



6 November 2017

Mr David Della Bona
President
Civil Contractors Federation-Western Australian Branch
PO Box 5178 South Lake WA 6164

By email: ccfwa@civilcontractors.com

CC: michael.shulman@stannards.com.au

Dear Mr Della Bona,

**Civil Contractors Federation-Western Australian Branch
Financial Report for the year ended 30 June 2017 - [FR2017/49]**

I acknowledge receipt of the financial report of the Civil Contractors Federation-Western Australian Branch. The documents were lodged with the Registered Organisations Commission (the ROC) on 6 October 2017.

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 2018 may be subject to an advanced compliance review.

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

Documents must be lodged with the ROC within 14 days of General Meeting

Section 268 of the RO Act, states that the full report and the designated officer's certificate are required to be lodged with the ROC within 14 days of the General Meeting of members. The Designated Officer's Certificate indicates that this meeting occurred on 12 September 2017. If this is correct the full report should have been lodged with the ROC by 26 September 2017. The full report was lodged on 6 October 2017.

I acknowledge your correspondence dated 5 October 2017 where you stated that the full report was lodged in error with the Fair Work Commission instead of the ROC. The ROC has been established since 1 May 2017 and I note that on 8 August 2017 the branch received a courtesy letter from the ROC reminding the branch of its obligations regarding financial reporting. Included in that correspondence were the ROC's contact details. I also note that on 11 July 2017, the branch lodged a statement of loans, grants and donations with the ROC. Please note that in future financial years if the branch cannot lodge on time, a written request for an extension of time, signed by a relevant officer, including any reason for the delay, must be made prior to the required date of lodgement.

Reporting Requirements

New Reporting Guidelines will apply to organisations and branches with financial years commencing on or after 1 July 2017. Updates and information on the new guidelines will be provided through the ROC website and the [subscription service](#).

On the ROC website is a number of factsheets in relation to the financial reporting process and associated timelines. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The ROC recommends reporting units use this model as it will assist in ensuring compliance with the RO Act, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

If you have any queries regarding this letter, please contact me on (02) 8293 4654 or via email at david.vale@roc.gov.au.

Yours faithfully

A handwritten signature in blue ink, appearing to read "David Vale", is enclosed in a thin blue rectangular border.

David Vale
Registered Organisations Commission

svc-adlib5

From: Kirsty O'Sullivan <kosullivan@ccfwa.com.au>
Sent: Friday, 6 October 2017 11:48 AM
To: ROC - Registered Org Commission
Cc: Jeff Miller
Subject: FR2017/49 Civil Contractors Federation WA
Attachments: Certificate of Designated Officer_ROC Letter_171005.pdf; Certificate of Designated Officer 2017_Signed DDB_170912.pdf; annual report.pdf

[FR2017/49](#)

Good Morning,

Please accept our humblest apologies for the delay in providing the attached information. As per the attached correspondence the information was sent to the wrong email address.

Should you have any further queries please do not hesitate to contact me.

Kind Regards



Kirsty O'Sullivan
Office Manager
CIVIL CONTRACTORS FEDERATION WESTERN AUSTRALIA
70 Verde Drive, Jandakot WA 6164
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Constructing Australia's Infrastructure

WA INFRASTRUCTURE REPORT 2018

Date: Thursday 9th November, 2017
Venue: Duxton Hotel, Perth
Book: events@ccfwa.com.au

Event sponsored by

coateshire **HHG** LEGAL GROUP

SPECIAL GUEST: Adrian Hart - Senior Manager - Infrastructure and Mining, BIS Oxford Economics

The banner features the CCF logo in the top left corner. The main title 'WA INFRASTRUCTURE REPORT 2018' is in large white letters on a dark blue background. Below this, event details are listed in a light blue box. At the bottom, logos for sponsors 'coateshire' and 'HHG LEGAL GROUP' are shown. On the right side, there is a portrait of Adrian Hart, identified as the special guest.



CCF Western Australia

ABN 88 811 975 001

70 Verde Drive

JANDAKOT WA 6164

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E ccfwa@ccfwa.com.au

W: www.ccfwa.com.au

October 5, 2017

Registered Organisations Commission
GPO Box 2983
Melbourne VIC 3001
Via email: regorgs@roc.gov.au

To whom it may concern

RE: Civil Contractors Federation WA Branch – Certificate of Designated Officer

Please see attached the signed declaration made on 12 September 2017, following the Civil Contractors Federation WA Branch Annual General meeting held on 12 September 2017.

This declaration was sent in error to the old Fair Work address and we have just discovered this oversight.

We apologise for the error and ask that you accept the declaration.

Yours sincerely

David Della Bona



CIVIL TRAIN
The Training Division of the CCF

CCF Western Australia

ABN 88 811 975 001

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CCF WA President

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

Constructing Australia's Infrastructure

CERTIFICATE OF DESIGNATED OFFICER
S268 of Fair Work (Registered Organisations) Act 2009

I, David Della Bona, being the President of the Civil Contractors Federation Western Australian Branch certify:

- that the documents lodged herewith are copies of the full report referred to s268 of the RO Act; and
- that the full report was provided to members on the 14th of August 2017; and
- that the full report was presented to a general meeting of members of the reporting unit on the 12th September 2017; in accordance with section 266 of the RO Act.

Signature



David Della Bona

WA President

Dated: 12th September 2017

2016/17 CCF WA ANNUAL REPORT



**CIVIL CONTRACTORS
FEDERATION**

CIVIL CONTRACTORS FEDERATION WESTERN AUSTRALIAN BRANCH ANNUAL REPORT 2016-2017

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**CIVIL CONTRACTORS
FEDERATION**

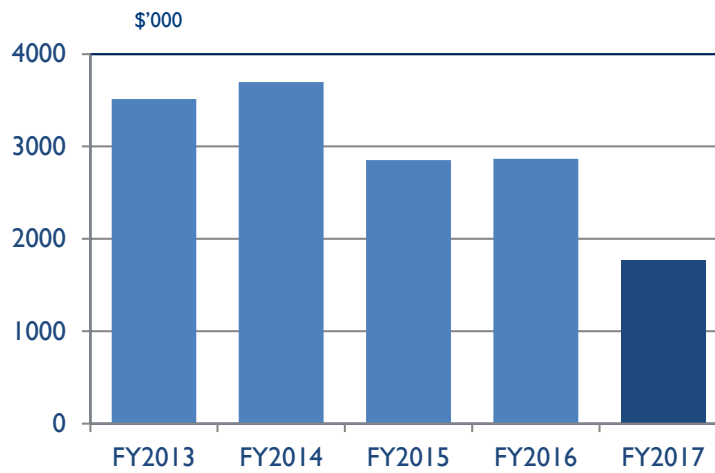
www.civilcontractors.com

CIVIL TRAIN
The Training Division of the CCF

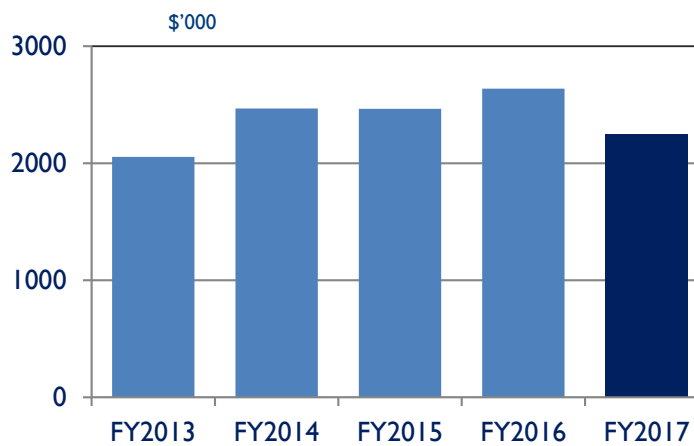




Revenue
\$1.78 million
-38%

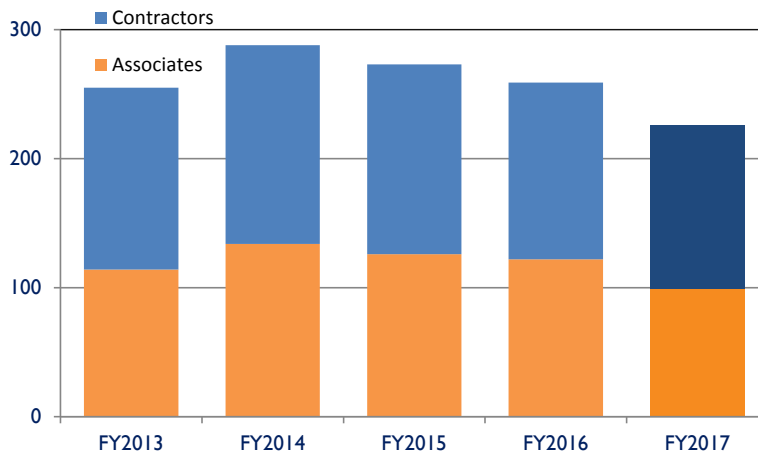


Net Equity
\$2.25 million
-15%

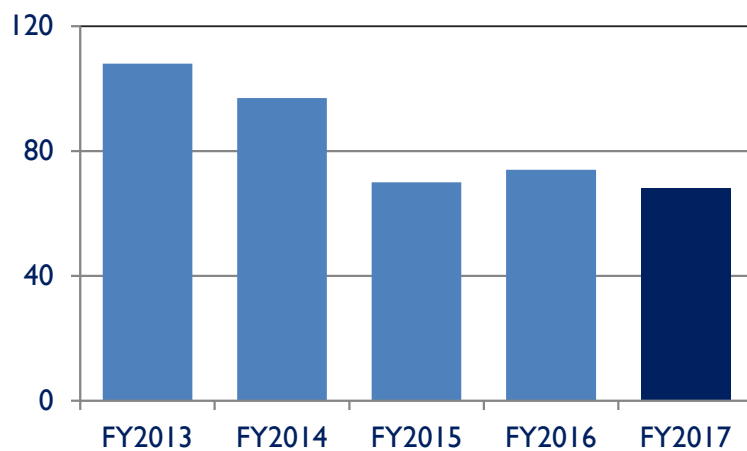


PERFORMANCE AT A GLANCE

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



Membership
127 Contractors
-8%
99 Associates
-19%



Graduates
68 traineeship
completions
-8%



Like much of the civil construction industry in Western Australia, 2016/17 has been a difficult year for CCF WA financially. But it has also been one of our most effective for advocacy and for positioning the Federation as a highly credible voice in all matters related to infrastructure.

