



Mr Nigel Haywood  
Chief Executive Officer  
Civil Contractors Federation  
Western Australian Branch  
PO Box 688  
MIRRABOOKA WA 6941

By e-mail: [ccfwa@civilcontractors.com](mailto:ccfwa@civilcontractors.com)

Dear Mr Haywood

**Re: Financial Reports for year ended 30 June 2006 – Civil Contractors Federation –  
Western Australian Branch – FR2006/255**

I acknowledge receipt of the financial reports of the Civil Contractors Federation – Western Australian Branch for the year ended 30 June 2006 and the fresh lodgement of the Designated Officer's Certificate, Operating Report and Committee of Management Statement all dated 24 October 2006. The documents were lodged in the Industrial Registry on 31 October and 22 November 2006 respectively.

The documents have been filed.

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

**1. Notes to Financial Statements**

Subsection 272(5) of Schedule 1 of the *Workplace Relations Act 1996* (the RAO Schedule) requires the general purpose financial report to include a notice drawing attention to subsections 272(1), 272(2) and 272(3) and to set out those subsections. I note the subsections reproduced in your Branch's general purpose financial report was a reproduction of the superseded subsections.

Under the Reporting Guidelines made pursuant to s.255 of the RAO Schedule, the financial statements should provide information for the preceding corresponding financial year which corresponds to the disclosures specified for the current financial year. I note that the Statement of Cash Flows did not provide information of the preceding corresponding financial year.

**2. Auditor's Report**

The Auditor's Report should provide *details of the individual Auditor's qualifications* to confirm he or she is an approved auditor under s.256 of RAO Schedule and Regulation 4 of the RAO Regulations. Regulation 4 defines an approved auditor as a *person* who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants **and** holds a current Public Practice Certificate.

### **3. Date of execution of documents lodged with Registry**

The freshly lodged Designated Officer's Certificate, Operating Report and Committee of Management Statement were all dated 24 October 2006. This may have been dated in error. The documents were dated two weeks before the date of my request for the freshly executed documents, 8 November 2006. Please ensure all future documents lodged in the Registry that require a signature, particularly from an office holder, have the correct date of execution.

### **4. Recovery of Wages Activity**

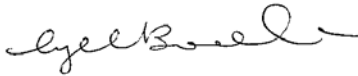
I note the accounts do not provide any information in relation to any recovery of wages activity. Where the reporting unit has not undertaken any recovery of wages activity for the financial year a statement by the auditor to the effect that there was no recovery of wages activity for the financial year would be sufficient.

### **5. Electronic Lodgement**

I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the Electronic Lodgement page of the AIRC website at [www.airc.gov.au](http://www.airc.gov.au). Alternatively, you may send an email with the documents attached to [riateam3@air.gov.au](mailto:riateam3@air.gov.au).

If you wish to discuss any matters contained in this correspondence I can be contacted on (03) 8661 7989 (Wednesday and Thursday) or by email at [Cynthia.lobooth@air.gov.au](mailto:Cynthia.lobooth@air.gov.au).

Yours sincerely,



Cynthia Lo-Booth  
Statutory Services Branch

23 November 2006



# CIVIL CONTRACTORS FEDERATION

ABN 88 811 975 001

**Western Australia  
Branch**  
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**Website:**  
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Civil Train  
Western Australia

RTO  
National Provider  
No. 5744

16 November 2006

Australian Industrial Registry  
RIA Team 3  
GPO Box 1994S  
MELBOURNE VIC 3001

**Attn: Ms Cynthia Lo-Booth  
Statutory Services Branch**

## LODGEMENT OF DOCUMENTS FOR 2005/06

I refer to your letter of 8 November regarding the Civil Contractors Federation (WA Branch) financial reports for the year ended 30 June 2006 and our subsequent discussion in the week of 6 November 2006.

Please find attached amended documentation as you have requested.

I trust that this will now allow filing of the organisation's financial reports to occur.

Yours sincerely

Nigel Haywood  
CHIEF EXECUTIVE OFFICER

Enc.



Registered under the Workplace Relations Act 1996



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

I Peter Rowles being the Vice President of the Civil Contractors Federation West Australian Branch certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 6<sup>th</sup> September 2006; and
- that the full report was presented to a general meeting of members of the reporting unit on 27<sup>th</sup> September 2006; in accordance with section 266 of the RAO Schedule.

Peter Rowles  
Vice President



Signature

Date 24/10/06

**Civil Contractors Federation  
Western Australia Branch**

**Operating Report  
For the Year ended 30 June 2006**

**Principal activities s254(2)(a)**

The principal activities of the Western Australia Branch during the financial year were:

*Industrial Relations*

- Right of Entry issues.
- General employee relations issues relating to Unfair Dismissals, drug and alcohol testing and other policies.
- Branch continuing relationship with IR Consultants plus referring members where required.
- WA represented by P Marsh on National IR Subcommittee.

