



29 March 2014

Mr Michael Unger
President
Civil Contractors' Federation, Western Australia Branch
PO Box 5178
South Lake WA 6164

By email: ccfwa@civilcontractors.com

Dear Mr Unger,

Civil Contractors' Federation, Western Australia Branch - Financial Report for year ended 30 June 2013 - (FR2013/216)

I refer to the financial report of the Civil Contractors' Federation, Western Australia Branch (the reporting unit). The documents were lodged with the Fair Work Commission on 9 September 2013. 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.

I make the following comment 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 this matter has been addressed prior to filing next year's report.

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 statement 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 statements.

If you have any queries regarding this letter, I may be contacted on (02) 6723 723 or by email at stephen.kellett@fwc.gov.au.

Yours sincerely

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

From: KELLETT, Stephen
To: ["ccfwa@civilcontractors.com"](mailto:ccfwa@civilcontractors.com); ["hthuresson@civilcontractors.com"](mailto:hthuresson@civilcontractors.com)
Subject: Attention Mr Michael Unger - financial report y/e 30 June 2013 - filing
Date: Saturday, 29 March 2014 2:49:00 PM
Attachments: [CCF_WA_FR2013_216 \(primary final\).pdf](#)

Dear Ms Thuresson

Please find attached my letter in relation to the above.

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237
(email) stephen.kellett@fwc.gov.au

From: [Harmony Thuresson](#)
To: [Orgs](#)
Cc: [Jeff Miller](#); [Trevor Gosatti](#)
Subject: [Kellet] ON CMS - FR2013/216 CCF WA 2012/13 Report
Date: Monday, 9 September 2013 11:07:18 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image005.png](#)
[For_FWA.PDF](#)

[FR2013/216](#)

Good Afternoon,

Please find attached the CCF WA end of year reports for 2012/13.

Thank you
Harmony Thuresson



Harmony Thuresson

General Manager - Member Services

CIVIL CONTRACTORS FEDERATION WESTERN AUSTRALIA ABN 88 811 975 001

70 Verde Drive, Jandakot WA 6164

M 0412 888 014 **P** (08) 9414 1486 **F** (08) 9414 1496

E hthuresson@civilcontractors.com www.civilcontractors.com



Constructing Australia's Infrastructure

Wednesday Workshop

25 SEPTEMBER, 2013

STELLAR
RECRUITMENT

**SECURING TALENT FOR
THE FUTURE**

REGISTER NOW

CCF WA is proudly supported by

Platinum Branch Partners

WesTrac **CAT** **Rocla**

LEDGE
Equipment Finance

Gold Branch Partners

STELLAR **OAMPS**
RECRUITMENT Insurance Brokers

To become a partner
Call us today (08) 9414 1486

SHORT COURSE

Online Registration

ATCO Common Trenching Full
ATCO Common Trenching Refresher
PVC Pipelaying
Restricted Asbestos
Quick-Cut Powersaw Safety
Dial before you Dig
Effective Leadership

CIVIL TRAIN
The Training Division of the CCF

Certificate of Designated Officer

s268 of *Fair Work (Registered Organisations) Act 2009*

I, Michael Unger being the President of the Civil Contractors Federation WA Branch certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RO Act; and
- that the full report was provided to members on 9th August 2013; and
- that the full report was presented to a general meeting of members of the reporting unit on 3rd September 2013; in accordance with section 266 of the RO Act.

Signature:

A handwritten signature in blue ink, appearing to be 'M Unger', written over the date text.

Date: 3rd September 2013



Civil Contractors Federation WESTERN AUSTRALIAN BRANCH 2013 Annual General Meeting Notice

8th August 2013

Dear Member

Notice is hereby given pursuant to the rules of the Federation that the Annual General Meeting of Members of the Civil Contractors Federation Western Australian Branch (CCFWA) is to be held on Tuesday 3rd September 2013 at 9:30am.

This event is being kindly sponsored by Heelan and Co, an organisation that has been a long-time supporter of the CCFWA.

Meeting details are set out below and the Agenda for the meeting is attached. Also attached are the Minutes of the 2012 Annual General Meeting and the 2012/2013 Annual Report which includes the full financial reports and Auditor's Report for the year ended 30 June 2013. These documents will also be available to Members at the AGM for approval.

Date: 3rd September 2013
Time: 9:30am
Location: CCFWA Skill Centre - 70 Verde Drive, Jandakot

Yours sincerely

Jeff Miller
Chief Executive Officer (WA Branch)

Attachments:

- Meeting Agenda
- Minutes of the 2012 AGM
- 2012/2013 Annual Report including Financial Reports and Auditor's Report
- Proxy Form



CIVIL CONTRACTORS FEDERATION Western Australian Branch

Annual General Meeting

3rd September 2013
CCFWA Skill Centre – 70 Verde Drive Jandakot
Commencing at 9:30am

Agenda

1. **Welcome**
2. **Apologies**

3. **Adoption of Minutes:**

Resolution:

“That the Minutes of the 2012 CCFWA Annual General Meeting be adopted”

Proposer:

Secunder:

4. **Declaration of Office Bearers (Australian Electoral Commission)**

Declaration:

The Australian Electoral Commission declared the Branch Office Bearers for 2013 - 2015 as:

Branch President:	Mick Unger
Branch Vice President:	David Della Bona
Branch Honorary Treasurer:	Paul Francis
Branch Board Members:	John Hovey Tim Ryan Mark Armstrong Steve Tennant Mike Reilly

National Board Member:	Mick Unger
Alternative National Member:	David Della Bona

5. **President’s Report**

Resolution:

“That the 2013 President’s Report be accepted”

Proposer:
Seconder:

6. Acceptance of Annual Accounts

Resolution:

"That the 2012/2013 Annual Accounts be accepted"

Proposer:
Seconder:

7. Appointment of Auditor

Resolution:

"That Stannards Accountants and Advisors be Appointed as Auditor for 2013/2014"

Proposer:
Seconder:

8. Appointment of Returning Officers

Resolution:

"That the appointment of Hon. Returning Officer; and Hon. Assistant Returning Officers for 2013/2014 will be elected at the AGM"

Proposer:
Seconder:

9. General Business

10. Members Open Forum

The 2013 Civil Contractors Federation Annual General Meeting is kindly sponsored by:

Heelan and Co



Heelan & Co
Industrial Relations & Management



CCF Western Australia Branch Annual General Meeting

Tuesday 4th September 2012
CCFWA Offices
70 Verde Drive JANDAKOT WA 6164
Meeting commenced at 930am

Minutes

1. Welcome

[Vice-President]

2. Apologies

[Vice-President]

- Mick Unger (President)
- Mike Reilly (Board Member)
- Trevor Gosatti (National CEO)
- Trevor Taylor (TC Drainage)

3. Adoption of Minutes

[Vice-President]

No changes were made to the 2011 minutes.

Resolution: *“That the Minutes of the 2011 Annual General Meeting be adopted.”*

Proposer: John Hovey

Secunder: Mark Armstrong

Carried

4. President’s Report

[Vice-President]

The President’s report focused on an overview of activities of the Branch over the course of the 2011/2012 financial year and addressed some of the opportunities and challenges that will be faced by CCFWA during 2012/2013.