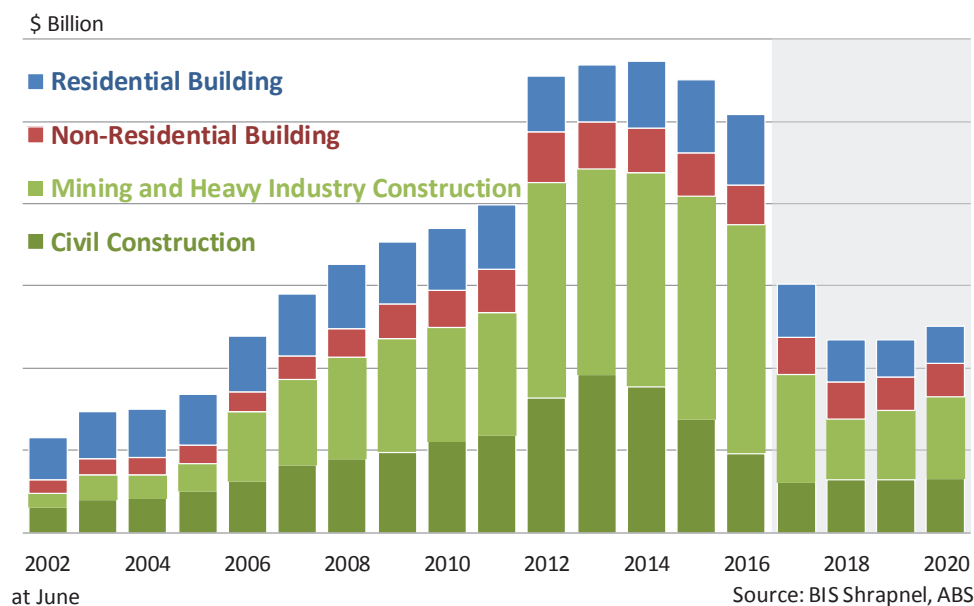
Our whole industry has slowed down dramatically from the historic high levels of expenditure in the mining construction boom – as the chart below, originally published in CCF WA's *WA Infrastructure Report 2017*, graphically demonstrates. CCF WA, like most of the civil contractors and suppliers it represents, has had to make the same transition.

Inevitably, CCF WA's membership numbers have also slipped during the downturn, although from a historical perspective we are still in good shape with almost 230 contractor and associate members. My thanks go to all members for their support.

One of the big decisions we made this year was to merge our Civil Train operations with CCF Qld's Civil Train. The process commenced in December 2016, and we are hopeful it will be finalised by 30 September 2017.

A merged Civil Train offers our Western Australian members a greater level of traineeship and short course options, all still delivered by our Trainers & Assessors based in Western Australia at the CCF WA Skill Centre.

CCF WA and CCF Qld both save members' funds by combining our efforts around compliance and delivery. With a centralised compliance unit, we are only paying once for compliance and no longer duplicating it in both Western Australia and Queensland. The economies of scale are just the start of the benefits. By being a larger Registered Training Organisation through the merger, we believe we have a better chance of attracting future government funding and better serving the needs of our contractor members that operate in both Western Australia and Queensland.



Western Australia, Value of Construction Work Done by Segment (\$Billion, 2013/14 Constant Prices)

PRESIDENT'S REPORT



The short-term financial impacts of the merger are part of the reason why CCF WA recorded a loss this financial year. The CCF WA Board is confident however that within the next few months when the merger is fully completed, we will be in a far stronger position to return to profitability in the coming year or so and to grow the market share of Civil Train in Western Australia.

CCF WA had one of its most active years in advocacy. Through the high-profile Roe 8 campaign, we defended the important principle of honouring a contract. While CCF WA disagreed with the new State Government's decision to abandon Roe 8, on some other key issues our positions are closely aligned with the new Government's policies.

For example, we wholeheartedly endorse the Government's strong stance on low bidding practices, and we welcome their promise to introduce a more reliable process of pre-tender assessment for head contractors to minimise the risk of underquoting on projects. Other states already have effective policies to discourage unsustainable low bidding and we believe a similar process is needed in WA.

CCF WA has long called for the establishment of an independent advisory body ('Infrastructure WA'), so we support the Government's aim to create such a body and will be part of the consultative process as it is being established.

CCF WA's Industry Roundtables have become an important part of our advocacy. The Roundtables provide our members with direct access to key decision-makers in government and influencers in the private sector, allowing members to voice their concerns about issues that are affecting their businesses. The 2016/17 year featured a strong line-up of Roundtables including two regional events.

CCF WA's Branch Partners continue to play a vital role, especially in underpinning the

With a centralised compliance unit, we are only paying once for compliance and no longer duplicating it in both Western Australia and Queensland.

success of our major events. We look forward to working with our 2017/18 partners – Platinum Partners Final Trim Operators and Hanson; Gold Partners Arthur J Gallagher, Dial Before You Dig and Ledge; Silver Partners JCB Construction Equipment Australia, MJB Industries and TFI Tyres; and Bronze Partners Vinidex, Hays, CJD and Refuelling Solutions. Thanks also to the many other associates that have sponsored events during the year.

I have been grateful for the advice and support of my fellow CCF WA Board Members over the past year – Mark Armstrong, Stuart Buckby, John Hovey, Stephen Pollard (Honorary Treasurer), Mike Reilly, Tim Ryan and Steve Tennant (Vice-President) and Mick Unger.

My thanks also to CCF WA CEO Jeff Miller and his team, who I know are working harder than ever to not only maintain, but to continually improve member services. I am confident that their hard work will be rewarded with a stronger performance financially in 2017/18.

David Della Bona
President



Principal activities s254(2)(a)

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

Workplace Relations

- Advice to members on changes to the workplace relations environment including Fair Work Australia changes, and interpretation of the Building and Construction General On-site Award 2010 and National Employment Standards.
- 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 as required for detailed consultation.

Utilities

- Representatives from CCF WA engaged on industry issues with utility providers Western Power, Horizon Power, Water Corporation, ATCO Gas Australia, NBN Co and DBP.
- Maintained relationships with key industry groups including Dial Before You Dig (DBYD) WA. CCF WA Industry Representative Mr Peter Rowles continued to represent CCF WA on the WA Dial Before You Dig Board and the Utility Providers Service Committee (UPSC).
- CCF WA Board Member Mr Stuart Buckby and Mr Jeff King represented CCF WA on Water Corporation's Urban Development Advisory Committee (UDAC).
- CCF WA continues to consult with members through the Utilities Advisory Group (UAG).

Civil Works

- Mr Dean Capelli and Mr Craig Patterson represented CCF WA on Main Roads WA's Road

Construction & Maintenance Industry Advisory Group (WARCMIAG) and the WARCMIAG Infrastructure Delivery Group.

- Mr Greg Bendall represented CCF WA on Main Roads WA's Traffic Management Roadworks Advisory Group (TMRAG).
- Separate to WARCMIAG and TMRAG, CCF WA engaged regularly with senior MRWA management on a wide range of issues.
- CCF WA hosted regular Industry Roundtable luncheon events with key stakeholders in government and industry.

Occupational Safety & Health

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

Training

- CCF WA's Registered Training Organisation, Civil Train, completed 68 trainees in 2016/17 and had 823 attendees to short courses.
- Civil Train remained focused on continuous improvements for training delivery.
- CCF WA and Civil Train continued to work closely with the Construction Training Fund (CTF) and Construction Training Council. Mr Jeff Miller represented CCFWA on the CTF's Construction Industry Strategic Group, Construction Training Fund Promotions Committee and Construction Industry Working Group.
- Ms Cheng Rolfe was CCF WA's representative on the Construction Training Fund Board.

General Operations

- CCF WA provided a number of formal submissions to State Government departments and agencies.
- CCF WA also contributed to CCF National submissions.