*Utilities*

- The Utilities Subcommittee has met with Water Corporation in regard to issues relating to the Infill Sewerage Program; Western Power in regard to issues relating to working near overhead power lines, cable supply and change in cable size, transformers and light poles; NPS/Alinta in regard to issues relating to the laying of gas mains including the introduction of new rates effective 1<sup>st</sup> May 2005. CCF representatives have also participated in a series of Western Power/UDIA Subdivision Energisation Process Workshops
- Maintain contact with UDIA, UDAC and DBYD.

*Civil Works*

- The Civil Works Subcommittee has had meetings with the UDIA through its liaison group (CCF/UDIA). Items addressed were:
    - Consultation with Water Corporation, Main Roads, Department of Environment regarding access to hydrant standpipes for construction water
    - Kerbing issues progressed with the IPWEA
    - Occupational Safety & Health issues
    - Insurances
  - Maintain contact with UDIA, DBYD, ACEA, MRWA and IPWEA.
  - Attended Land Supply Summit hosted by the Minister for Planning and Infrastructure which was established to investigate issues associated with the supply of lots in the State.
-

## *Occupational Safety & Health*

- Implications of changes to National Falls Regulations assessed from consultation with membership.
- Development of presentation on safety and liability finalised for presentation to members and land developers
- Government agencies approached with respect to requirement to cover amber flashing lights when on gazetted road reserves
- The OS&H Subcommittee supported project to gather civil specific OSH statistics.
- CCF OSH Induction course selected as industry template by WorkSafe.
- Branch provided advice to members as required on OS&H issues including Plant Operator induction and assessment, safety audits and general industry OS&H inductions.

## *Training*

- First Trenchless Technology qualification issued under the Civil Construction training package.
- Roll out of Construction Safety Awareness Training to meet new Worksafe requirements that commence 1<sup>st</sup> January 2007
- Commenced development of training strategy paper to guide Branch activities in the training area
- BCITF endorsed CCF proposal for funding of mature age subsidy for 100 trainees in the building and construction industry, commencing 1<sup>st</sup> July 2005.
- Increased civil construction skills subsidies by BCITF for training.
- Commenced discussions with the Beacon Foundation and No-Dole Schools in Western Australia regarding development of a strategy and/or program linking these schools with contractor members.

## *Main Roads WA*

- Continue involvement with WA Road Construction & Maintenance Industry Advisory Group.
- Dialogue continued on reviewed Design & Construct focus of MRWA to more construct-only projects.
- Participated on a working group to establish a framework for establishment of the REACH (Regional Education and Careers in Highways) Foundation.

Committee of Management members have attended, among others:

- UDAC Breakfast Briefings
- UDAC Committee meetings
- UDAC Technical Subcommittee meetings
- Labor Business Roundtable forums

Chief Executive Officer, Nigel Haywood and his predecessor, Mike Morris, had ongoing liaison with:

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- National Power Services (NPS)
- Department of Education and Training
- Main Roads WA
- Australasian Society for Trenchless Technology (ASTT)
- CMEIG
- UDIA
- Water Corporation
- Department of Housing & Works
- Western Power
- Dial Before You Dig
- ACEA
- Beacon Foundation
- BCITF
- HIA
- MBA
- RIISC
- WorkSafe WA
- AIRC
- NZ Contractors Federation
- OAMPS Insurance Brokers
- Landcorp
- CCF Nationally
  - National Meetings
    - IR Subcommittee
    - Training Subcommittee and CTAC
    - CEO Management Group
    - Strategic Planning Workshops
  - State Branches
  - Case Earth Awards

### *Special Projects*

- The BCITF provided Industry Initiatives Program funding for the following:
  - The Trenchless Technology Training Package project received further funding in June 2005 to continue with the development of Trenchless Technology teaching and learning materials for the industry. This work was completed during the year. On 19<sup>th</sup> May 2006, the National Quality Council noted the Trenchless Technology learner and assessment guides. These materials supported 4 rehabilitation units of competence within the Trenchless Technology qualification of the Civil Construction Industry Training Package.

### *General*

- Existing members and new members have access to the CCF On-Line "Members Only" area on the website via their logon codes (username and password). We encourage you to log on and access secured content and also maintain your organisations' profile to ensure your organisation can
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easily be identified in the 'Search for a CCF Contractor or CCF Supplier Member' function.