Resolution: *“That the 2012 President’s Report be accepted.”*

Proposer: David Della Bona

Secunder: Tim Ryan

Carried

5. Acceptance of Annual Accounts

[Hon.Treasurer]

Resolution: *“That the 2011/2012 Annual Accounts be accepted.”*

Proposer: Paul Francis

Secunder: Mark Armstrong

Carried

6. Appointment of Auditor	[Vice-President]
<p>Resolution: <i>“That Stannards Accountants and Advisors be appointed as Auditor for 2012/2013.”</i></p> <p>Proposer: Paul Francis</p> <p>Seconder: John Hovey</p> <p>Carried</p>	
7. Appointment of Returning Officers	
<p>Resolution: <i>“That Mark Vallence be appointed as Hon. Returning Officer; and Warren Millward and Pieter Bergshoeff Hon. Assistant Returning Officers for 2012/2013.”</i></p> <p>Proposer: Stuart Buckby</p> <p>Seconder: John Hovey</p> <p>Carried</p>	
8. General Business	[Vice-President]
<p>Heelan & Co were thanked for their continued support and sponsorship of the 2012 AGM. Branch partners Ledge Finance and Hays Recruitment were also thanked for their ongoing support of CCFWA.</p> <p>Jeff Miller, CCFWA CEO raised the possibility of a Skill Centre expansion. It was noted this was in very early stages.</p> <p>Fabian Houbredhts, Hutch Contracting asked about the CCF website functionality. Jeff Miller advised there are changes and upgrades being made to the website keeping in mind our core business.</p> <p>David Della Bona, Vice President asked what CCFWA was doing for small contactors. Jeff Miller advised CCFWA has introduced two new membership categories for smaller contractors and is developing more resources for members including handbooks and guides.</p>	

The Annual General Meeting closed at 9:50am.

Signed:

Title of Office held: Western Australia President

Date: 3rd September 2013

CIVIL CONTRACTORS FEDERATION
WESTERN AUSTRALIAN BRANCH
ANNUAL REPORT
2012-2013



**CIVIL CONTRACTORS
FEDERATION**

www.civilcontractors.com



CCFWA Skill Centre, Jandakot

CIVIL CONTRACTORS FEDERATION WESTERN AUSTRALIAN BRANCH **ANNUAL REPORT** **2012-2013**

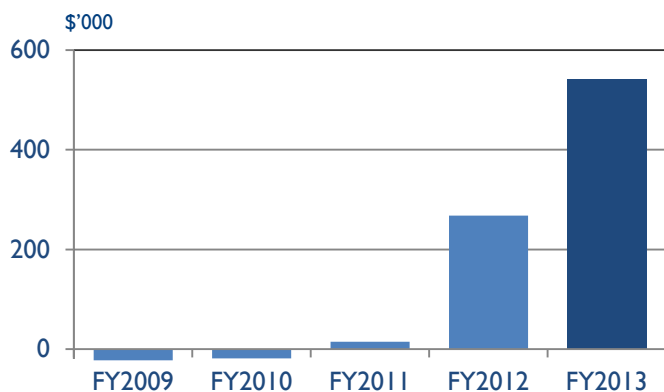
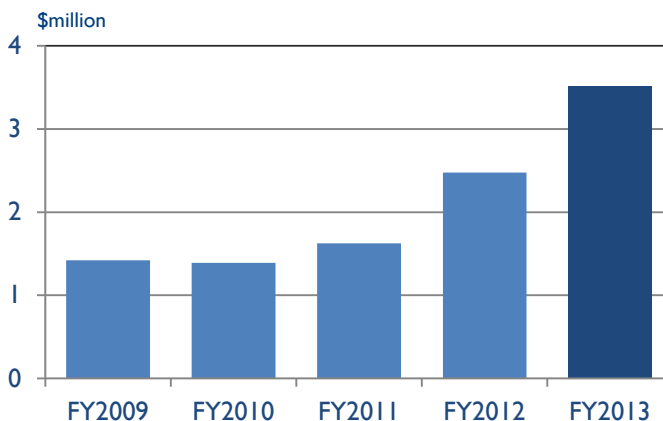
CONTENTS

- 4. Performance at a glance
- 6. President's Report
- 8. Operating Report
- 16. Committee of Management Statement
- 18. Auditor's Independence Declaration
- 19. Financial Statements
- 24. Notes to the Financial Statements
- 43. Independent Auditor's Report



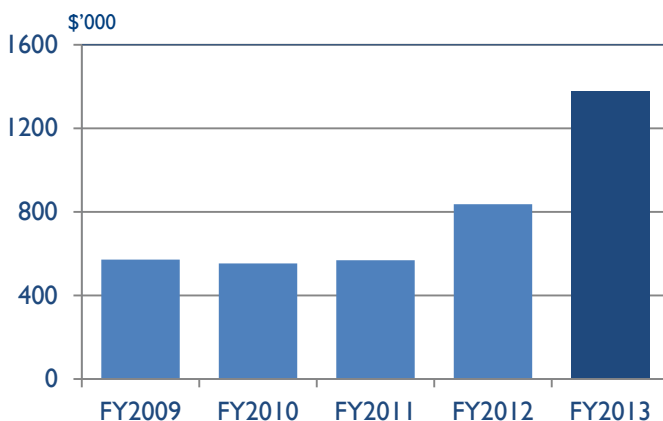


Revenue
\$3.52 million
+42%



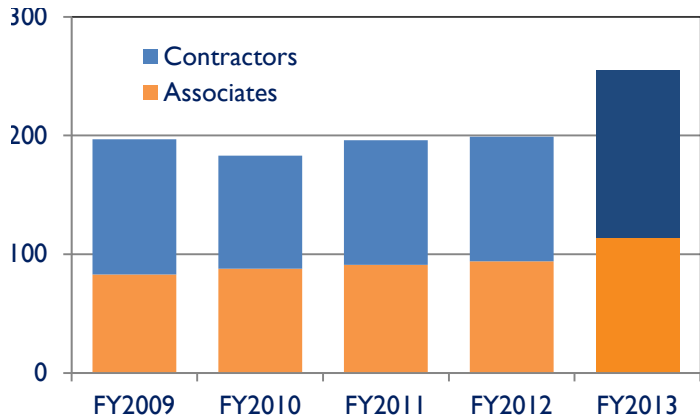
Operating Profit
\$541,098
+102%

Net Equity
\$1.38 million
+65%



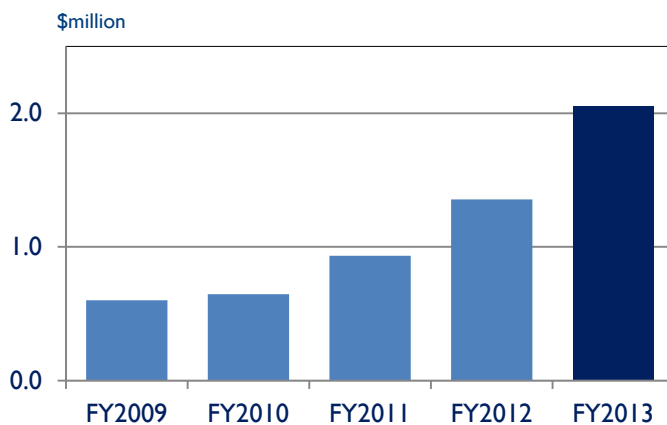
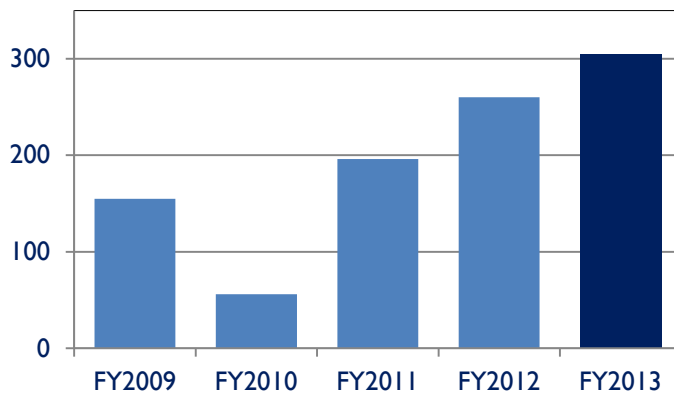
PERFORMANCE AT A GLANCE

The financial information contained in this section should be read in conjunction with the Financial Statements and accompanying notes.