OPERATING REPORT

for the year ended 30 June 2017

- Members and guests continued to support CCF WA events including the CCF WA Earth Awards, the Metropolitan Golf Day, Women in Civil functions and CCF WA President's Gala Dinner.
- The CCF WA Earth Awards were strongly supported and Earth Awards were presented to project winners in all six award categories.
- The 2016 CCF WA Training and Industry Awards, presented at the President's Gala Dinner in February 2017, attracted 41 entries across 12 categories.
- CCF WA's Women in Civil program continued to flourish with a number of successful events held including the annual Women In Civil Breakfast in May 2017.
- CCF WA's magazine, Onsite, was published quarterly. The magazine is produced and designed in-house and is mailed to more than 1200 Member contacts and other key industry stakeholders.
- CCF WA's E-news, containing timely and relevant news and advice, is emailed fortnightly to all member contacts.
- The 2017/18 Western Australian Civil Construction Industry Capability Guide was produced and distributed to members and industry stakeholders.
- Regular meetings of South West members were held with a range of guest speakers and topics.
- A successful event for North West members



CCFWA CEO Jeff Miller, Guide author Christine Sindely and Aboriginal Affairs Minister Hon. Peter Collier at the CCF WA Aboriginal Engagement Guide launch., July 27 2016.



was held in Karratha, with the local MP as special guest.

- Regular meetings of the Board of Management were held throughout the 2016/17 year.
- In addition to items mentioned above, Chief Executive Officer Mr Jeff Miller and CCF WA staff maintained ongoing relationships with: Australian Electoral Commission; Australian Mines & Metals Association; Chamber of Minerals and Energy WA; Construction Mining and Equipment Industry Group; Department of Training and Workforce Development; Metropolitan Redevelopment Authority; Public Transport Authority; Department of Planning; Fair Work Australia; SkillsDMC; Chamber of Commerce & Industry WA; Building

Commission WA; Property Council of Australia (WA); WA Local Government Association; Roads Australia; Sustainable Built Environment National Research Centre; Office of the Federal Safety Commissioner.

- CCF WA's *WA Infrastructure Report 2017*, produced in collaboration with BIS Oxford Economics, was launched at an event in November 2017.
- CCF WA CEO Jeff Miller met with Government and Opposition MPs to advocate the key messages in the WA Infrastructure Report.

National

- Mr Jeff Miller represented CCF WA at CEO Group meetings.



OPERATING REPORT

- CCF WA Board Member Mr Mick Unger was the WA representative on the CCF National Board.
- Relevant branch personnel attended various national training and development meetings as required.

Results of principal activities s254(2)(a)

The Branch's principal activities resulted in a loss of \$386,618 (2016 profit of \$171,397).

In 2017, cash balances during the year had increased to \$381,051 from \$243,152. As at reporting date, it has a working capital surplus of \$36,990 (2016: \$209,638).

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 Branch'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.



*CCF WA Member Mobile Dewatering won the Category 3
2016 CCF WA Earth Award for the Dewatering and Water
Treatment at Perth Busport Project.*



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: 127 Members and 99 Associate Members. At the end of the previous financial year there were 137 Members and 122 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 Branch was 6 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
Michael Unger	President	01/07/2016 to 05/08/2016
David Della Bona	President	06/08/2016 to 30/06/2017
David Della Bona	Vice President	01/07/2016 to 05/08/2016
Steve Tennant	Vice President	06/08/2016 to 30/06/2017
Paul Francis	Hon Treasurer	01/07/2016 to 05/08/2016
Stephen Pollard	Hon Treasurer	06/08/2016 to 30/06/2017
John Hovey	Board Member	01/07/2016 to 30/06/2017
Stuart Buckby	Board Member	01/07/2016 to 30/06/2017
Tim Ryan	Board Member	01/07/2016 to 30/06/2017
Mark Armstrong	Board Member	01/07/2016 to 30/06/2017
Mike Reilly	Board Member	01/07/2016 to 30/06/2017
Michael Unger	Board Member	06/08/2016 to 30/06/2017
Steve Tennant	Board Member	01/07/2016 to 05/08/2016

Officers or Members who are Superannuation Fund Trustee(s) or Director of a Company that is a Superannuation Fund Trustee s254(2)(d)

No officers and members hold positions 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 the Branch.

OPERATING REPORT

Manner of resignation

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

“9 - RESIGNATION OF MEMBERS

(a) A Member may resign from the Branch by written notice addressed and delivered to the Chief Executive Officer.

(b) A notice of resignation from membership of the Branch takes effect:

(i) at the end of two weeks after the notice is received by the Branch: or

(ii) on the day specified in the notice; whichever is later.

(c) Any dues payable but not paid by a former Member of the Branch in relation to a period before the Member's resignation from the Branch took effect, may be sued for and recovered in the name of the Branch, in a court of competent jurisdiction, as a debt due to the Branch.

(d) A notice delivered to the person mentioned in subrule (1) shall be taken to have been received by the Branch when it was delivered.

(e) A notice of resignation that has been received by the Branch is not invalid because it was not addressed and delivered in accordance with sub rule (a) of Rule 9.

(f) A resignation from membership of the Branch is valid even if it is not effected in accordance with this section if the Member is informed in writing by or on behalf of the Branch that the resignation has been accepted.”

David Della Bona
WA President



Dated: 9th August 2017

**Committee of Management Statement
for the Year Ended 30 June 2017**

On the 9th of August, 2017 the Civil Contractors Federation (WA Branch) Committee of Management passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2017:

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

- (a) the financial statements and notes comply with the Reporting Guidelines of the Commissioner, Registered Organisations Commission and Australian Accounting Standards;
- (b) the financial statements and notes give a true and fair view of the financial performance, position and cash flows of the reporting unit for the financial year to which they relate;
- (c) 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;
- (d) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the Western Australia Committee of Management were held in accordance with the rules of the organisation including the rules of a branch concerned;
 - (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;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009;
 - (iv) the information sought in any request of a member of the reporting unit or the Commissioner, Registered Organisations Commission duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or the Commissioner, Registered Organisations Commission;
 - (v) the financial records of the reporting unit have been kept, to the extent we have been advised of them and as far as practicable, in a consistent manner to each of the other reporting units of the organisation;
 - (vi) no requests were received from any member of the reporting unit or a Commissioner, Registered Organisation Commission for information under section 272 of the Fair Work (Registered Organisations) Act 2009; and
 - (vii) there have been no orders for inspection of financial records made by the Registered Organisations Commission under section 273 of the Fair Work (Registered Organisations) Act 2009 during the year; and
- (d) in relation to recovery of wage activity, there has been no recovery of wage activities during the year.

Resolved by the Committee of Management:



David Della Bona
CCF WA President

Dated: 9th of August, 2017

**AUDITOR'S INDEPENDENCE DECLARATION
TO THE COMMITTEE OF MANAGEMENT OF THE
CIVIL CONTRACTORS FEDERATION – WA BRANCH**

We declare that, to the best of our knowledge and belief, during the year ended 30 June 2017 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



MB Shulman
Registered Company Auditor (163888)
Holder of Current Public Practice Certificate
Approved Auditor (FWC Act and Regulations – AA2017/45)

Dated: 9 August 2017

**Statement of Profit or Loss
for the Year Ended 30 June 2017**

	Note	2017 \$	2016 \$
Revenues	2	1,775,053	2,866,574
Employee expenses	3g	(834,250)	(1,399,964)
Depreciation	3d	(127,144)	(163,943)
Bad and doubtful debts	3a	(27,000)	(23,978)
Accounting and audit fees	3b	(10,950)	(22,337)
Merchant fees and bank charges		(2,961)	(4,208)
National Levy	3f	(88,000)	(88,000)
Rental expenses	3c	1,431	(1,360)
Functions, seminars and conference costs		(279,751)	(292,366)
Training costs		(338,716)	(329,077)
Consultant costs		(2,412)	-
Travelling expenses		(46,381)	(25,250)
Motor Vehicle Expenses		(14,311)	(11,952)
Member Services		(11,926)	(14,213)
Interest Paid		-	-
Other expenses from ordinary activities	3e	(317,989)	(318,529)
Operating (Loss) / Profit from ordinary activities before income tax expense		(325,307)	171,397
Restructuring Costs		(61,311)	-
(Loss) / Profit before income tax expense		(386,618)	171,397
Income Tax Expense	1a	-	-
(Loss) / Profit after income tax expense attributable to the Branch		(386,618)	171,397

The accompanying notes form part of the financial statements

**Statement of Comprehensive Income
for the Year Ended 30 June 2017**

	2017 \$	2016 \$
(Loss) / Profit for the period	(386,618)	171,397
Other Comprehensive Income for the period	-	-
Total (Loss) / Income for the period	(386,618)	171,397
Total Comprehensive (Loss) / Profit attributable to members of the organisation	(386,618)	171,397

The accompanying notes form part of the financial statements

**Statement of Financial Position
as at 30 June 2017**

	Note	2017 \$	2016 \$
CURRENT ASSETS			
Cash and cash equivalents	4	381,051	243,152
Trade and other receivables	5	744,328	1,050,756
Inventories	6	10,957	13,584
Other current assets	7	111,224	103,617
TOTAL CURRENT ASSETS		1,247,560	1,411,109
NON-CURRENT ASSETS			
Financial assets	8	-	12,500
Plant and equipment	9	2,213,533	2,385,051
Other non-current assets	7	-	29,952
TOTAL NON-CURRENT ASSETS		2,213,533	2,427,503
TOTAL ASSETS		3,461,093	3,838,612
CURRENT LIABILITIES			
Trade and other payables	10	1,136,578	1,099,877
Short term provisions	11	73,992	91,891
Financial Liabilities	13	-	9,703
TOTAL CURRENT LIABILITIES		1,210,570	1,201,471
TOTAL LIABILITIES		1,210,570	1,201,471
NET ASSETS		2,250,523	2,637,141
MEMBERS' FUNDS			
Accumulated Surplus		2,250,523	2,637,141
TOTAL MEMBERS' FUNDS		2,250,523	2,637,141