- E-newsletters continue to provide valuable update for members distributed on a fortnightly basis.
- Good attendances by members and guests at CCF Industry Forums & Luncheons, Golf Day and Industry Dinners.
- Meetings of the SW Division were held regularly throughout the year with a range of guest speakers and topics. All meeting well attended.
- Regular meetings of the Committee of Management were held throughout the year including special meeting/s to review the WA Branch Strategic Plan.
- Subcommittees met regularly with many issues discussed and outcomes drafted for presentation to the Committee of Management for consideration.
- Annual General Meeting held on 29<sup>th</sup> August 2005 and well attended.
- Well attended industry Luncheon & Forums held in October 2005 and May 2006.
- The Allied Equipment Industry Dinner incorporating the presentation to state winners of the Case Earth Awards for Environmental and/or Construction Excellence was held in the Golden Ballroom at the Sheraton Perth Hotel on 29<sup>th</sup> July 2005.
- The annual Christmas Dinner Dance sponsored by WesTrac was held on 25<sup>th</sup> November 2005 and was a celebration of the CCF's 30<sup>th</sup> anniversary.
- Maintained attendance and access to Ministers via the Labor Business Roundtable breakfast briefings and luncheon forums.

#### *National*

- WA contingent of delegates and partners attended the 2005 National Conference in Sydney.
- Rules Review conducted regarding the autonomy of the branches in relation to financial and operational matters.
- AQF 1-3 resources project completed.
- Members of the Branch Executive and M Morris attended national strategic planning conference held in Melbourne in April 2006.
- P Marsh represented WA at national board meetings throughout the year.
- M Morris represented WA at Executive Directors meetings (until May 2006) and also attended national training meetings and Contractor Management System unit meetings.
- T Gosatti continues to Chair the AQF 4-6 Subcommittee (RIISC)

#### **Results of principal activities s254(2)(a)**

The Western Australia Branch principal activities resulted in:

- See above
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**Significant changes in nature of principal activities s254(2)(a)**

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

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

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

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

No officer, or member [to the best of my knowledge] holds a dedicated position as a superannuation trustee under s254(2)(d) of the RAO Schedule.

**Number of Members RAO reg 159(a)**

The number of persons who, at the end of the financial year, were recorded on the Register of members was: 92

**Number of Employees RAO reg 159(b)**

The number of persons who were, at the end of the financial year, employees of the Western Australia Branch of the Federation was: 4 (includes no part-time employees) measured on a full-time equivalent basis.

**Committee of Management Members RAO reg 159(c)**

The persons who held office as members of the Committee of Management of the Western Australia Branch during the financial year were:

<b><u>Name</u></b>	<b><u>Period</u></b>
Lambros Siamos (President)	01/07/2005 – 30/06/2006
Peter Rowles (Vice President)	“ ”
Paul Francis (Treasurer)	“ ”
Trevor Gosatti (Committee Member)	“ ”
Phillip Marsh (Committee Member)	“ ”
John Cole (Committee Member)	“ ”
Brian Kennewell (Committee Member)	“ ”
Tony Musgrave (Committee Member)	“ ”
Robert Ryan (Committee Member)	“ ”
Stephen O'Dwyer (Committee Member)	“ ”
John Hovey (Committee Member)	“ ”

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## **Manner of resignation**

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

### **9 - RESIGNATION OF MEMBERS**

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

Peter Rowles  
Vice President



Signature

Date 24/10/06

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**Civil Contractors Federation  
Western Australia Branch**

**Committee of Management Statement  
For the Year ended 30th June 2006**

On 29<sup>th</sup> August 2006 the Committee of Management of the Civil Contractors Federation Western Australia Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30<sup>th</sup> June 2006.

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
  - (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
  - (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
  - (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
  - (e) during the financial year to which the GPFR relates and since the end of that year:
    - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
    - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
    - (iii) the financial records of the reporting unit have been kept and maintained in accordance with Schedule 1 of the Workplace Relations Act 1996, and the RAO Regulations; and
    - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
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- (v) No requests were received from any member of the reporting unit or a Registrar for information under section 272 of the RAO Schedule; and
- (vi) No orders have been made by the Commission under section 273 of the RAO Schedule.

For Committee of Management  
Paul Francis  
Honorary Treasurer

Signature

*Paul Francis*

Date

*24/10/06*

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Mr Nigel Haywood  
Chief Executive Officer  
Civil Contractors Federation  
Western Australian Branch  
PO Box 688  
MIRRABOOKA WA 6941

By e-mail: [ccfwa@civilcontractors.com](mailto:ccfwa@civilcontractors.com)

Dear Mr Haywood

**Re: Financial Reports for year ended 30 June 2006 – Civil Contractors Federation –  
Western Australian Branch – FR2006/255**

I acknowledge receipt of the financial reports of the Civil Contractors Federation – Western Australian Branch for the year ended 30 June 2006. The documents were lodged in the Industrial Registry on 31 October 2006.

The documents have not yet been filed.

There are a number of issues that require attention before the documents can be filed.

**1. Certificate of Designated Officer**

Section 268 of Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule) requires a certificate by a prescribed designated officer stating that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s.266.

I note this Certificate was signed by you in your capacity as Branch Chief Executive Officer.

Regulation 162 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 (the RAO Regulations) provides:

“For paragraph 268(c) of the RAO Schedule, a prescribed officer is:

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorized by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.”

Sections 6 and 9 of the RAO Schedule provide the definitions of “officer” and “office”.