Membership
141 Contractors
+34%
114 Associates
+21%

Trainees
305 enrolled at
June 30
+17%



Training Revenue
\$2.05 million
+52%



It gives me great pleasure to present to members an overview of activities conducted by the Civil Contractors Federation Western Australia Branch (CCFWA) including the activities of our Registered Training Organisation Civil Train WA during the 2012/13 financial year.

The Western Australian economy continued to grow strongly in 2012/13, with gross state product increasing about 6%. Engineering construction in WA comprised one-third of the national total, mainly due to resources-related construction, particularly in iron ore and oil and gas. However with the slowing Chinese economy leading to talk of the “mining boom” being over, there is some concern that government spending on infrastructure will fall in the next five years. In general, though, the industry faces 2013/14 with cautious confidence.

Here at CCFWA, 2012/13 has been a record-breaking financial year, with revenue of \$3.15 million, a 40% increase from 2011/12.

The 2012/13 financial year was our first full financial year in the new Jandakot Skill Centre, and the remarkable year-on-year revenue increase is a reflection of the way CEO Jeff Miller and his team have taken advantage of the growth opportunities presented by the move to the Skill Centre.

Civil Train’s revenue increased by more than 50%, with more than 2500 people completing a Civil Train Short Course in 2012/13, a 53% increase on 2011/12. Civil Train finished the financial year with a record 305 Certificate III and Certificate IV trainees, a 19% year-on-year increase, while 108 trainees completed their qualifications during the year – yet another record.

Civil Train continues to be by far the largest provider of traineeships for the civil construction industry. It also continues to broaden its training offerings, with 2012/13 marking commencement of the Certificate III in Trenchless Technology, along with the

One of our key aims this year has been to strengthen CCFWA’s policy and advocacy role.

Dial Before You Dig and Stepping Up to Leadership Short Courses.

Another notable achievement by Civil Train was its successful completion of the Training Accreditation Council’s five-yearly audit in September 2012.

The Civil Start initiative, made possible with funding from LandCorp, also made progress towards the goal of placing 300 Aboriginal people in employment in the civil construction industry over three years. So far more than 100 people have completed the Civil Start pre-employment course and more than 50 have gone on to find employment.

When discussing Civil Train’s success it’s important we acknowledge the vital contribution of the Construction Training Fund (CTF), which continues to provide vital subsidies that help keep our courses affordable to industry.

After showing encouraging signs of growth in 2011/12, CCFWA Contractor Membership surged a remarkable 34% to 141 over the past financial year, while Associate Membership grew to 114, up 21%.

With CCFWA’s financial position now on firmer ground and with the move to the Skill Centre accomplished, the focus is now firmly on improving services to members.

One of our key aims this year has been to strengthen CCFWA’s policy and advocacy role. With this aim in mind, in February this year Jeff and I undertook a study tour of the US and Canada.

During our brief visit we held talks with four industry associations. It became clear that compared to us, the US and Canadian organisations directed more resources to

PRESIDENT'S REPORT



and were more focused on advocacy.

The study tour reinforced my view that policy and advocacy is an area where CCFWA needs to strengthen its position. Already, impressive progress is being made in this area. To complement the effective policy work on Federal issues being done by our National office, we are actively creating clear policy positions on State and Local Government issues affecting our industry, and will work with government to advocate those policies effectively.

An important part of CCFWA's policy and advocacy is our ongoing membership of major industry consultative committees such as the WA Road Construction and Maintenance Industry Advisory Group, the Urban Development Advisory Committee and the Utility Providers Services Committee.

We are currently restructuring our internal processes to ensure our work on these and other committees accurately reflects the wishes and concerns of our members. A key part of achieving this is communicating regularly and effectively with all members, and great progress has been made in this area. CCFWA's own quarterly magazine ONSITE was launched in July 2012 and is now well established, with copies of the most recent issue being mailed to almost 1300 members and key industry stakeholders. Our fortnightly e-newsletter, also produced under the ONSITE banner, continues to keep members up-to-date on industry news and issues.

“ The 2013 CCFWA State Conference attracted nearly 140 delegates and built on the success of the 2012 Conference.

CCFWA's events calendar was busy as usual. Our 2012 Earth Awards dinner echoed the success of the 2011 Awards, both in attendance figures and in matching 2011's record number of entries.

The Rocla CCFWA Golf Day was again a sell-out, with special guest Peter Rowsthorn keeping the crowd entertained. The annual South West Golf Day was also very well attended.

The Westrac President's Gala Dinner and Civil Train Awards, the third since its establishment in 2010, was another great night. Ex-CCFWA President and tireless industry advocate Peter Rowles was a most deserving recipient of the 2012 President's Award. As I noted in my 2009/10 report, Peter's 21 years of continuous service to CCFWA at board level is unprecedented in this state.

The 2013 CCFWA State Conference attracted nearly 140 delegates and built on the success of the 2012 Conference, which was the first for many years. This year the focus of the conference was occupational health and safety. Our thanks go to major sponsors Landcorp and Ledge.

The 2012/13 Operating Report contains more details of CCFWA's events and other activities during the year.

It is with gratitude we thank our branch partners including Platinum Partners Westrac, Rocla and Ledge Finance; Gold Partners Stellar Recruitment and OAMPS; Silver Partners Dial Before you Dig and JCB Construction Equipment Australia; and Bronze Partner Employment Innovations.

On behalf of the board, my thanks go to Jeff and his team for an outstanding year, by any measure. We look forward to an even better 2013/14 for CCFWA and all our members.

Mick Unger
CCFWA President



Principal activities s254(2)(a)

The principal activities of the Civil Contractors Federation Western Australian Branch (CCFWA) during the financial year were:

Workplace Relations

- Advice to members on changes to the Workplace Relations environment including Fair Work Australia changes.
- General employee relations issues relating to finding, attracting and retaining skilled staff, unfair dismissal, employee collective agreements and related issues.
- Continuing relationship with workplace relations consultants including referring members to external providers, where required, for detailed consultation.
- CCFWA was represented by General Manager – Member Services Mrs Harmony Thuresson on CCF's National Workplace Relations Subcommittee, which met monthly. Mr Mark Vallance from CCFWA Member Heelan & Co contributed to the development of a new National Workplace Relations Policy.

Utilities

- Representatives from CCFWA have met to discuss important issues in dealings with Western Power, Water Corporation, ATCO Gas Australia, Horizon Power, NBN Co and Telstra.
- Maintained relationships with key industry groups including the Urban Development Institute of Australia (UDIA) and Dial Before You Dig (DBYD) WA.
- CCFWA Industry Representative Mr Peter Rowles continued to represent CCFWA on the WA Dial Before You Dig Board and the Utility Providers Service Committee.
- CCFWA Board Member Mr Stuart Buckby and Mr Peter Rowles represented CCFWA on Water Corporation's Urban Development Advisory Committee (UDAC).

Civil Works

- Maintained contact relationships with key industry groups including UDIA, DBYD, Institute of Quarrying Australia, Consult Australia, Institute of Public Works Engineering



Peter Rowles, (right) who served CCFWA for an unprecedented 21 years at board level and continues to serve as a representative on industry committees, receives the 2012 Presidents' Award from CCFWA President Mick Unger.