The accompanying notes form part of the financial statements

**Statement of Changes in Members' Funds
for the Year Ended 30 June 2017**

	\$
Balance as at 1 July 2015	2,465,744
Profit /(Loss) attributable to members	<u>171,397</u>
Balance at 30 June 2016	<u>2,637,141</u>
<hr/>	
	\$
Balance as at 1 July 2016	2,637,141
(Loss) / Profit attributable to members	<u>(386,618)</u>
Balance at 30 June 2017	<u>2,250,523</u>
<hr/>	

The accompanying notes form part of the financial statements

**Statement of Cash Flows
For the Year ended 30 June 2017**

	Note	2017 \$	2016 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members and customers		1,917,728	2,680,862
Receipts from related entities – National Office		771	9,931
Receipts from related entities – Queensland Branch		98,182	-
Receipts from related entities – South Australia Branch		-	-
Receipts from related entities – Victoria Branch		3,280	617
Payments to suppliers and employees		(1,842,532)	(2,735,130)
Payments to related entities – National Office (Levy)		(62,051)	(88,000)
Payments to related entities – National Office (other)		-	(2,871)
Payments to related entities – Queensland Branch		(12,449)	(7,700)
Payments to related entities – South Australia		-	(70)
Payments to related entities – Victoria Branch		-	(4,080)
Interest received		654	4,107
Interest and other costs of finance		-	-
Net cash provided by operating activities	16b	103,583	(142,334)
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of plant and equipment		(5,231)	(16,586)
Purchase of Training Resources		-	(9,827)
Proceeds – sale of fixed assets		49,250	-
Net cash (used in) investing activities		44,019	(26,413)
CASH FLOWS FROM FINANCING ACTIVITIES			
Hire Purchase Contracts		(9,703)	(34,499)
Net cash (used in) financing activities		(9,703)	(34,499)
Net (decrease)/increase in cash held		137,899	(203,246)
Cash at the beginning of the financial year		243,152	446,398
Cash at the end of the financial year	16a	381,051	243,152

The accompanying notes form part of the financial statements

Notes to the Financial Statements for the Year Ended 30 June 2017

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.

Basis of Preparation

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 Civil Contractors Branch (WA Branch) is a 'not for profit' organisation.

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

Cost is based on fair values of consideration given in exchange for assets.

The accounting policies set out below have been consistently applied, unless otherwise stated.

Prior Year Comparatives

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

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, 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.

Cost and valuation

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.

All other fixed assets are also measured at the lower of cost and fair value.

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

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

c. Plant and Equipment (cont'd)

Depreciation

The depreciable amounts of plant and equipment are depreciated using the straight line and written down value methods at rates based on their estimated useful lives commencing from the time the assets are held ready for use.

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

	2017	2016
Office, furniture and equipment	7.5%-66.66 %	7.5%-66.66 %
Motor vehicles	25%-33%	25%
Buildings	2.5% (Straight line)	2.5% (Straight line)
Other Buildings Fitout	20%–33%	20%–33%

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. Trade and other Receivables

Trade and other receivable are recognised initially at fair value and are generally due for settlement within 30 days.

The collectability of debts is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off. A provision for impairment of receivable is established when there is objective evidence that the Branch will not be able to collect all amounts due according to the original terms of the receivables. The amount of the provision is recognised in the income statement as an expense.

e. Trade and other Payables

Trade payables and other accounts payable are recognised when the Branch becomes obliged to make future payments resulting from the purchase of goods and services. Trade accounts payable are normally settled within 30 days.

f. 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.

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

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

g. Employee Benefits

Short-term employee benefits

Provision is made for the Branch's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and vesting sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Branch's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as part of current trade and other payables in the statement of financial position.

Long-term employee benefits

Provision is made for employee's long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any measurements for changes in assumptions of obligations for long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Branch's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Branch does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

No provision is made for sick leave as there is no vested liability to pay for accumulated leave and the sick leave to be taken in future reporting periods is not expected to be greater than entitlements which are expected to accrue in those periods.

Superannuation

Contributions are made by the Branch to employee superannuation funds and are expensed when incurred. The Branch is not obliged to contribute to these funds other than to meet its liabilities under the superannuation guarantee system and is under no obligation to make up any shortfall in the funds' assets to meet payments due to employees.

The number of employees at the end of the period was 11.

h. 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 written down value 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 2017 (cont'd)**

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

i. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian 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.

j. Revenue

The Branch recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the entity and specific criteria have been met for each of Civil Contractors Branch WA Branch's activities as discussed below:

The Branch executed an agreement with DEEWR wherein it received \$1.766 million from the 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 (i.e. the buildings) over its economic life.

Government grants are recognised at fair value where there is reasonable assurance that the grant will be received and all grant conditions will be met. Grants relating to expense items are recognised as income over the periods necessary to match the grant to the costs they are compensating. Grants relating to assets are credited to deferred income at fair value and are then credited to income based upon the terms and conditions of the grant.

Revenue from membership subscriptions is recognised proportionately over the period to which it relates. Any contribution received in advance for the next period is included in deferred income.

Revenue from the rendering of a service (including training subsidies) 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.

All revenue is stated net of the amount of goods and services tax (GST).

k. Comparative figures

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

l. 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.

Notes to the Financial Statements for the Year Ended 30 June 2017 (cont'd)

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

m. Fair Value of Assets and Liabilities

The Branch measures some of its assets and liabilities at fair value on either a recurring or non-recurring basis, depending on the requirements of the applicable Accounting Standard.

Fair value is the price the Branch would receive to sell an asset or would have to pay to transfer a liability in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset or minimises the payments made to transfer the liability, after taking into account transaction costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

The fair value of liabilities may be valued, where there is no observable market price in relation to the transfer of such financial instruments, by reference to observable market information where such instruments are held as assets. Where this information is not available, other valuation techniques are adopted and, where significant, are detailed in the respective note to the financial statements.

n. National Office Levy

These fees are recognised on an accruals basis, and recorded as an expense in the year to which they relate.

o. Critical Accounting Estimates and Judgments

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 2017, except as stated in this report.

Key Judgments - Doubtful Debts Provision

The Board have assessed each debtor and have estimated a provision for doubtful debts is required of \$55,000 (2016: \$28,000).

Notes to the Financial Statements for the Year Ended 30 June 2017 (cont'd)

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

o. New Accounting Standards for Application in Future Periods

Accounting Standards issued by the AASB that are not yet mandatorily applicable to the Branch, together with an assessment of the potential impact of such pronouncements on the Branch when adopted in future periods, are discussed below:

- AASB 9: *Financial Instruments* and associated Amending Standards (applicable to annual reporting periods beginning on or after 1 January 2018).

The Standard will be applicable retrospectively (subject to the provisions on hedge accounting outlined below) and includes revised requirements for the classification and measurement of financial instruments, revised recognition and derecognition requirements for financial instruments and simplified requirements for hedge accounting.

The key changes that may affect the Branch on initial application include certain simplifications to the classification of financial assets, simplifications to the accounting of embedded derivatives, upfront accounting for expected credit loss, and the irrevocable election to recognise gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. AASB 9 also introduces a new model for hedge accounting that will allow greater flexibility in the ability to hedge risk, particularly with respect to hedges of non-financial items. Should the entity elect to change its hedge policies in line with the new hedge accounting requirements of the Standard, the application of such accounting would be largely prospective.

Although the Committee of Management anticipate that the adoption of AASB 9 may have an impact on the Branch's financial instruments, including hedging activity, it is impracticable at this stage to provide a reasonable estimate of such impact.

- AASB 15: *Revenue from Contracts with Customers* (applicable to annual reporting periods beginning on or after 1 January 2018, as deferred by AASB 2016-8: *Amendments to Australian Accounting Standards – Effective Date of AASB 15*).

When effective, this Standard will replace the current accounting requirements applicable to revenue with a single, principles-based model. Except for a limited number of exceptions, including leases, the new revenue model in AASB 15 will apply to all contracts and customers as well as non-monetary exchanges between entities in the same line of business to facilitate sales to customers and potential customers.

The core principle of the Standard is that an entity will recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for the goods or services. To achieve this objective, AASB 15 provides the following five-step process:

- identify the contract(s) with a customer;
- identify the performance obligations in the contracts(s);
- determine the transaction price;
- allocate the transaction price to the performance obligations in the contract(s); and
- recognise revenue when (or as) the performance obligations are satisfied.

This Standard will require retrospective restatement, as well as enhanced disclosures regarding revenue.

Although the Committee of Management anticipate that the adoption of AASB 15 may have an impact on the Branch's financial statements, it is impracticable at this stage to provide a reasonable estimate of such impact.

Notes to the Financial Statements for the Year Ended 30 June 2017 (cont'd)

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

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

- AASB 16: *Leases* (applicable to annual reporting periods beginning on or after 1 January 2019).