I note that sub-rule 51(a) of the organisation’s rules provides that “there shall be a Secretary of each Branch who shall be known as the Branch Chief Executive Officer (CEO) who shall be the principal salaried officer of the Branch and shall hold office on such terms and conditions as agreed by the Branch Board”. I also note that sub-rule 51(b) requires the Branch CEO to conduct all correspondence on behalf of the Branch and except as directed by the Branch President shall be conducted in the name of the Branch CEO. Although the rules infer the Branch CEO is the “Secretary” of the Branch, that position is neither an elected position, nor is the holder of the position a voting member on any collective body of the Branch and is not required to hold property

of the Branch. Therefore it does not fall within the definition of "officer" or "office" as previously mentioned and consequently does not satisfy the requirements of section 268.

Would you please arrange lodgement of a fresh designated officer's certificate contemporaneously signed by a person whose position/duties fall within the above definitions e.g. Branch President, Branch Vice President or Branch Treasurer.

## **2. Operating Report**

The Branch Chief Executive Officer is unable to sign the Committee of Management Statement. Item 26 of the Reporting Guidelines require the statement be signed by a designated officer within the meaning of section 243

Section 243 of the RAO Schedule provides:

*"A **designated officer** is an officer of:*

*(a) in the case of a reporting unit that is the whole of an organisation - the organisation; or*

*(b) in any other case - a branch, or one of the branches, that constitutes the reporting unit;*

*who, under the rules of the reporting unit, is responsible (whether alone or with others) for undertaking the functions necessary to enable the reporting unit to comply with this Part."*

Section 243 should be read in conjunction with ss.6 and 9 of the RAO Schedule that provide the definitions of "officer" and "office".

For the same reasons as above the Branch Chief Executive Officer is unable to sign the Operating Report as he is not a 'designated officer'. Would you please forward a fresh Operating Report contemporaneously signed by the Branch President, Branch Vice President or Branch Treasurer.

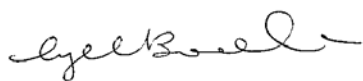
## **3. Committee of Management Statement**

Item 26(c) of the Reporting Guidelines provides that the committee of management statement be signed by a designated officer within the meaning of s.243 of the RAO Schedule.

Please forward a fresh Committee of Management Statement contemporaneously signed by the Branch President, Branch Vice President or Branch Treasurer.

If you wish to discuss any matters contained in this correspondence I can be contacted on (03) 8661 7989 (Wednesday and Thursday) or by email at [Cynthia.lobooth@air.gov.au](mailto:Cynthia.lobooth@air.gov.au).

Yours sincerely,



Cynthia Lo-Booth  
Statutory Services Branch

8 November 2006



# CIVIL CONTRACTORS FEDERATION

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Branch  
PO Box 688,  
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Civil Train  
Western Australia

RTO  
National Provider  
No. 5744

24 October 2006

Australian Industrial Registry  
RIA Team 3  
GPO Box 1994S  
MELBOURNE VIC 3001

## LODGEMENT OF DOCUMENTS FOR 2005/06

Please find attached financial reports of the Western Australian Branch of the Civil Contractors Federation for the year ended 30 June 2006.

The attached documents were presented to members at the Annual General Meeting held on 27<sup>th</sup> September 2006.

Yours sincerely

Nigel Haywood  
CHIEF EXECUTIVE OFFICER

Enc.



Registered under the Workplace Relations Act 1996



**JOHN OSBORNE & ASSOCIATES PTY LTD**

ABN 82 096 808 990

22 Moreau Mews, Applecross, WA 6153  
Postal: PO Box 876, Canning Bridge, WA 6153  
Email: admin@championinvestments.com.au  
Telephone: 08 9316 4344  
Facsimile: 08 9364 5598

24<sup>th</sup> August 2006

Civil Contractors Federation  
Western Australian Branch  
Level 1  
68-70 Malaga Drive  
MALAGA WA 6090

Dear Justin

**RE: AUDIT OF FEDERATION FOR YEAR ENDED 30<sup>TH</sup> JUNE 2006**

Please find enclosed copy of signed audited financial statements for the Federation for the year ended 30<sup>th</sup> June 2006.

There were no problems with the accounts.

We again state that we are willing to undertake the audit next year for your branch.

I look forward to seeing you in the near future.

Yours faithfully



**STUART TUCKER**

Encl.