OPERATING REPORT

Australia, Australian Asphalt Pavement Association and Roads Australia.

- Continued involvement with Main Roads WA Road Construction & Maintenance Industry Advisory Group (WARCMIAG), the WARCMIAG Infrastructure Delivery Group and the Traffic Management Roadworks Advisory Group, represented by Mr Mark Wheeler and Mr Mark Armstrong.

- Separate to WARCMIAG, CCFWA engaged directly with senior MRWA management to advocate on behalf of members.

- CCFWA CEO Mr Jeff Miller continued as CCFWA's representative on the Roads Foundation Limited board.

- CCFWA maintained its strong relationship with LandCorp through the standing executive committee formed in 2011/12, and through other working groups and initiatives such as Civil Start (see below).

- CCFWA engaged with Building Management & Works (a State Government agency) as a member of the Key Subcontractors Industry Associations committee.

Occupational Safety & Health

- CCFWA's State Conference, held in May 2013, was themed A Focus on Safety, and included a keynote address by Worksafe WA Commissioner Lex McCulloch.

- Mr Jeff Miller met with Mr McCulloch to discuss OSH issues. This discussion formed the basis of a major article in CCFWA's quarterly magazine.

- CCFWA has continued to inform and educate members on OSH issues, including progress on the proposed harmonisation of WA's OSH laws with Federal law.

- Through a working group, CCFWA consulted and commented on a Regulatory Impact Statement of the harmonised laws.

- CCFWA contributed to the working group that developed CCF's new National Work, Health and Safety Policy.

Civil Train WA

- 2012/13 was Civil Train's first full financial year in the purpose-built Skill Centre in Jandakot, which includes two training rooms, a simulator room and a practical workshop. Civil Train has taken advantage of the opportunities provided for growth by the move.



Glenn Mitchell addresses the Industry Luncheon at the CCFWA State Conference.



- Civil Train completed 108 trainees in 2012/13 – 47 Certificate III and 61 Certificate IV– and finished the year with an all-time high number of trainees in training of 305.
- Significantly increased short course delivery, with 2830 short course registrations received in 2012/13 (up from 1641 in 2011/12).
- The Civil Start program, created in partnership with LandCorp, continued. To 30 June 2013, Civil Start has graduated 99 trainees with 55 finding employment.
- Commenced delivery of the Certificate III in Trenchless Technology, a project undertaken in partnership with the Australasian Society for Trenchless Technology.
- Completed development of the Dial Before You Dig WA Locate and Protect Underground assets short course, with the first courses delivered in May.
- Introduced the Stepping Up to Leadership short course, designed to introduce workplace

leaders to concepts and techniques of leadership.

- Negotiated 12 auspice training partnership agreements in place to deliver plant assessments and verification of competencies.
- Introduced an online booking system for short courses, allowing companies to register and pay online.
- Maintained relationships with the Construction Training Fund through the Construction Industry Strategic Group and Construction Industry Working Group.
- Completed five-yearly Training Accreditation Council audit in September 2012.
- Worked with the Australian Mines and Metals Association and other industry groups and training organisations to develop Skills Connect, a service designed to provide mining companies with centralised access to a variety of training providers.



Steve Penny from Underground Services was one of 55 Civil Start graduates to find full-time employment in the civil industry.

OPERATING REPORT

General Operations

■ In addition to the items already mentioned, Chief Executive Officer Mr Jeff Miller and CCFWA staff had ongoing liaison with:

- Australian Electoral Commission (AEC)
- Building Industry Group, which includes liaison with Master Builders Association of WA, Master Painters Association, Master Plumbers and Gasfitters Association of WA, National Electrical Communication Association of WA and other allied industry associations
- BYAC
- Chamber of Minerals and Energy WA (CMEWA)
- Construction Mining and Equipment Industry Group (CMEIG)
- Waste Management Association of Australia C&D Working Group
- Department of Training and Workforce Development (Western Australia)
- Department of Environment and Conservation (Western Australia).
- Fair Work Australia
- Federal Department of Education, Employment and Workplace Relations (DEEWR).
- SkillsDMC.

- Chamber of Commerce & Industry WA (CCI WA).
- Building Commission WA.

■ Mr Jeff Miller and CCFWA President Mick Unger undertook a study tour of the US and Canada, meeting with four industry organisations and with Australian Embassy staff in Washington, DC. The main purpose of the study tour was to learn more about how advocacy operates in organisations similar to ours with an aim of increasing our efforts for members.

■ Mr Jeff Miller met with Government Ministers and other Members of Parliament to advocate on behalf of members. Meetings included Hon Chris Bowen (then Minister for Immigration); Hon Gary Gray (Minister for Resources and Energy and Minister for Small Business); Federal Shadow Ministers Hon Bruce Billson MP, Hon Scott Morrison MP, Hon Sussan Ley MP, Sen Matthias Cormann, Sen Michaelia Cash and Hon Ian MacFarlane MP; and State MP Barry Haase.

■ CCFWA worked with CCIWA on industry issues of common concern, including contributing to a CCIWA submission to a Senate inquiry on 457 visas.



CCFWA's Women in Civil Sundowner was one of many popular events run in 2012-13.



- E-newsletters continue to provide a valuable update for members and are distributed on a fortnightly basis. This is a primary tool for advising members on immediate issues of importance.
- CCFWA's second annual State Conference was well received, with an attendance of 137, up from 126 last year. The theme of the conference was A Focus on Safety.
- Members and guests continued to support CCFWA Industry Forums & Luncheons, CCFWA Earth Awards, CCFWA golf days (Metropolitan and South West), Women in Civil functions and CCFWA President's Gala Dinner and Civil Train Awards. Record numbers were registered at several events.
- Following a successful Women in Civil function in May, a working group was formed to develop a strategy for further Women in Civil events.
- CCFWA's quarterly magazine, *ONSITE*, was launched in July 2012. The magazine is produced and designed in-house and is mailed



CCFWA's quarterly magazine ONSITE was launched in July 2012 and is mailed to more than 1200 industry stakeholders.



Contractors learned tips and tricks for reviewing construction contracts at a CCFWA Wednesday Workshop conducted by Lavan Legal.

OPERATING REPORT

to more than 1200 Member contacts and other key industry stakeholders.

- The CCFWA 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 & Indemnity.
- Quarterly meetings of the South West members were held with a range of guest speakers and topics.
- A successful Sundowner for Mid West members was held in Geraldton.
- Regular meetings of the Board of Management were held throughout the 2012/13 year.

National

- Mr Jeff Miller represented CCFWA at CEO Group meetings and serves on the CCF National Audit Committee.
- CCFWA President Mr Mick Unger was the WA representative on the CCF National Board.
- Relevant branch personnel attended various national training and development meetings as required.
- CCFWA staff contributed to a national working group developing a revised version of the CCF-IMS Contractor Management System.
- CCFWA staff undertook an extensive review of the content on the National website, and contributed to its maintenance.



RJ Vincent won the Category 3 WA Earth Award for the Butler Rail Extension - Civil Works Project, one of five projects recognised for construction and environmental excellence in the 2012 Awards.



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 of the reporting unit [to the best of my knowledge] holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation.

Number of Members RO reg 159(a)

The number of persons who, at the end of the financial year, were recorded on the Register of members was: 141 Members and 114 Associate Members. At the end of the previous financial year there were 105 Members and 94 Associate Members.

