fall, despite the deficit incurred in 2013. Importantly, during the year, the National Conference and the Earth Awards were both very successful and facilitated excellent networking opportunities. Coupled with ongoing industrial relations advice, government lobbying and training, the overall results to members were considered to be satisfactory, albeit, in 2014, a better result is sought from a financial perspective.

CONCISE FINANCIAL STATEMENTS

NOTES TO THE CONCISE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2013 (CONT'D)

4. REVENUE

	2013 \$	2012 \$
Operating revenue comprises:		
Sponsorships	502,558	573,446
Branch Contributions – Levy	743,001	635,329
National Conference and Functions	681,421	328,222
NTRU Funding	-	173,217
CCF/IBC Income	51,169	56,000
Interest Received	16,479	27,299
CMS Income	-	313,670
Other Revenue	36,876	41,305
Total Revenue	2,031,504	2,148,488

5. SUBSEQUENT EVENTS

There were no material events subsequent balance date which would impact the financial performance and position of CCFNO, as reported in these concise financial statements.

CONCISE FINANCIAL STATEMENTS

NATIONAL OFFICE BOARD STATEMENT

On 30 August 2013 the Board of the CCFNO approved the issue of the Concise Financial Report and passed the following resolution in relation to this financial report of the reporting unit for the financial year ended 30 June 2013:—

The Board declares in relation to the financial report that in its opinion:

- (a) the financial statements and notes comply with Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager of FWC;
- (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 financial report relates and since the end of that year:
 - (i) meetings of the Board 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 Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
 - (iv) no requests were received from any member of the reporting unit or the General Manager of FWC for information under section 272 of the Fair Work (Registered Organisations) Act 2009; and
 - (v) no order for inspection of financial records has been made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009; and
 - (vi) the financial records have been kept, as far as practicable, in a consistent manner number to each of the other reporting units of the organisation.

On behalf of the National Board



ROSS BARRETT
National President
Civil Contractors Federation

Dated: 30 August 2013
Melbourne, Victoria

CONCISE FINANCIAL STATEMENTS

NATIONAL OFFICE BOARD DECLARATION

The Board of the CCFNO declare that concise financial report set out on pages 1 to 12:

- a) has been derived from and is consistent with the full financial report of the CCFNO, and
- b) complies with Accounting Standard AASB 1039 "Concise Financial Reports".

On behalf of the National Board



ROSS BARRETT
National President
Civil Contractors Federation

Dated: 30 August 2013
Melbourne, Victoria

CONCISE FINANCIAL STATEMENTS

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS TO THE CIVIL CONTRACTORS FEDERATION – NATIONAL OFFICE (THE FEDERATION)

Report on the concise financial report

The accompanying concise financial report of the Federation comprises the statement of financial position as at 30 June 2013, the statement of profit and loss, statement of comprehensive income, statement of changes in equity and cash flow statement for the year ended and related notes, derived from the audited full financial report of the Federation for the year ended 30 June 2013, as well as the discussion and analysis. The concise financial report does not contain all the disclosures required by Australian Accounting Standards and accordingly, reading the concise financial report is not a substitute for reading the audited financial report..

The National Board responsibility for the concise financial report

The Board are responsible for the preparation and presentation of the concise financial report in accordance with Accounting Standard AASB: 1039: Concise Financial Reports (including Australian Accounting Interpretations), statutory and other requirements, including the Reporting Guidelines of the General Manager of FWC. This responsibility includes establishing and maintaining internal control relevant to the preparation of the concise financial report; selecting and applying the appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

Our responsibility is to express an opinion on the concise financial report based on our audit procedure which were conducted in accordance with Auditing Standard ASA 810 : Engagements to Report on Summary Financial Statements. We have conducted an independent audit, in accordance with Australian Auditing Standards, of the full financial report of the Federation for the year ended 30 June 2013. Our audit report on the full financial report for the year was signed on 31 August 2013 and was not subject to any modification. Australian Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report for the year is free from material misstatement

Our procedures in respect of the concise financial report included testing that the information in the concise financial report is derived from, and is consistent with, the full financial report or the year, and examination on a test basis, of evidence supporting the amounts, discussion and analysis, and other disclosures which were not directly derived from the full financial report for the year. These procedures have been undertaken to form an opinion whether, in all material respects, the concise financial report complies with Accounting Standard AASB 1039: Concise Financial Reports and whether the discussion and analysis complies with the requirements laid down in AASB 1039.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the *Corporations Act 2001*. We confirm that the independence declaration required by the *Corporations Act 2001*, provided to the Board of the Federation would be on the same terms as provided to the directors as at the date of this auditor's report.

Auditor's Opinion

In our opinion, the concise financial report including the discussion and analysis of the Federation for the year ended 30 June 2013 complies with Accounting Standard AASB 1039: Concise Financial Reports.



M SHULMAN
(Holder of Current Public Practice Certificate & Registered Company Auditor 163888)
Partner
Holder of Current Public Practice Certificate

Dated: 30 August 2013

Melbourne, Victoria

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