**Civil Contractors Federation Western Australia Branch**

**Financial Statements  
For the year ended 30 June 2006**

**John Osborne & Associates Pty Ltd**

PO Box 876

Canning Bridge 6153

Phone: 9316 4344 Fax: 9364 5598

Email: [stucker@championinvestments.com.au](mailto:stucker@championinvestments.com.au)

**Civil Contractors Federation Western Australia Branch**  
**Income and Expenditure Statement**  
**For the year ended 30 June 2006**

	2006	2005
	\$	\$
<b>Income</b>		
Subscriptions	345,554	309,031
Functions Receipts	213,079	193,907
Interest received	7,749	7,078
Other income	10,697	6,085
Training Funds Received	350,940	370,405
Earth Awards Income	3,038	7,700
Publications Income	34,830	19,346
Profit on sale of property, plant, equip	(46)	1,790
<b>Total income</b>	<b>965,841</b>	<b>915,342</b>
<b>Expenses</b>		
Accountancy	1,600	2,066
Advertising, Marketing and Promotion	44,155	7,842
Annual Leave Provision	(11,372)	1,960
Branch Audit	3,150	1,000
Bad Debts	2,033	10,923
Bank Fees And Charges	3,948	5,033
Borrowing Expenses	999	126
Casual labour		7,835
Conference/seminar costs	3,286	40
Couriers	369	461
Depreciation - plant	20,044	20,571
Doubtful Debts	(514)	(905)
Earth Award	3,592	2,765
Fringe benefits tax	6,285	5,448
Functions	192,029	177,100
Hire purchase charges	8,179	6,745
Insurance	8,874	8,356
Legal fees	3,786	
Long service leave	4,254	(3,545)
Motor Vehicle Expenses	11,817	6,359
National Office, CCF National Fees	37,448	32,541
Postage	2,826	4,243
Printing & stationery	16,348	16,024

The accompanying notes form part of these financial statements.

**Civil Contractors Federation Western Australia Branch**  
**Income and Expenditure Statement**  
**For the year ended 30 June 2006**

	2006 \$	2005 \$
Professional Fees	13,448	31,704
Rates & land taxes	32,605	62,215
Repairs & maintenance	8,091	7,583
Salaries & Wages - Employees	319,904	229,158
Staff training		2,906
Subscriptions	1,197	819
Superannuation	30,643	23,624
Telephone	12,442	12,777
Training and Videos	150,785	212,376
Travel, accom & conference	26,993	26,905
<b>Total expenses</b>	<b>959,246</b>	<b>923,055</b>
<b>Profit from ordinary activities before income tax</b>	<b>6,595</b>	<b>(7,713)</b>
Income tax revenue relating to ordinary activities		
<b>Net profit attributable to the association</b>	<b>6,595</b>	<b>(7,713)</b>
<b>Total changes in equity of the association</b>	<b>6,595</b>	<b>(7,713)</b>
Opening retained profits	233,151	240,863
Net profit attributable to the association	6,595	(7,713)
<b>Closing retained profits</b>	<b>239,746</b>	<b>233,151</b>

The accompanying notes form part of these financial statements.

**Civil Contractors Federation Western Australia Branch**  
**Statement of Financial Position As At 30 June 2006**

	Note	2006 \$	2005 \$
<b>Current Assets</b>			
Cash assets		189,028	279,619
Receivables	2	49,354	34,335
Other	4	2,134	3,133
<b>Total Current Assets</b>		<u>240,517</u>	<u>317,087</u>
<b>Non-Current Assets</b>			
Other financial assets	3	12,500	12,500
Property, plant and equipment	5	96,828	98,575
<b>Total Non-Current Assets</b>		<u>109,328</u>	<u>111,075</u>
<b>Total Assets</b>		<u>349,845</u>	<u>428,163</u>
<b>Current Liabilities</b>			
Payables	6	775	
Current tax liabilities	8	13,635	5,370
Provisions	9	5,994	17,366
Other	10	3,339	51,921
<b>Total Current Liabilities</b>		<u>23,742</u>	<u>74,657</u>
<b>Non-Current Liabilities</b>			
Interest-bearing liabilities	7	86,357	101,928
Provisions	9		18,427
<b>Total Non-Current Liabilities</b>		<u>86,357</u>	<u>120,355</u>
<b>Total Liabilities</b>		<u>110,099</u>	<u>195,012</u>
<b>Net Assets</b>		<u>239,746</u>	<u>233,151</u>
<b>Equity</b>			
Retained profits		239,746	233,151
<b>Total Members' Funds</b>		<u>239,746</u>	<u>233,151</u>

The accompanying notes form part of these financial statements.