Number of Employees RO 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 16 measured on a full-time equivalent basis.

Committee of Management Members RO reg 159(c)

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

Name	Position	Period
Mick Unger	President	1/7/12 - 30/6/13
David Della Bona	Vice President	"
Paul Francis	Hon Treasurer	"
John Hovey	Board Member	"
Stuart Buckby	Board Member	"
Tim Ryan	Board Member	"
Mark Armstrong	Board Member	"
Mike Reilly	Board Member	"
Steve Tennant	Board Member	"
Trevor Taylor	Board Member	1/7/12 - 7/8/13

OPERATING REPORT

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.

Michael (Mick) Unger
President



Signature

Date: 1st August 2013



Civil Contractors Federation Western Australian Branch

Committee of Management Statement For the Year ended 30th June 2013

On 1st August 2013, the Committee of Management of the Civil Contractors Federation Western Australian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2013.

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 General Manager of Fair Work Commission (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 the at 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 a accordance with 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.
- vii. In relation to recovery of wage activity, there has been no recovery of wage activities during the year.

For Committee of Management: Michael (Mick) Unger

Title of Office Held: Branch President

Signature:

Date: 1st August 2013

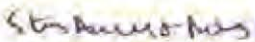
OFFICES IN New South Wales, Victoria, Queensland, South Australia, Western Australia, Tasmania, Northern Territory, Australian Capital Territory.


Constructing Australia's Infrastructure

**AUDITOR'S INDEPENDENCE DECLARATION
TO THE BOARD OF THE
CIVIL CONTRACTORS BRANCH – WA BRANCH**

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 1/5/13

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

	Note	2013 \$	2012 \$
Revenues	2	3,515,795	2,473,420
Employee expenses	3g	(1,533,875)	(1,126,108)
Depreciation and amortisation	3d	(231,032)	(122,911)
Bad and doubtful debts	3a	(7,299)	(5,084)
Accounting and audit fees	3b	(18,156)	(16,783)
Merchant fees and bank charges		(6,399)	(3,791)
National Levy	3f	(58,374)	(72,484)
Rental expenses	3c	(11,749)	(26,684)
Functions, seminars and conference costs		(270,352)	(293,039)
Training costs		(268,053)	(116,854)
Consultant costs		(2,009)	(2,800)
Travelling expenses		(49,926)	(44,106)
Motor Vehicle Expenses		(32,856)	(57,627)
Member Services		(81,329)	(22,306)
Interest Paid		(74,206)	(75,323)
Other expenses from ordinary activities	3e	(329,082)	(219,955)
Profit/(loss) from ordinary activities before income tax expense		541,098	267,565
Income tax expense	1a	-	-
Net profit/(loss) from ordinary activities after income tax expense attributable to the Branch		541,098	267,565

The accompanying notes form part of the financial statements

CIVIL CONTRACTORS FEDERATION (WA BRANCH)

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

	2013	2012
	\$	\$
Profit/(loss) for the period	541,098	267,565
Other Comprehensive Income for the period	-	-
Total Comprehensive Income for the period	541,098	267,565
Total Comprehensive Income attributable to members of the organisation	541,098	267,565

The accompanying notes form part of the financial statements

CIVIL CONTRACTORS FEDERATION (WA BRANCH)

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

	Note	2013 \$	2012 \$
CURRENT ASSETS			
Cash and cash equivalents	4	694,718	581,760
Trade and other receivables	5	722,991	592,116
Inventories	6	8,541	25,240
Other current assets	7	84,733	78,749
TOTAL CURRENT ASSETS		1,510,983	1,277,865
NON-CURRENT ASSETS			
Financial assets	8	12,500	12,500
Plant and equipment	9	2,806,993	2,787,442
Other non current assets	7	163,006	163,051
TOTAL NON-CURRENT ASSETS		2,982,499	2,962,993
TOTAL ASSETS		4,493,482	4,240,858
CURRENT LIABILITIES			
Trade and other payables	10	1,205,887	814,284
Short term provisions	11	67,744	60,801
Financial Liabilities	13	63,259	77,159
TOTAL CURRENT LIABILITIES		1,336,890	952,244
NON-CURRENT LIABILITIES			
Trade and other payables	10	897,060	1,243,195
Long term provisions	11	26,241	-
Financial Liabilities	13	855,844	1,209,070
TOTAL NON-CURRENT LIABILITIES		1,779,145	2,452,265
TOTAL LIABILITIES		3,116,035	3,404,509
NET ASSETS		1,377,447	836,349
MEMBERS' FUNDS			
Accumulated Surplus		1,377,447	836,349
TOTAL MEMBERS' FUNDS		1,377,447	836,349

The accompanying notes form part of the financial statements

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

	\$
Balance as at 1 July 2011	568,784
Profit /(Loss) attributable to members	<u>267,565</u>
Balance at 30 June 2012	<u>836,349</u>
	\$
Balance as at 1 July 2012	836,349
Profit /(Loss) attributable to members	<u>541,098</u>
Balance at 30 June 2013	<u>1,377,447</u>

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		3,025,131	2,589,479
Payments to suppliers and employees		(2,170,193)	(2,048,775)
Payments to CCF National (Levy)		(58,374)	(72,484)
Interest received		13,614	31,160
Interest and other costs of finance		(74,206)	(75,323)
Net cash provided by operating activities	16b	735,972	424,057
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of plant and equipment		(297,005)	(2,804,107)
Proceeds – sale of fixed assets		41,117	-
EIF Funding Received		-	1,776,590
Net cash (used in) investing activities		(255,888)	(1,027,517)
CASH FLOWS FROM FINANCING ACTIVITIES			
Hire Purchase Contracts		108,872	27,472
Borrowings from State Branches		-	(1,000,000)
Borrowings - Other Financiers		(475,998)	1,225,998
Net cash (used in) financing activities		(367,126)	253,470
Net (decrease)/increase in cash held		112,958	(349,990)
Cash at the beginning of the financial year		581,760	931,750
Cash at the end of the financial year	16a	694,718	581,760

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 and Fair Work (Registered Organisations) Regulations 2009.

The financial report covers Civil Contractors Branch (WA Branch) as an Individual entity. Civil Contractors Branch (WA Branch) is a Branch incorporated in Western Australia under the Fair Work (Registered Organisations) Act 2009.

The financial report of Civil Contractors Branch (WA Branch) as an individual entity complies with all Australian equivalents to International Financial Reporting Standards (AIFRS) in their entirety.

The following is a summary of the material accounting policies adopted by the Branch 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. Plant and Equipment

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

Plant and equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by the Board to ensure it is not in excess of the recoverable amount of those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have been discounted to present value in determining recoverable amounts.

Depreciation

The depreciable amounts of plant and equipment are depreciated using the straight line depreciation method at rates based on their estimated useful lives commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

Office, furniture and equipment	20-66.66 %
Motor vehicles	25 %
Buildings	2.5 %

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

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

c. Plant and Equipment (cont'd)

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

The assets' carrying value is written down immediately to recoverable amount if the carrying amount is greater than estimated recoverable amount.

Gains and losses on disposal are determined by comparing the proceeds with the carrying amount. These gains and losses are included in the Statement of Profit and Loss.

d. 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 Statement of Profit and Loss.

e. 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.

f. 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.

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

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

g. 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, and is included in receivables and payables in the Statement of Financial Position.

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.

h. Revenue

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

Revenue from the rendering of a service is recognised in proportion to the stage of completion of the service.