When effective, this Standard will replace the current accounting requirements applicable to leases in AASB 117: *Leases* and related Interpretations. AASB 16 introduces a single lessee accounting model that eliminates the requirement for leases to be classified as operating or finance leases.

The main changes introduced by the new Standard include:

- recognition of a right-to-use asset and liability for all leases (excluding short-term leases with less than 12 months of tenure and leases relating to low-value assets);
- depreciation of right-to-use assets in line with AASB 116: *Property, Plant and Equipment* in profit or loss and unwinding of the liability in principal and interest components;
- variable lease payments that depend on an index or a rate are included in the initial measurement of the lease liability using the index or rate at the commencement date;
- by applying a practical expedient, a lessee is permitted to elect not to separate non-lease components and instead account for all components as a lease; and
- additional disclosure requirements.

The transitional provisions of AASB 16 allow a lessee to either retrospectively apply the Standard to comparatives in line with AASB 108: *Accounting Policies, Changes in Accounting Estimates and Errors* or recognise the cumulative effect of retrospective application as an adjustment to opening equity on the date of initial application.

Although the Committee of Management anticipate that the adoption of AASB 16 will impact the Branch's financial statements, it is impracticable at this stage to provide a reasonable estimate of such impact.

AASB 2014-10: Amendments to Australian Accounting Standards – *Sale of Contribution of Assets between an investor and its Associate or Joint Venture* (applicable to annual reporting periods beginning on or after 1 January 2018, as deferred by AASB 2015-10: *Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128*).

This Standard amends AASB 10: *Consolidated Financial Statements* with regards to a parent losing control over a subsidiary that is not a "business" as defined in AASB 3: *Business Combinations* to an associate or joint venture, and requires that:

- A gain or loss (including any amounts in other comprehensive income (OCI)) be recognised only to the extent of the unrelated investor's interest in that associate or joint venture;
- The remaining gain or loss be eliminated against the carrying amount of the investment in that associate or joint venture; and
- Any gain or loss from remeasuring the remaining investment in the former subsidiary at fair value also be recognised only to the extent of the unrelated investor's interest in the associate or joint venture.

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

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

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

- The remaining gain or loss should be eliminated against the carrying amount of the remaining investment.

The application of AASB 2014-10 will result in a change in accounting policies for transactions of loss of control over subsidiaries (involving an associate or joint venture) that are businesses per AASB 3 for which gains or losses were previously recognised only to the extent of the unrelated investor's interest.

The transitional provisions require that the Standard should be applied prospectively to sales or contributions of subsidiaries to associates or joint ventures occurring on or after 1 January 2018. Although the Board anticipate that the adoption of AASB 2014-10 may have an impact on the Branch's financial statements, it is impracticable at this stage to provide a reasonable estimate of such impact.

p. Information to be provided to Members or Commissioner, Registered Organisations Commission

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 an organisation, or the Commissioner, Registered Organisations Commission, may apply to the organisation for specified prescribed information in relation to the organisation 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 organisation.
- (3) An organisation must comply with an application made under subsection (1).

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

	2017 \$	2016 \$
NOTE 2: REVENUE		
Operating activities:		
Membership Subscriptions	563,996	624,016
Functions	137,896	140,447
Interest Received	654	4,107
Training Subsidies	679,795	1,344,284
DEEWR Project Funding	183,755	353,160
Sponsorships	147,850	181,289
Publications	30,187	105,293
IMS and SCIMS	9,471	9,367
Other Income	6,449	13,214
Sale of NTRU Resource	-	91,397
Sundry Income	15,000	
Donations > \$1,000	-	-
Donations < \$1,000	-	-
Grants > \$1,000	-	-
Grants < \$1,000	-	-
Industry Rebates & Incentives	-	-
Financial Support	-	-
Capitation Fees	-	-
Compulsory and Voluntary Levy	-	-
Total Revenue	1,775,053	2,866,574
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	-	(4,022)
Provision for doubtful debts	27,000	28,000
	<u>27,000</u>	<u>23,978</u>
b. Accounting and Audit Fees		
Accounting fees	7,750	18,937
Auditor's remuneration – Financial Statement Audit (other fees: \$nil (2016: \$nil))	3,200	3,400
	<u>10,950</u>	<u>22,337</u>
c. Leases		
Motor Vehicles	(1,431)	1,360
Rent on Premises	-	-
	<u>(1,431)</u>	<u>1,360</u>
d. Depreciation		
Plant and equipment	127,144	163,943
	<u>127,144</u>	<u>163,943</u>

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

	2017 \$	2016 \$
NOTE 3: PROFIT FROM ORDINARY ACTIVITIES (cont'd)		
e. Other expenses comprise:		
Meeting expenses	1,859	14,312
Postage	4,570	2,406
Communication expenses	21,748	28,349
Stationery	16,103	23,095
Insurance expenses	14,634	21,003
Cleaning expenses	11,632	18,026
Electricity, Gas and Water	21,365	20,147
Repairs & Maintenance	23,424	22,199
Resource Development Amortisation	37,662	49,496
Borrowing Costs Amortisation	-	-
Publication Costs	28,253	43,092
Legal costs – Litigation	1,015	-
Legal costs – Consultation (Other Matters)	-	8,230
Subscriptions	1,729	306
Penalties – via RO Act or Regulations	-	-
Consideration to Employers for Payroll Deductions	-	-
Attendance Allowance / Fees – Meetings & Conferences	-	-
Compulsory & Voluntary Levies	-	-
Donations < \$1,000	-	-
Donation > \$1,000	-	1,500
Grants < \$1,000	-	-
Grants > \$1,000	-	-
License Fees	17,211	13,154
Affiliation Fees	-	-
Loss on disposal of assets	4,285	-
Other Costs	112,499	53,214
	317,989	318,529
f. Levy		
National office levy	88,000	88,000
	88,000	88,000

The levy is imposed by the CCF National Office to assist in funding the National Office operations. No other levies (compulsory or otherwise) were paid by the Branch (2016: \$nil).

g. Employee related expenses		
Salaries	721,495	1,198,894
Superannuation	68,047	113,749
Employee benefits (annual leave and long service leave)	(6,407)	(7,148)
Separation and redundancies	-	1,712
Payroll tax	46,615	77,878
Training and recruitment	4,500	14,879
Other employee expenses	-	-
	834,250	1,399,964

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

	2017 \$	2016 \$
NOTE 4: CASH AND CASH EQUIVALENTS		
Current		
Cash on hand	348	250
Cash at bank	380,703	242,902
	<u>381,051</u>	<u>243,152</u>

The weighted average interest rate for cash as at 30 June 2017 is 1.05% (2016: 3%).

NOTE 5: TRADE AND OTHER RECEIVABLES

a. Current		
Trade debtors	758,524	974,217
	758,524	974,217
Less: Provision for doubtful debts	(55,000)	(28,000)
	<u>703,524</u>	<u>946,217</u>
Other debtors	40,804	2,000
Accrued income	-	102,539
	<u>744,328</u>	<u>1,050,756</u>

b. Terms and Conditions

Trade debtors relate to services provided, they are non-interest bearing and are unsecured. 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 where provided for above.

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

NOTE 6: INVENTORIES

a. Current		
Training Materials and Publications at net realisable value	10,957	13,584

NOTE 7: OTHER ASSETS

Current		
Prepayments	111,224	103,617
	<u>111,224</u>	<u>103,617</u>
Non Current		
Other non-current assets (including training resources)	-	29,952
	<u>-</u>	<u>29,952</u>

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

	2017 \$	2016 \$
NOTE 8: FINANCIAL ASSETS		
a. Non-Current		
Shares in unlisted company – at Board valuation	-	12,500

The shares were written off during the financial year. A Deed of Termination was signed resulting in such shares being transferred from CCF WA to INFORMA.

b. Terms and Conditions

In 2016, the Branch held 625 shares in Beaconsfield Press Pty Limited. The shares of the Company were valued based on the consideration of the transfer to Civil Contractors Branch (WA Branch) in August 2000.

c. 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 2017 (cont'd)**

	2017 \$	2016 \$
NOTE 9: PLANT AND EQUIPMENT		
Motor vehicles – at cost	203,310	343,020
Less: Accumulated depreciation	(146,702)	(215,377)
	<u>56,608</u>	<u>127,643</u>
Plant and equipment – at cost	893,222	887,990
Less: Accumulated depreciation	(689,007)	(609,784)
	<u>204,215</u>	<u>278,206</u>
Land – at cost	843,229	843,229
Buildings (Skills Centre) – at cost	1,291,255	1,291,255
Less: Accumulated depreciation	(181,774)	(155,282)
	<u>1,109,481</u>	<u>1,135,973</u>
Total plant and equipment – net book value	<u>2,213,533</u>	<u>2,385,051</u>
Reconciliation of movements in plant and equipment		
Motor vehicles – at cost		
Carrying amount at beginning of the year	127,643	169,800
Disposals	(44,169)	-
Depreciation expense	(26,866)	(42,157)
Carrying amount at end of the year	<u>56,608</u>	<u>127,643</u>
Plant and equipment		
Carrying amount at beginning of the year	278,206	351,355
Additions	5,231	16,586
Disposals	-	(2,928)
Depreciation expense	(79,222)	(86,807)
Carrying amount at end of the year	<u>204,215</u>	<u>278,206</u>
Land		
Carrying amount at beginning of the year	843,229	843,229
Carrying amount at end of the year	<u>843,229</u>	<u>843,229</u>
Buildings		
Carrying amount at beginning of the year	1,135,973	1,170,952
Depreciation expense	(26,492)	(34,979)
Carrying amount at end of the year	<u>1,109,481</u>	<u>1,135,973</u>
Total	<u>2,213,533</u>	<u>2,385,051</u>

Skills Centre

The Branch executed an agreement with DEEWR wherein it received \$1.766 million from the department to assist with the funding of the construction of an Industry Skills Centre. The funding has been amortised to profit and loss over a 5-year period in accordance with funding agreement deliverables. Final amortisation has been completed in the 2017 financial year. The Centre is reflected in Note 9, and is being depreciated (i.e. the buildings) over its economic life.