**CIVIL CONTRACTORS FEDERATION - WA****Statement of Cash Flows**

July 2005 through June 2006

Jul '2005 - Jun 2006

<b>OPERATING ACTIVITIES</b>	
Net Income	6,595.30
Adjustments to reconcile Net Income to net cash provided by operations:	
Debtors - Trade	-16,675.97
Borrowing Expense	998.96
Doubtful Debts Provision	-513.55
2000 - Accounts Payable	774.75
2003 Conf Accrued Liability	-1,468.16
Accrued Expenses:Salaries & Wages	-4,673.90
Accrued Expenses:Superannuation	-392.24
Advance Payments Income	-31,592.94
Provisions:Provision for Annual Leave	-11,372.21
2100 - *Payroll Liabilities:Andrew Gaynor - Super	695.94
2100 - *Payroll Liabilities:Marc McDonald-Cbus	2,066.30
2100 - *Payroll Liabilities:Ops Mgr Super	255.55
2100 - *Payroll Liabilities:PAYG	12,762.60
2100 - *Payroll Liabilities:Westscheme - RJ Stocks	342.78
2200 - Tax Payable GST	-22,568.06
<b>Net cash provided by Operating Activities</b>	<b>-64,764.85</b>
<b>INVESTING ACTIVITIES</b>	
Motor Vehicles:Less Accumulated Depreciation	10,377.62
Office Furniture & Equipment:At Cost	-13,645.40
Office Furniture & Equipment:Less Accumulated Depr...	9,256.00
<b>Net cash provided by Investing Activities</b>	<b>5,988.22</b>
<b>FINANCING ACTIVITIES</b>	
2004 Toyota Camry	-5,141.00
GE Commercial Coporation	-4,013.00
Lexus of Perth	-6,416.85
Provision Long Service Leave	-18,426.92
<b>Net cash provided by Financing Activities</b>	<b>-33,997.77</b>
<b>Net cash increase for period</b>	<b>-92,774.40</b>
<b>Cash at beginning of period</b>	<b>281,802.69</b>
<b>Cash at end of period</b>	<b>189,028.29</b>

# Civil Contractors Federation Western Australia Branch

## Notes to the Financial Statements

For the year ended 30 June 2006

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### Note 1: Statement of Significant Accounting Policies

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

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

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

#### Historical Cost

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

#### Accruals Basis

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

#### Income Tax

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

#### Investments

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

#### Property, Plant and Equipment

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

#### Leases

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

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**Civil Contractors Federation Western Australia Branch**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2006**

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**Employee Entitlements**

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

Liabilities have not been discounted to their present values.

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

**NOTICE TO MEMBERS**

**Information to be provided to Members or Registrar**

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

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
  - (2) An organisation, shall on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the members or Registrar in such manner, and within such time, as is prescribed.
  - (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to the member information received because of an application made at the request of the member.
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**Civil Contractors Federation Western Australia Branch**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2006**

	2006	2005
<b>Note 2: Receivables</b>		
<b>Current</b>		
Trade debtors	49,354	34,848
Provision for doubtful debts		(514)
	49,354	34,335
	49,354	34,335

**Note 3: Other Financial Assets**

**Non-Current**

Other investments

- Interests in partnership
- Other investments

	12,500	12,500
	12,500	12,500
	12,500	12,500

**Note 4: Other Assets**

**Current**

Prepayments

	2,134	3,133
	2,134	3,133
	2,134	3,133



**Civil Contractors Federation Western Australia Branch**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2006**

	2006	2005
<b>Note 5: Property, Plant and Equipment</b>		
Leased plant and equipment:		
- At cost	87,672	69,786
- Less: Accumulated amortisation	(54,324)	(45,068)
	33,348	24,718
Motor vehicles:		
- At cost	84,125	84,125
- Less: Accumulated depreciation	(20,646)	(10,268)
	63,480	73,857
	96,828	98,575

**Note 6: Payables**

Unsecured:		
- Trade creditors	775	
	775	
	775	

**Note 7: Interest-Bearing Liabilities**

**Non-Current**

Unsecured:		
- Loans from holding company	86,357	101,928
	86,357	101,928
	86,357	101,928

**Civil Contractors Federation Western Australia Branch**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2006**

	2006	2005
<b>Note 8: Tax Liabilities</b>		
<b>Current</b>		
GST & PAYGW Payable	13,635	5,370
	13,635	5,370
 <b>Note 9: Provisions</b>		
<b>Current</b>		
Employee entitlements*	5,994	17,366
	5,994	17,366
 <b>Non Current</b>		
Employee entitlements*		18,427
		18,427
 * Aggregate employee entitlements liability	5,994	35,793

There were 4 employees at the end of the year

**Note 10: Other Liabilities**

<b>Current</b>		
Advance payments		27,340
Sundry	3,339	24,582
	3,339	51,921

**Civil Contractors Federation Western Australia Branch**  
**Statement by Members of the Committee**  
**For the year ended 30 June 2006**

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

1. Presents fairly the financial position of Civil Contractors Federation Western Australia Branch as at 30 June 2006 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

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



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President



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Treasurer

24 August, 2006

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

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**Scope**

I certify that I have audited the attached general purpose financial report of the CIVIL CONTRACTORS FEDERATION WESTERN AUSTRALIAN BRANCH ABN 88 811 975 001 ("the Federation"), for the year ended 30th June 2006 as set out in the preceeding pages. The Federation's Committee of Management is responsible for the financial report and has determined that the accounting policies used, described in the Notes to the Financial Statements, are consistent with financial reporting requirements of the Federation's constitution, comply with the requirements of the Workplace Relations Act 1996, as amended ("the Act"), comply with the requirements of the Workplace Relations Regulations 1996, as amended ("the Regulations") and are appropriate to meet the needs of the members.