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

i. Comparative figures

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

j. Operating Segment

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

The Branch operates predominantly in one business and geographical segment, being a representative body of civil engineering contractors in Western 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 award rates of and work practices to members of the Branch throughout Western Australia.

k. Critical Accounting Estimates and Judgements

The Board 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 Board 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 this report.

Key Judgements - Doubtful Debts Provision

The Board have assessed each debtor and have estimated a provision for doubtful debts amounting to \$5,450 (2012: nil). The Board believes that the full amount of the remaining debtors are recoverable.

**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

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 31 March 2016. The Board 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**

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**

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 directors anticipate that the application of amendments to AASB 119 will not have a material impact on the amounts report 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**

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)**

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 of FWC, 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).

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

	2013 \$	2012 \$
NOTE 2 : REVENUE		
Operating activities:		
Membership Subscriptions	544,235	486,613
Capitation Fee	-	-
Compulsory and Voluntary Levy	-	-
Functions	152,609	167,941
Interest received	13,614	31,160
Training subsidies	2,054,618	1,354,915
DEEWR Project Funding	346,175	176,590
Sponsorships	173,298	209,388
Publications	142,517	12,257
Donations / Grants	-	-
Financial Support - Branches	-	-
IMS and SCIMS	61,989	26,004
Other income	26,740	8,552
Total Revenue	3,515,795	2,473,420
NOTE 3 : PROFIT FROM ORDINARY ACTIVITIES		
The operating profit of the Branch before income tax expense has been determined after:		
a. Bad and Doubtful Debts		
Bad debts written off	1,849	5,084
Provision for doubtful debts	5,450	-
	7,299	5,084
b. Accounting and Audit Fees		
Accounting fees	11,476	13,513
Auditor's remuneration	6,680	3,270
	18,156	16,783
c. Leases		
Plant & Equipment	11,749	8,255
Rent on Premises	-	18,429
	11,749	26,684
d. Depreciation and Amortisation		
Plant and equipment	231,032	122,911
	231,032	122,911

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

	2013 \$	2012 \$
NOTE 3 : PROFIT FROM ORDINARY ACTIVITIES (cont'd)		
e. Other expenses comprise:		
Meeting expenses	1,184	2,278
Postage	5,165	2,531
Attendance Allowance / Fee – Meetings & Conferences	-	-
Communication expenses	22,081	26,822
Donations / Grants	-	-
Capitation Fees	-	-
Affiliation Fees	-	-
Legal costs	16,122	14,413
Penalties – ROAct or RO Regulations	-	-
Stationery	36,664	26,794
Insurance expenses	17,222	15,031
Relocation expenses	-	16,738
Cleaning expenses	12,629	10,224
Electricity, Gas and Water	26,513	13,921
Repairs & Maintenance	6,454	11,952
Resource Development Amortisation	44,333	28,460
Payroll Deduction Costs	-	-
Subscriptions – Political Parties etc	-	-
Publication Costs	51,898	4,753
Other	88,817	46,038
	329,082	219,955
f. Levy		
National office levy	58,374	72,484
	58,374	72,484
The levy is imposed by the CCF National Office to assist in funding the National Office operations.		
g. Employee related expenses		
Salaries	1,294,596	953,012
Superannuation	110,400	84,334
Employee benefits	42,898	31,672
Payroll tax	77,817	50,657
Training and recruitment	8,164	6,433
	1,533,875	1,126,108

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

	2013 \$	2012 \$
NOTE 4 : CASH AND CASH EQUIVALENTS		
Current		
Cash on hand	250	250
Cash at bank	694,468	570,276
Short-term bank deposits	-	11,234
	694,718	581,760

The weighted average interest rate for cash as at 30 June 2013 is 3% (2012, 4.0%).
A letter of set-off over the short term deposits exists with Commonwealth Bank of Australia.

NOTE 5 : TRADE AND OTHER RECEIVABLES

a. Current		
Trade debtors	728,441	592,116
	728,441	592,116
Less: Provision for doubtful debts	(5,450)	-
	722,991	592,116
Sundry debtors	-	-
	722,991	592,116

b. Terms and Conditions

Trade debtors relate to services provided, they are non-interest bearing and are secured.
Trade debtors relating to training carry terms of up to 90 days. All other trade debtors carry settlement terms of 30 days. No debtor at year end exceeds trading terms except as provided for above.

Sundry debtors (where recognised) are non-interest bearing and unsecured.

NOTE 6 : INVENTORIES

a. Current		
Publications at net realisable value	8,541	25,240

NOTE 7 : OTHER ASSETS

Current		
Prepayments	45,733	76,615
Other current assets	39,000	2,134
	84,733	78,749
Non Current		
Borrowing expenses	8,836	11,558
Other non-current assets (including training resources)	154,170	151,493
	163,006	163,051

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

	2013 \$	2012 \$
NOTE 8 : FINANCIAL ASSETS		
a. Non-Current		
Shares in unlisted company – at Board valuation	12,500	12,500

b. Terms and Conditions

The Branch holds 625 shares in Beaconsfield Press Pty Limited. The shares of the Company are valued based on the consideration of the transfer to Civil Contractors Branch (WA Branch) in August 2000. The Board continues to believe that this valuation is the most appropriate manner in which to value these shares.

c. Skills Centre

The Branch has executed an agreement with DEEWR wherein it received \$1.766 million from that department to assist with the funding of the construction of an Industry Skills Centre. As at reporting date, all funding has been received and the Centre was completed. The funding is being amortised to profit and loss over a 5 year period in accordance with funding agreement deliverables. The Centre is reflected in Note 9, and is being depreciated (ie. the buildings) over its economic life.

d. Other Current and Non-Current Assets

Other current and non-current assets represent resources/projects being amortised over their economic lives (maximum period of amortisation : 5 years), once they commence generating revenue.

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

	2013 \$	2012 \$
NOTE 9 : PLANT AND EQUIPMENT		
Motor vehicles – at cost	289,564	203,029
Less: Accumulated depreciation	(44,724)	(106,481)
	<u>244,840</u>	<u>96,548</u>
Plant and equipment – at cost	773,052	728,451
Less: Accumulated depreciation	(278,401)	(136,986)
	<u>494,651</u>	<u>591,465</u>
Land and Buildings – at cost	2,120,320	2,120,320
Less: Accumulated depreciation	(52,818)	(20,891)
	<u>2,067,502</u>	<u>2,099,429</u>
Total plant and equipment – net book value	<u>2,806,993</u>	<u>2,787,442</u>
Reconciliation of movements in plant and equipment		
Motor vehicles – at cost		
Carrying amount at beginning of the year	96,548	75,938
Additions	243,997	45,567
Disposals	(45,407)	-
Depreciation expense	(50,298)	(24,957)
Carrying amount at end of the year	<u>244,840</u>	<u>96,548</u>
Plant and equipment		
Carrying amount at beginning of the year	591,465	33,903
Additions	53,068	643,385
Disposals	(1,075)	(8,760)
Depreciation expense	(148,807)	(77,063)
Carrying amount at end of the year	<u>494,651</u>	<u>591,465</u>
Land and Buildings		
Carrying amount at beginning of the year	2,099,429	-
Additions	-	2,120,320
Depreciation expense	(31,927)	(20,891)
Carrying amount at end of the year	<u>2,067,502</u>	<u>2,099,429</u>

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

	2013 \$	2012 \$
NOTE 10 : TRADE AND OTHER PAYABLES		
a. Current		
Deferred income	1,016,315	641,636
Trade creditors	79,042	70,954
Sundry creditors and accruals	110,530	101,694
	1,205,887	814,284
b. Non Current		
Deferred income	897,060	1,243,195

c. Terms and Conditions

Deferred income relates to cash receipts for membership fees, training and advertising revenue received for the 2013/14 year and project funding received for 2013/14 and beyond.