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

	2017 \$	2016 \$
NOTE 10: TRADE AND OTHER PAYABLES		
a. Current		
Deferred income	732,335	873,315
Trade creditors	117,311	229,980
Sundry creditors and accruals	286,932	(3,418)
	1,136,578	1,099,877

b. Terms and Conditions

Deferred income relates to cash receipts for membership fees, training and advertising revenue received for the 2017/18 year and project funding received for 2017/18 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 – staff	40,790	62,540
Provisions for long service leave – staff	33,202	29,351
	73,992	91,891

b. Non Current

Provisions for long service leave – staff	-	-
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c. Aggregate employee entitlement liability

	73,992	91,891
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d. Number of employees at year-end

	6	12
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Of the amounts owing above, they are payable as follows: -

	Annual Leave		Long Service Leave and Retirement Allowance		Total	
	2017 \$	2016 \$	2017 \$	2016 \$	2017 \$	2016 \$
Officeholders	-	-	-	-	-	-
Other Staff	40,790	62,540	33,202	29,351	73,992	91,891
Total	40,790	62,540	33,202	29,351	73,992	91,891

There are no provisions for separation and redundancy or other provisions for officeholders or other employees (2016: \$nil)

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

Provision for Employee Benefits

Provision for employee benefits represents amounts accrued for annual leave and long service leave.

The current portion for this provision includes the total amount accrued for annual leave entitlements and the amounts accrued for long service leave entitlements that have vested due to employees having completed the required period of service. Based on past experience, the Branch does not expect the full amount of annual leave or long service leave balances classified as current liabilities to be settled within the next 12 months. However, these amounts must be classified as current liabilities since the Branch does not have an unconditional right to defer the settlement of these amounts in the event employees wish to use their leave entitlement.

The non-current portion for this provision includes amounts accrued for long service leave entitlements that have not yet vested in relation to those employees who have not yet completed the required period of service.

NOTE 12:

Employee Benefits	Elected Officials (Office holders)		Employees (other than Elected Officials)		Total	
	2017 \$	2016 \$	2017 \$	2016 \$	2017 \$	2016 \$
Employee benefits paid / accrued during the year						
Wages and Salaries	-	-	721,495	1,198,894	721,495	1,198,894
Annual Leave and Long Service Leave	-	-	(6,407)	(7,148)	(6,407)	(7,148)
Redundancy Payments	-	-	-	1,712	-	1,712
Superannuation	-	-	68,047	113,749	68,047	113,749
Other Employee Expenses	-	-	-	-	-	-
Total	-	-	783,135	1,307,207	783,135	1,307,207

There were no share based payments to officeholders or staff in 2017 or 2016. There were no other employee expenses paid in 2017 (2016: \$Nil).

	2017 \$	2016 \$
NOTE 13: BORROWINGS		
a. Current		
Hire Purchase - Motor Vehicles	-	9,703
	-	9,703

c. Terms and Conditions

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

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

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 2017.

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 and credit risk

The Branch manages these risks by monitoring its cashflows and 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.

As at 30 June 2017, 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:

	2017	2016
	\$	\$
Change in profit/(loss)		
Increase in interest rate by 1%	3,807	2,332
Decrease in interest rate by 1%	(3,807)	(2,332)
Change in equity		
Increase in interest rate by 1%	3,807	2,332
Decrease in interest rate by 1%	(3,807)	(2,332)

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

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

NOTE 14: FINANCIAL RISK MANAGEMENT (cont'd)

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 2017							
Assets:							
Cash	1.05	380,703	-	-	-	348	381,051
Trade and Sundry Debtors			-	-	-	744,328	744,328
		370,703	-	-	-	744,676	1,125,379
Liabilities:							
Sundry Creditors & Other Liabilities		-	-	-	-	-	-
		-	-	-	-	(1,136,578)	(1,136,578)
		-	-	-	-	(1,136,578)	(1,136,578)
Net financial assets		380,703	-	-	-	(391,902)	(11,199)
30 June 2016							
Assets:							
Cash	1.00	242,902	-	-	-	250	243,152
Trade and Sundry Debtors			-	-	-	1,050,756	1,050,756
		242,902	-	-	-	1,051,006	1,293,908
Liabilities:							
Sundry Creditors & Other Liabilities	6.43	-	(9,703)	-	-	(1,099,877)	(1,109,580)
		-	(9,703)	-	-	(1,099,877)	(1,109,580)
Net financial assets		242,902	(9,703)	-	-	(48,871)	184,328

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 2017 (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, David Della Bona, Steve Tennant, Paul Francis, Stephen Pollard, John Hovey, Stuart Buckby, Tim Ryan, Mark Armstrong and Mike Reilly.

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 (2016: \$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

Julie Luci – Office Manager (Terminated 1 July 2017)

Kirsty O'Sullivan – Office Manager (Commenced 15 May 2017)

c. Key Management Personnel Remuneration	2017 \$			2016 \$		
	Short Term Benefits \$	Post Employment Benefits \$	Total \$	Short Term Benefits \$	Post Employment Benefits \$	Total \$
Total Compensation	296,018	28,122	324,140	386,609	36,651	423,260

d. Annual Leave and Long Service Leave Accrued for Key Management Personnel	2017 \$			2016 \$		
	Annual Leave \$	Long Service Leave \$	Total \$	Annual Leave \$	Long Service Leave \$	Total \$
Total Leave Provision	19,836	33,202	53,038	37,149	29,351	66,500

No termination benefits or share based payments were received, nor any other benefits by key personnel.

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

NOTE 15: RELATED PARTIES (cont'd)

e. Transactions with National Office, Branches and Related Entities

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.

Levy Payment – National Office	2017	2016
	\$	\$
During the year, the WA Branch paid a National capitation levy calculated in accordance with the rules.	88,000	88,000

Other sundry income/charges between the WA Branch and other reporting units are set out below, and were on normal commercial terms and conditions.

f. Related Party balances at year end

Unsecured and interest free amounts receivable/(payable) at reporting date	2017	2016
	\$	\$
National Office	(35,026)	(6,218)
Queensland Branch	(221,623)	97,357
Victoria Branch	330	1,740
	(256,319)	92,879
Reconciliation- related entity loans		
National Office		
Carrying amount at beginning of the year	(6,218)	-
Levy charged	(88,000)	(88,000)
Sundry charges	(2,859)	(13,308)
Sundry income	771	14,150
Receipts	(771)	(9,931)
Payments made	62,051	90,871
Carrying amount at end of the year	(35,026)	(6,218)
Queensland Branch		
Carrying amount at beginning of the year	97,357	(550)
Sundry charges	(248,956)	(7,975)
Sundry income	14,884	98,182
Receipts	(98,182)	-
Payments made	13,274	7,700
Carrying amount at end of the year	(221,623)	97,357
South Australia Branch		
Carrying amount at beginning of the year	-	-
Sundry income	-	(70)
Sundry charges	-	-
Receipts	-	-
Payments made	-	70
Carrying amount at end of the year	-	-
Victoria Branch		
Carrying amount at beginning of the year	1,740	1,562
Sundry income	-	(3,833)
Sundry charges	1,870	548
Receipts	(3,280)	(617)
Payment made	-	4,080
Carrying amount at end of the year	330	1,740

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

	2017 \$	2016 \$
NOTE 16: CASH FLOW INFORMATION		
a. Reconciliation of Cash		
Cash on hand	348	250
Cash at bank	380,703	242,902
	381,051	243,152
b. Reconciliation of profit from ordinary activities after income tax to net cash provided by operating activities		
Operating (loss) / profit after income tax	(386,618)	171,397
Non-cash flows in profit from ordinary activities		
- Depreciation	127,144	163,943
- Amortisation – Resource Development	37,662	49,496
- Loss on sale of fixed assets	(5,081)	2,928
- Loss on disposal of investments	12,500	-
Changes in assets and liabilities		
Decrease/(Increase) in receivables	306,428	(171,057)
Decrease/(Increase) in inventories	2,627	1,762
Decrease/(Increase) in other assets	(7,607)	22,452
(Decrease)/Increase in payables and other creditors	34,427	(383,223)
(Decrease)/Increase in provisions	(17,899)	(32)
Net cash provided by operating activities	103,583	(142,334)

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

	2017 \$	2016 \$
NOTE 17: OPERATING COMMITMENTS		
Operating Lease Commitments		
Non-cancellable operating leases contracted for but not capitalised in the financial statements:		
- not later than 12 months	9,255	11,434
- between 12 months and five years	28,177	24,166
- greater than five years	-	-

NOTE 18: FAIR VALUE MEASUREMENT

The Branch measures and recognises the following assets and liabilities at fair value on a recurring basis after initial recognition:

- financial assets at fair value through profit or loss;
- available-for-sale financial assets; and
- freehold land and buildings.