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

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

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

**Audit opinion**

In our opinion, the financial report of the CIVIL CONTRACTORS FEDERATION, WESTERN AUSTRALIAN BRANCH ABN 88 811 975 001 was properly drawn up. The general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements of the RAO Schedule.

Signed on 24 August, 2006:



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

**Civil Contractors Federation  
Western Australia Branch**

**Committee of Management Statement  
For the Year ended 30th June 2006**

On 29<sup>th</sup> August 2006 the Committee of Management of the Civil Contractors Federation Western Australia Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30<sup>th</sup> June 2006.

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with Schedule 1 of the Workplace Relations Act 1996, and the RAO Regulations; and
  - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and

- (v) No requests were received from any member of the reporting unit or a Registrar for information under section 272 of the RAO Schedule; and
- (vi) No orders have been made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: Nigel Haywood

Title of Office Held: Chief Executive Officer

Signature: *N. A. Haywood*

Date: *24 October 2006*

**Civil Contractors Federation  
Western Australia Branch**

**Operating Report  
For the Year ended 30 June 2006**

**Principal activities** s254(2)(a)

The principal activities of the Western Australia Branch during the financial year were:

*Industrial Relations*

- Right of Entry issues.
- General employee relations issues relating to Unfair Dismissals, drug and alcohol testing and other policies.
- Branch continuing relationship with IR Consultants plus referring members where required.
- WA represented by P Marsh on National IR Subcommittee.

*Utilities*

- The Utilities Subcommittee has met with Water Corporation in regard to issues relating to the Infill Sewerage Program; Western Power in regard to issues relating to working near overhead power lines, cable supply and change in cable size, transformers and light poles; NPS/Alinta in regard to issues relating to the laying of gas mains including the introduction of new rates effective 1<sup>st</sup> May 2005. CCF representatives have also participated in a series of Western Power/UDIA Subdivision Energisation Process Workshops
- Maintain contact with UDIA, UDAC and DBYD.

*Civil Works*

- The Civil Works Subcommittee has had meetings with the UDIA through its liaison group (CCF/UDIA). Items addressed were:
    - Consultation with Water Corporation, Main Roads, Department of Environment regarding access to hydrant standpipes for construction water
    - Kerbing issues progressed with the IPWEA
    - Occupational Safety & Health issues
    - Insurances
  - Maintain contact with UDIA, DBYD, ACEA, MRWA and IPWEA.
  - Attended Land Supply Summit hosted by the Minister for Planning and Infrastructure which was established to investigate issues associated with the supply of lots in the State.
-

## *Occupational Safety & Health*

- Implications of changes to National Falls Regulations assessed from consultation with membership.
- Development of presentation on safety and liability finalised for presentation to members and land developers
- Government agencies approached with respect to requirement to cover amber flashing lights when on gazetted road reserves
- The OS&H Subcommittee supported project to gather civil specific OSH statistics.
- CCF OSH Induction course selected as industry template by WorkSafe.
- Branch provided advice to members as required on OS&H issues including Plant Operator induction and assessment, safety audits and general industry OS&H inductions.

## *Training*

- First Trenchless Technology qualification issued under the Civil Construction training package.
- Roll out of Construction Safety Awareness Training to meet new Worksafe requirements that commence 1<sup>st</sup> January 2007
- Commenced development of training strategy paper to guide Branch activities in the training area
- BCITF endorsed CCF proposal for funding of mature age subsidy for 100 trainees in the building and construction industry, commencing 1<sup>st</sup> July 2005.
- Increased civil construction skills subsidies by BCITF for training.
- Commenced discussions with the Beacon Foundation and No-Dole Schools in Western Australia regarding development of a strategy and/or program linking these schools with contractor members.

## *Main Roads WA*

- Continue involvement with WA Road Construction & Maintenance Industry Advisory Group.
- Dialogue continued on reviewed Design & Construct focus of MRWA to more construct-only projects.
- Participated on a working group to establish a framework for establishment of the REACH (Regional Education and Careers in Highways) Foundation.