Creditors and accruals 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.

NOTE 11 : PROVISIONS

a. Current		
Provisions for annual leave	67,744	60,801
b. Non Current		
Provisions for long service leave	26,241	-
c. Aggregate employee entitlement liability		
	93,985	60,801
d. Number of employees at year-end		
	17	13

	Elected Officials (Office holders)	Employees (other than Elected Officials)	Total
	\$	\$	\$
Analysis of Total Provisions			
Annual Leave	-	67,744	67,744
Long Service Leave	-	26,241	26,241
Redundancy	-	-	-
Other	-	-	-
	-	93,985	93,985

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

12. Employee Benefits	Elected Officials (Office holders)	Employees (other than Elected Officials)	Total
Employee benefits paid/accrued during the year	\$	\$	\$
Wages and Salaries	-	1,294,596	1,294,596
Annual Leave and Long Service Leave	-	42,898	42,898
Redundancy Payments	-	-	-
Other Employee Expenses	-	85,981	85,981
Superannuation	-	110,400	110,400
Total	-	1,533,875	1,533,875

	2013 \$	2012 \$
NOTE 13 : BORROWINGS		
a. Current		
Hire Purchase - Motor Vehicles	63,259	23,159
Loan – Westpac Banking Corporation	-	54,000
	63,259	77,159
b. Non-Current		
Hire Purchase - Motor Vehicles	105,844	37,072
Loan - Westpac Banking Corporation	750,000	1,171,998
	855,844	1,209,070

c. Terms and Conditions

Hire purchase facilities are secured by the assets they are financing.

The Westpac facility is secured by mortgage over the Skills Centre property and over a \$90,000 term deposit with that bank. The facility is 'interest only' and expires in January 2015.

NOTE 14 : FINANCIAL RISK MANAGEMENT

Financial Risk Management Policies

The Branch's 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 Board 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 rate 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.

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

NOTE 14 : FINANCIAL RISK MANAGEMENT (cont'd)

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

	2013 \$	2012 \$
Change in profit/(loss)		
Increase in interest rate by 1%	(2,246)	(7,047)
Decrease in interest rate by 1%	2,246	7,047
Change in equity		
Increase in interest rate by 1%	(2,246)	(7,047)
Decrease in interest rate by 1%	2,246	7,047

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

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 1 to 5 years \$	Over 5 years \$	Non Interest Bearing \$	Total \$
30 June 2013							
Assets:							
Cash	3.00	694,468	-	-	-	250	694,718
Trade and Sundry Debtors		-	-	-	-	722,991	722,991
		694,468	-	-	-	723,241	1,417,709
Liabilities:							
Sundry Creditors & Other Liabilities	6.30	-	63,259	855,844	-	2,102,947	3,022,050
		-	63,259	855,844	-	2,102,947	3,022,050
Net financial assets		694,468	(63,259)	(855,844)	-	(1,379,706)	(1,604,341)
30 June 2012							
Total financial assets	4.00	570,276	11,234	-	-	592,366	1,173,876
Total financial liabilities	6.00	-	(77,159)	(1,209,070)	-	(2,057,479)	(3,343,708)
Net financial assets		570,276	(65,925)	(1,209,070)	-	(1,465,113)	(2,169,832)

Credit Risk Exposure

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 15 : RELATED PARTIES

a. WA Branch Board members

The names of the members of the WA Branch Board who held office during the year are as follows:

Michael Unger, Paul Francis, John Hovey, Stuart Buckby, Tim Ryan, David Della Bona, Steve Tennant, Mike Reilly and Mark Armstrong. Trevor Taylor resigned from the Board during the year.

Members of the WA Branch Board received no attendance fees during the year, nor do they accrue any 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. Names and positions held by key management personnel in office at any time during the year

Jeff Miller - Chief Executive Officer
 Aidan O'Grady- General Manager – Civil Train (to 22/3/13)
 Ben Forrest - General Manager – Civil Train (from 22/3/13)
 Harmony Thuresson - Member Services Manager

c. Key Management Personnel Remuneration	2013 \$			2012 \$		
	Short Term Benefits \$	Post Employment Benefits \$	Total \$	Short Term Benefits \$	Post Employment Benefits \$	Total \$
Total Compensation,	546,836	49,125	594,961	406,002	36,540	442,542

No termination benefits or share based payments were received.

d. Other transactions with the Branch

Entities related to WA Branch Board members paid membership fees, received training, purchased statutory awards and updates from the Branch during the year on the same commercial terms and conditions offered to all other members. At the end of the financial year an amount of \$1,780 was receivable from the CCF Queensland Office (2012: nil).

e. Civil Contractors National Office

At the end of financial year an amount of \$6,024 (2012: \$5,196) was receivable from the CCF National Office, further, an amount of \$58,374 (2012: \$72,484) was paid to the National Office for the National Office levy charged.

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

	2013 \$	2012 \$
NOTE 16: CASH FLOW INFORMATION		
a. Reconciliation of Cash		
Cash on hand	250	250
Cash at bank	694,468	570,276
Call deposit	-	11,234
	694,718	581,760
b. Reconciliation of profit from ordinary activities after income tax to net cash provided by operating activities		
Operating profit after income tax	541,098	267,565
Non-cash flows in profit / (deficit) from ordinary activities		
- Depreciation and amortization	231,032	122,911
- DEEWR Funding	(346,175)	(176,590)
- Loss on sale of fixed assets	5,305	-
Changes in assets and liabilities		
Decrease/(Increase) in receivables	(130,875)	323,809
Decrease/(Increase) in inventories	16,699	(8,608)
Decrease/(Increase) in other assets	(5,939)	1,106
(Decrease)/Increase in payables and other creditors	391,643	(137,809)
(Decrease)/Increase in provisions	33,184	31,673
Net cash provided by operating activities	735,972	424,057

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

	2013 \$	2012 \$
NOTE 17: OPERATING COMMITMENTS		
Operating Lease Commitments		
Non-cancellable operating leases contracted for but not capitalized in the financial statements:		
- not later than 12 months	-	-
- between 12 months and five years	-	-
- greater than five years	-	-

NOTE 18: 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 19: CONTINGENT LIABILITIES

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

NOTE 20: ECONOMIC DEPENDENCY

The Branch is economically dependent on ongoing funding in the form of Membership fees, existing worker training from contractors and new entrant training income.

NOTE 21: BRANCH DETAILS

The registered office and the principal place of business of the Branch is:
Civil Contractors Branch (WA Branch)
70 Verde Drive
Jandakot WA 6164

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CIVIL CONTRACTORS BRANCH (WA BRANCH)

Report on the Financial Report

We have audited the accompanying financial report of Civil Contractors Branch (WA Branch) ("the Branch") which comprises the statement of financial position as at 30 June 2013 and the statement of profit and loss, statement of comprehensive income, statement of changes in members funds 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 WA Branch Board.

Board's Responsibility for the Financial Report

The WA Branch Board of the Branch is responsible for the preparation and fair presentation of the financial report in accordance with Australian Auditing Standards (including the Australian Accounting Interpretations) and the *Fair Work (Registered Organisations) Act 2009*. 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 BRANCH (WA BRANCH)**

Independence

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

Auditor's opinion

1. In our opinion the financial report of Civil Contractors Branch (WA Branch) at 30 June 2013 is presented fairly in accordance with the applicable Australian Accounting Standards and the requirements imposed by the Fair Work (Registered Organisations) Act 2009.
2. In relation to recovery of wages activity, there has been no recovery of wages activity during the year.
3. There were kept by CCF (WA Branch) in respect of the year to 30 June 2013 satisfactory accounting records detailing the sources and nature of the income (including income from members) and the nature and purpose of the expenditure of CCF (WA Branch).