The Branch does not subsequently measure any liabilities at fair value on a recurring basis, or any assets or liabilities at fair value on a non-recurring basis.

a. Fair Value Hierarchy

AASB 13: Fair Value Measurement requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurements into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1	Level 2	Level 3
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.	Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.	Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation Techniques

The Branch selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected are consistent with one or more of the following valuation approaches:-

- Market approach: valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.
- Income approach: valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.
- Cost approach: valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Notes to the Financial Statements for the Year Ended 30 June 2017 (cont'd)

NOTE 18: FAIR VALUE MEASUREMENT (cont'd)

a. Fair Value Hierarchy (cont'd)

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Branch gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

The following tables provide the fair values of the Branch's assets and liabilities measured and recognised on a recurring basis after initial recognition and their categorisation with the fair value hierarchy.

	30 June 2017			Total \$
	Level 1 \$	Level 2 \$	Level 3 \$	
Recurring fair value measurements				
<i>Financial assets</i>				
Financial assets at fair value through profit or loss:	-	-	-	-
Available-for-sale financial assets:	-	-	-	-
Total financial assets recognised at fair value	-	-	-	-
<i>Non-financial assets</i>				
Freehold land & buildings	-	1,952,710	-	1,952,710
Total non-financial assets recognised at fair value	-	1,952,710	-	1,952,710

	30 June 2016			Total \$
	Level 1 \$	Level 2 \$	Level 3 \$	
Recurring fair value measurements				
<i>Financial assets</i>				
Financial assets at fair value through profit or loss:	-	-	-	-
Available-for-sale financial assets:	-	12,500	-	12,500
Total financial assets recognised at fair value	-	12,500	-	12,500
<i>Non-financial assets</i>				
Freehold land & buildings	-	1,979,202	-	1,979,202
Total non-financial assets recognised at fair value	-	1,979,202	-	1,979,202

Notes to the Financial Statements for the Year Ended 30 June 2017 (cont'd)

NOTE 18: FAIR VALUE MEASUREMENT (cont'd)

b. Valuation Techniques and Inputs Used to Measure Level 2 Fair Values

Description	Fair Value at 30 June 2017 \$	Fair Value at 30 June 2016 \$	Valuation Technique(s)	Inputs Used
<i>Non-financial assets</i>				
Financial assets at fair value through profit or loss:	1,952,710	1,979,202	Market approach using recent observable market data or income approach using discounted cash flows	Price per square metre, market borrowing rate
Available-for-sale financial assets:	-	12,500	Market approach using recent observable market data or discounted cashflows	Price per share, market borrowing rate
	1,952,710	1,991,702	-	-

c. Disclosed Fair Value Measurements

The following assets and liabilities are not measured at fair value in the statement of financial position, but their fair values are disclosed in the notes:-

- accounts receivable and other debtors;
- accounts payable and other payables; and
- hire purchase liabilities.

The following table provides the level of the fair value hierarchy within which the disclosed fair value measurements are categorised in their entirety and a description of the valuation techniques(s) and inputs used:

Description	Fair Value at Hierarchy Level	Valuation Technique(s)	Inputs Used
<i>Assets</i>			
Accounts receivable and other debtors	3	Income approach using discounted cash flow methodology	Market interest rates for similar assets
<i>Liabilities</i>			
Accounts payable and other payables	3	Income approach using discounted cash flow methodology	Market interest rates for similar assets
Hire purchase liabilities	2	Income approach using discounted cash flow methodology	Current commercial borrowing rates for similar instruments

NOTE 19: SUBSEQUENT EVENTS

The CCF Group is currently undertaking a restructure wherein the branches (including CCF WA), will transfer their net operating assets to newly established companies limited by guarantee for no consideration. It is envisaged the companies limited by guarantee will continue to be controlled by the branch executive / members, and that the branches will ultimately be wound up. This is expected to occur prior to the end of the next financial year.

**Notes to the Financial Statements
for the Year Ended 30 June 2017 (cont'd)**

NOTE 20: CONTINGENT LIABILITIES

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

NOTE 21: 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 22: OTHER DISCLOSURES

The Branch did not enter into any agreement to receive financial support from any other reporting unit during the year so as it could continue on a going concern basis, nor did it enter into any agreement to provide financial support to other reporting units this year so that those reporting units could continue on a going concern basis. Except as disclosed in the Statement of Profit and Loss, there were no expenses in connection with holding meetings of members of the Branch and any conferences or meetings of councils, committees, panels or other bodies for the holding of which the Branch was wholly or partly responsible.

There were no payables to employers as consideration for the employers making payroll deductions of membership subscriptions at reporting date.

There is \$nil for legal costs (other matters) unbilled in trade payables at 30 June 2017 (2016: \$270 for legal costs (other matters) unbilled in trade payables). There were no payables outstanding for legal costs (litigation) at reporting date (2016: \$Nil).

NOTE 23: 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 FEDERATION (WA BRANCH)**

To the Members of Civil Contractors Federation – WA Branch

Report on the Audit of the Financial Report

Auditor's Opinion

We have audited the accompanying general purpose financial report of the Branch, which comprises the statement of financial position as at 30 June, 2017, the statement of profit or loss, the statement of comprehensive income, statement of cash flows, statement of changes in equity for the year then ended, a summary of significant accounting policies, other explanatory notes and the Committee of Management Statement.

In our opinion under the Fair Work (Registered Organisations) Act 2009, the general purpose financial report is presented fairly in accordance with any of the following that apply in relation to the reporting unit:

- a) Australian Accounting Standards, and Australian Accounting Interpretations;
- b) in relation to recovery of wages activity;
 - (i) that the scope of the audit encompassed recovery of wages activity
 - (ii) that the financial statements and notes and recovery of wages activity fairly report all information required by the reporting guidelines of the Commissioner, Registered Organisations Commission, including:
 - 1. Any fees charged to or reimbursements of expenses claimed from members and others for recovery of wages activity; and
 - 2. Any donations or other contributions deducted from recovered money; and
- c) Any other requirements imposed by these Reporting Guidelines or the Fair Work (Registered Organisations) Act 2009.

In our opinion, there were kept by the organisation satisfactory accounting records detailing the source and nature of all income and the nature of all expenditure.

As part of our audit of the organisation for the year ended 30 June 2017, we are of the opinion that the Committee of Management's use of the going concern basis of accounting in the preparation of its financial statements is appropriate.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibility under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Branch in accordance with the independence requirements of Corporations Act 2001 and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other responsibilities in accordance with the Code.

We confirm that the independence declaration by the *Corporations Act 2001*, which has been given to the Committee of Management, would be in the same terms if given to the Committee as at the time of this auditor's report.

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

**INDEPENDENT AUDIT REPORT
(Cont'd)**

Committee of Management Responsibility for the Financial Report

The Branch Committee of Management are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Reporting Guidelines of the Commissioner, Registered Organisations Commission. This responsibility includes establishing and maintaining internal controls relevant to the preparation and true and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making estimates that are responsible in the circumstances.

In preparing the financial report, the Committee of Management are responsible for assessing the Branch's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intends to liquidate the Branch or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Branch's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the auditing 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 Branch's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Branch's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Branch to cease to continue as a going concern.

**INDEPENDENT AUDIT REPORT
(Cont'd)**

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the business activities within the Branch to express an opinion on the financial report. We are responsible for the direction, supervision and performance of the Branch audit. We remain solely responsible for our audit opinion.

We communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the Committee of Management with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with the Committee of Management, we determine those matters that were of most significance in the audit of the financial report of the current period and are therefore the key audit matters. We can describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <http://www.auasb.gov.au/Home.aspx>.



Stannards Accountants and Advisors



Michael Shulman
Registered Company Auditor (163888)
Holder of Current Public Practice Certificate
Approved Auditor (FWC Act and Regulations – AA2017/45)

Dated: 9 August 2017



CIVIL CONTRACTORS FEDERATION
WESTERN AUSTRALIAN BRANCH

70 Verde Drive
Jandakot WA 6164
ccfwa@ccfwa.com.au



8 August 2017

Mr Jeff Miller
Chief Executive Officer
Civil Contractors Federation-Western Australian Branch
By Email: ccfwa@civilcontractors.com

Dear Mr Miller,

**Re: Lodgement of Financial Report - [FR2017/49]
*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 2017. This is a courtesy letter to remind you of the reporting unit's obligations regarding financial reporting.

Loans Grants and Donations Statement

The reporting unit is required to lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 of the RO act requires this statement to be lodged with Registered Organisations Commission (the ROC) within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2017.

The attached fact sheet *Loans Grants and Donations* (FS 009) summarises the requirements of the Loans Grants and Donations Statement. A sample statement of loans, grants or donations is available on our [website](#).

It should be noted that s.237 is a civil penalty provision. If a loan, grant or donation over \$1000 has been made, failure to lodge a statement of loans, grants and donations (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Financial report

The RO Act sets out a particular chronological order in which your financial report must be prepared, audited, provided to members, presented to a meeting and then lodged with the ROC. The attached document *Summary of Financial Reporting timelines* (FS 008) summarises these requirements.