Committee of Management members have attended, among others:

- UDAC Breakfast Briefings
- UDAC Committee meetings
- UDAC Technical Subcommittee meetings
- Labor Business Roundtable forums

Chief Executive Officer, Nigel Haywood and his predecessor, Mike Morris, had ongoing liaison with:

- National Power Services (NPS)
  - Department of Education and Training
  - Main Roads WA
  - Australasian Society for Trenchless Technology (ASTT)
  - CMEIG
  - UDIA
  - Water Corporation
-



- Department of Housing & Works
- Western Power
- Dial Before You Dig
- ACEA
- Beacon Foundation
- BCITF
- HIA
- MBA
- RIISC
- WorkSafe WA
- AIRC
- NZ Contractors Federation
- OAMPS Insurance Brokers
- Landcorp
- CCF Nationally
  - National Meetings
    - IR Subcommittee
    - Training Subcommittee and CTAC
    - CEO Management Group
    - Strategic Planning Workshops
  - State Branches
  - Case Earth Awards

#### *Special Projects*

- The BCITF provided Industry Initiatives Program funding for the following:
  - The Trenchless Technology Training Package project received further funding in June 2005 to continue with the development of Trenchless Technology teaching and learning materials for the industry. This work was completed during the year. On 19<sup>th</sup> May 2006, the National Quality Council noted the Trenchless Technology learner and assessment guides. These materials supported 4 rehabilitation units of competence within the Trenchless Technology qualification of the Civil Construction Industry Training Package.

#### *General*

- Existing members and new members have access to the CCF On-Line "Members Only" area on the website via their logon codes (username and password). We encourage you to log on and access secured content and also maintain your organisations' profile to ensure your organisation can easily be identified in the 'Search for a CCF Contractor or CCF Supplier Member' function.
  - E-newsletters continue to provide valuable update for members distributed on a fortnightly basis.
  - Good attendances by members and guests at CCF Industry Forums & Luncheons, Golf Day and Industry Dinners.
  - Meetings of the SW Division were held regularly throughout the year with a range of guest speakers and topics. All meeting well attended.
  - Regular meetings of the Committee of Management were held throughout the year including special meeting/s to review the WA Branch Strategic Plan.
  - Subcommittees met regularly with many issues discussed and outcomes drafted for presentation to the Committee of Management for consideration.
  - Annual General Meeting held on 29<sup>th</sup> August 2005 and well attended.
  - Well attended industry Luncheon & Forums held in October 2005 and May 2006.
-

- The Allied Equipment Industry Dinner incorporating the presentation to state winners of the Case Earth Awards for Environmental and/or Construction Excellence was held in the Golden Ballroom at the Sheraton Perth Hotel on 29<sup>th</sup> July 2005.
- The annual Christmas Dinner Dance sponsored by WesTrac was held on 25<sup>th</sup> November 2005 and was a celebration of the CCF's 30<sup>th</sup> anniversary.
- Maintained attendance and access to Ministers via the Labor Business Roundtable breakfast briefings and luncheon forums.

#### *National*

- WA contingent of delegates and partners attended the 2005 National Conference in Sydney.
- Rules Review conducted regarding the autonomy of the branches in relation to financial and operational matters.
- AQF 1-3 resources project completed.
- Members of the Branch Executive and M Morris attended national strategic planning conference held in Melbourne in April 2006.
- P Marsh represented WA at national board meetings throughout the year.
- M Morris represented WA at Executive Directors meetings (until May 2006) and also attended national training meetings and Contractor Management System unit meetings.
- T Gosatti continues to Chair the AQF 4-6 Subcommittee (RIISC)

#### **Results of principal activities s254(2)(a)**

The Western Australia Branch principal activities resulted in:

- See above

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

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

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

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

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

No officer, or member [to the best of my knowledge] holds a dedicated position as a superannuation trustee under s254(2)(d) of the RAO Schedule.

#### **Number of Members RAO reg 159(a)**

The number of persons who, at the end of the financial year, were recorded on the Register of members was: 92

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**Number of Employees** RAO reg 159(b)

The number of persons who were, at the end of the financial year, employees of the Western Australia Branch of the Federation was: 4 (includes no part-time employees) measured on a full-time equivalent basis.

**Committee of Management Members** RAO reg 159(c)

The persons who held office as members of the Committee of Management of the Western Australia Branch during the financial year were:

<b><u>Name</u></b>	<b><u>Period</u></b>
Lambros Siamos (President)	01/07/2005 – 30/06/2006
Peter Rowles (Vice President)	“ ”
Paul Francis (Treasurer)	“ ”
Trevor Gosatti (Committee Member)	“ ”
Phillip Marsh (Committee Member)	“ ”
John Cole (Committee Member)	“ ”
Brian Kennewell (Committee Member)	“ ”
Tony Musgrave (Committee Member)	“ ”
Robert Ryan (Committee Member)	“ ”
Stephen O'Dwyer (Committee Member)	“ ”
John Hovey (Committee Member)	“ ”

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### **Manner of resignation**

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

#### **"9 - RESIGNATION OF MEMBERS**

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

Name: Nigel Haywood

Title of Office held: Chief Executive Officer

Signature:

*N. G. Haywood*

Date:

*24/10/06*

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

I Nigel Haywood being the Chief Executive Officer of the Civil Contractors Federation West Australian Branch certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 6<sup>th</sup> September 2006; and
- that the full report was presented to a general meeting of members of the reporting unit on 27<sup>th</sup> September 2006; in accordance with section 266 of the RAO Schedule.

Signature:

*N. A. Haywood*

Date: 23 October 2006

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