Stannards

STANNARDS ACCOUNTANTS & ADVISORS



M B SHULMAN CA (Holder of Public Practice Certificate and Approved Auditor)

Partner

Company Auditor Registration no. 163888

Dated in Melbourne this *1st Aug 2013*



CIVIL TRAIN

The Training Division of the CCF

**CIVIL CONTRACTORS FEDERATION
WESTERN AUSTRALIAN BRANCH**

70 Verde Drive

Jandakot WA 6164

ccfwa@civilcontractors.com

**CIVIL CONTRACTORS FEDERATION
WESTERN AUSTRALIA BRANCH
(CCFWA)**

**AUDIT
FOR THE YEAR
ENDED 30 JUNE 2013**

TABLE OF CONTENTS

Section	Contents	Page No.
1.	INTRODUCTION.....	3
1.1	Purpose of Report.....	3
1.2	Scope of Review.....	3
2.	SIGNIFICANT MATTERS.....	4
2.1	Reconciliations Review.....	4
2.2	Adoption of Australian Accounting Standards.....	4
2.3	Prepaid Income.....	4
2.4	Skills Centre.....	4
2.5	Other Matters.....	5
3.	GENERAL.....	3

1. INTRODUCTION

1.1 Purpose of Report

We have completed our interim and final balance date audits of CCFWA for the year ended 30 June 2013. This report sets out a summary of our findings.

1.2 Scope of Review

In undertaking our audit this year, our principal procedures included:

- a review of the internal control environment adopted by CCFWA;
- reconciliation of CCFWA's divisional results (as reported in the 30 June 2013 management accounts) to source documentation;
- a comparison of results reported in the current period to those of prior periods, aimed at identifying unusual or significant trends;
- a review of major balance sheet account reconciliations prepared by management, aimed at identifying unusual or long standing reconciling items; and
- a search for unrecorded liabilities.

Significant matters arising from our review are set in Section 2 of this report.

It should however be noted, on the basis of the procedures outlined above, we have no reason to believe that CCFWA's results from operations (as summarised below) for the year ended 30 June 2013 and its financial position at that date are not reasonably stated. Further, we shall be in a position to sign CCFWA's accounts, once they have been approved by the Committee of Management of CCFWA.

Set out below are the profits/(losses) generated by CCFWA this year.

Results From Operations

	<i>Profit after Tax 30 June 2013 \$000</i>	<i>Profit after Tax 30 June 2012 \$000</i>
Membership Income	544	486
Training Fees & Sponsorships	2,227	1,563
Meeting & Social Functions	152	168
DEEWR Funding	346	176
Other Income	246	80
Gross Revenue	3,515	2,473
Employee Costs	(1,534)	(1,126)
Other Costs	(1,440)	(1,080)
Net Profit	541	267

The overall result of CCFWA this year significantly improved vis-à-vis the 2012 year. Revenue grew by some \$1.04 million overall, expenditure also growing given the greater level of activity. The capacity of CCFWA to generate positive returns is dependent upon its capacity into the future, to maintain and moreover grow membership levels, maintain its training revenue base (which has been enhanced through the construction of a purpose built facility) and deliver relevant and appropriate training and other services to its members. At 30 June 2013, CCFWA had cash reserves of \$0.69 million and net assets of \$1.38 million, a significant improvement from prior years.

2. SIGNIFICANT MATTERS

As a result of our audit procedures, we have identified a number of significant matters that are detailed below for the Committee of Management's information.

2.1 Reconciliations Review

The major asset and liabilities of CCFWA comprise cash, investments, receivables, accounts payable, employee entitlements and prepaid income. A summary of our findings from our review of reconciliations of those accounts at 30 June 2013 is as follows:-

Balance Sheet Account	CCFWA
Cash at Bank	x
Investments	x
Investments	x
Plant & Equipment	x
Accounts Payable	x
Employee Entitlements	x
Prepaid Income	x

x Reconciliation adequately completed at 30 June 2013 – no long standing or unreconcilable items exist.

2.2 Adoption of Australian Accounting Standards

As a result of the harmonisation in 2006 of Australian equivalents to International Financial Reporting Standards (AIFRS), CCFWA's financial reports have been prepared in accordance with those standards (to the extent they are applicable to the entity). We believe the financial reports also comply in full with the Fair Work (Registered Organisations) Act 2009 including the recent modifications to the Act, operative from 1 July 2014.

2.3 Prepaid Income

Given that CCFWA's activities result in certain income being received, but not earned prior to balance date, (eg. functions income and membership income) consistent with prior periods, the net income generated from the same relating to the 2013/14 year has been deferred and will be recognised in the profit/(loss) in the next financial year (ie. 2014). This accounting practice is appropriate and prudent.

2.4 Skills Centre

Consistent with the prescribed accounting treatment in 2012, the government funding for the skills centre (\$1.766 million) is being deferred and amortised to revenue over a period of 5 years (on a straight line basis - \$0.34 million per annum), whilst the fixed assets of the centre (which in 2012 were subject to a Quantity Surveyor's review) are being depreciated over their economic lives, using depreciation rates prescribed by the surveyor. We concur with this accounting treatment for both the funding initially received and the assets being utilised.

2. SIGNIFICANT MATTERS (cont'd)

2.5 Other Matters

On the basis of our audit procedures, we did not become aware of any other significant matters which we believe would have a material impact on CCFWA's results from operations for the year ended 30 June 2013 and its financial position at that date. Further, we did not become aware of any significant deficiencies in CCFWA's accounting systems and internal controls (based upon our audit procedures) – refer to our previously issued interim report.

We would be pleased to discuss the contents of this report in further detail at your earliest convenience.

3. GENERAL

- 3.1 In accordance with our firm policy, we advise that neither the firm nor any member or employee of the firm undertakes responsibility arising in any way whatsoever to any party other than CCFWA in respect of this report, including any errors or omissions therein, arising through negligence or otherwise however caused.
- 3.2 This report is not to be used for any purpose other than those specified herein, nor may extracts or quotations be made without our express pre-written approval.



CIVIL CONTRACTORS FEDERATION



WESTERN AUSTRALIA BRANCH – PROXY FORM

I/We _____

Of _____

Being Voting Member/Members of Civil Contractors Federation

Hereby appoint

Of _____

(or failing them) _____

Of _____

As my/our proxy to vote for me/us and on my/our behalf at the annual or special (as the case may be) general meeting of the Federation to be held on the day of 3rd September 2013 and at any adjournment thereof.

As witness my/our hand/s this _____ day of _____ 2013

Signed by the said _____

In the presence of _____



12 July 2013

Mr Jeff Miller
Chief Executive Officer
Civil Contractors Federation-Western Australian Branch

Sent by email: ccfwa@civilcontractors.com

Dear Mr Miller,

Re: Lodgement of Financial Report - [FR2013/216]
Fair Work (Registered Organisations) Act 2009 (the RO Act)

The financial year of the Civil Contractors Federation-Western Australian Branch (the reporting unit) ended on 30 June 2013.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 January 2014 (that is the period within 6 months and 14 days of the end of the financial year) under s.268 of the RO Act.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to orgs@fwc.gov.au . If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au .

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /	As soon as practicable after end of financial year
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).		
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	Within a reasonable time of having received the GPFR (NB: Auditor's report must be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.