We emphasise that the reporting unit is required to present its audited financial report to a meeting (either of members or of the committee of management, depending on your rules) no later than 31 December 2017 (s.266). The full financial report must be lodged with the ROC within 14 days of that meeting (s.268).

When assessing your financial report, we will continue to focus closely on timelines as well as how loans, grants and donations are reported. The financial report must break down the amounts of grants and donations and these figures will be compared to the loans, grants and donations statement (see attached *Loans Grants and Donations* fact sheet FS 009).

You can visit our website for more information regarding [financial reporting](#), and fact sheets regarding [financial reporting processes and requirements](#). A model set of financial statements developed by the

ROC is also available on our website. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards.

It should be noted that s.268 of the RO Act is a civil penalty provision. Failure to lodge the full financial report (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention (s.268).

Auditor's report

When assessing the financial report we will also focus on the structure and content of the auditor's report to ensure that it complies with the revisions made to the Auditing Standards which came into effect from 15 December 2016. Please find below a guidance note *Illustrative Auditor's Report* (GN 004) relating to these requirements (which can also be located on our website).

REMINDER

YOUR AUDITOR MUST BE REGISTERED (s.256)

You must ensure that your auditor is registered by the Registered Organisations Commissioner. A list of registered auditors is available on our [website](#).

Contact

Should you require any clarification in relation to the above, please email regorgs@roc.gov.au.

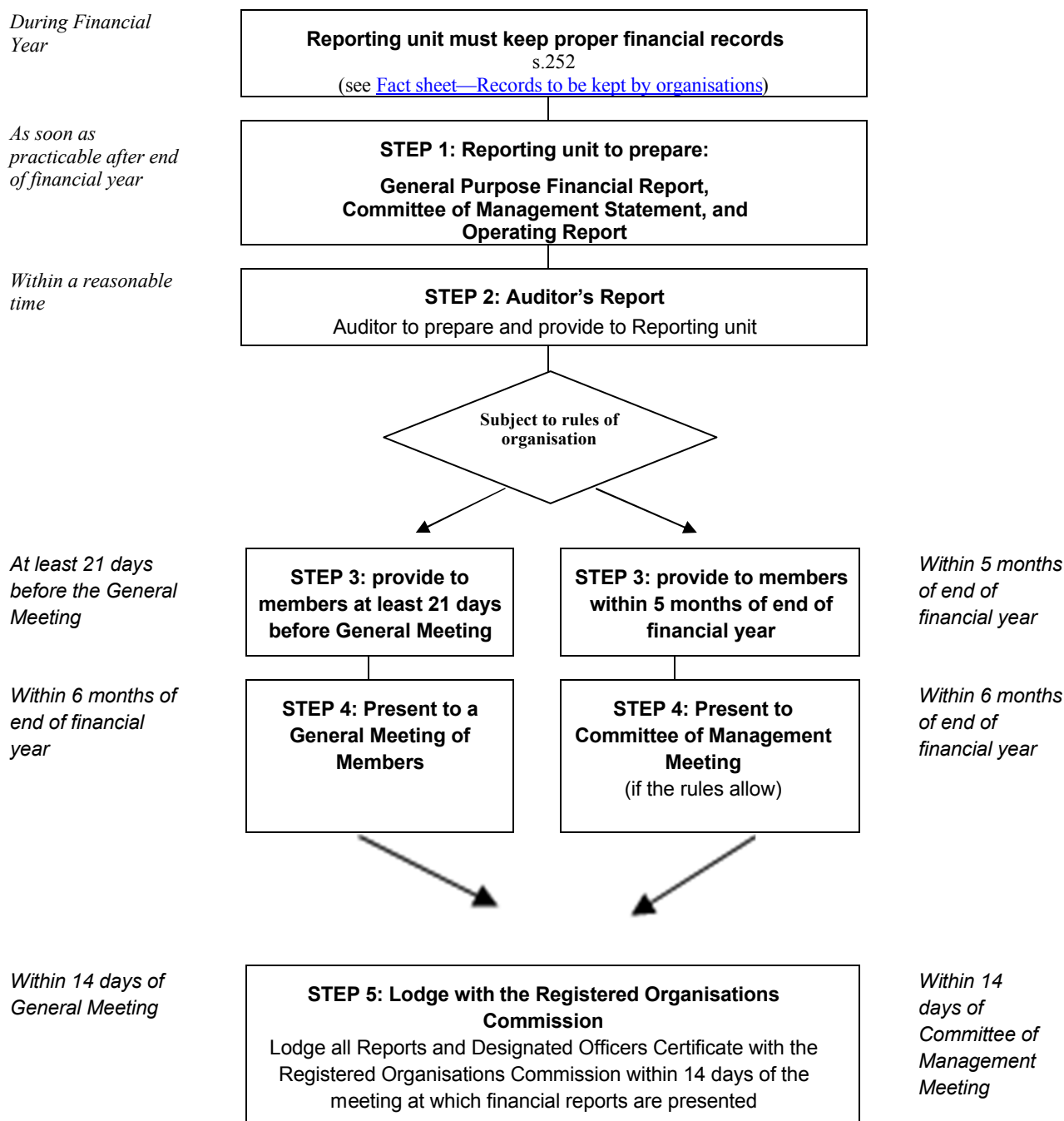
Yours faithfully,
Michael Moutevelis
Registered Organisations Commission



Fact sheet

Summary of financial reporting timelines – s.253 financial reports

See Fact sheet—Financial reporting for an explanation of each of these steps.





Fact sheet

Loans, Grants & Donations

The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the Commissioner's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceeds \$1000. The following information must be supplied to the Registered Organisations Commission (the ROC) for each relevant loan, grant or donation:





- the amount,
- the purpose,
- the security (if it is a loan),
- the name and address of the person to whom it was made,* and
- the arrangements for repaying the loan.*



*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the ROC has a [Template Loans, Grants and Donations Statement](#) on its website. The ROC encourages branches and organisations to lodge the statement even if all of the figures are NIL.

Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
 Only reporting units must lodge the Statement.	 All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
 Employees can sign the Statement.	 The statement must be signed by an elected officer of the relevant branch.

	Statements can be lodged with the financial report.		The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.
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Grants & Donations within the Financial Report

Item 16(e) of the Commissioner's Reporting Guidelines requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines. In the [ROC's Model Statements](#) the note appears as follows:

Note 4E: Grants ~~OR~~ donations*

Grants:	[Current year]	[Previous year]
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Donations:		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Total grants or donations	-	-

The Commissioner's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

Implications for filing the Financial Report

During their review of the financial report staff of the ROC may confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their last financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the website.

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the ROC on regorgs@roc.gov.au



Guidance Note

Illustrative Auditor's Report under section 257 of the *Fair Work (Registered Organisations) Act 2009*

Prepared and issued by the Registered Organisations Commission

Version	Date published
1	4 August 2017

1. Introduction

The purpose of this guidance note is to provide Registered Organisations with guidance on the revised Australian Auditing Standard ASA 700 *Forming an Opinion and Reporting on a Financial Report* (ASA 700), as issued by the Auditing and Assurance Standards Board ('AUASB').

An 'Illustrative Auditor's Report' is included to assist Registered Organisations to understand the new auditing requirements.

2. Background to the revised Auditing Standard

From 15 December 2016, the structure of the Auditor's Report changed as a result of revisions made to the Australian Auditing Standards (ASAs). The changes impact all auditors' reports prepared in accordance with the ASAs.

The purpose of the change is to:

- enhance the communicative value of the Auditor's Report;
- give prominence to the most important matters by re-ordering the content;
- enhance reporting on going concern matters (if applicable), and provide enhanced descriptions of the respective responsibilities of management and the auditor, in relation to going concern;
- provide an affirmative statement on auditor's independence and fulfilment of relevant ethical responsibilities;
- provide more information to users on the auditor's responsibilities, and the key features of an audit and;
- provide details of other information the auditor has received at the date of the Auditor's Report, and is expected to receive after the date of the Auditor's Report¹.

3. Key changes included in the illustrative Auditor's Report

Description	Auditing standard ref.	Comments
Structure of the auditor's report	ASA 700.21-52	The form and structure of the audit report have been reorganised due to changes in the Australian Auditing Standards.
Basis for opinion	ASA 700.28c	Requires references in the audit report to the applicable ethical standards e.g. APES 110 <i>Code of Ethics for Professional Accountants</i> .
Other information	ASA 700.32 ASA 720	ASA 720 now requires that the auditor 'read and consider' if the Other Information (including but not limited to the Operating Report) is materially inconsistent with the financial statements, or the auditor's knowledge obtained in the audit.
Committee of Management's responsibilities for the preparation of the financial report	ASA 700.33-36	ASA 700.34b has been added to reflect changes made in ASA 570. The changes emphasise that it is management's responsibility for assessing whether the use of the going concern assumption is appropriate. The auditors' roles and responsibilities related to going concern have not changed.
Auditor's responsibilities for the audit of the financial report	ASA 700.37-40	These paragraphs have been expanded to clarify the detailed nature and scope of the auditor's existing responsibilities and procedures, and to make an explicit relationship of material misstatements to fraud or error.
Report on other legal and	ASA 700.43-45	This section is only applicable if there are other matters to report as required by other legislation.

¹ Adapted from 'Auditor Reporting FAQs' – Auditing and Assurance Standards Board - <http://www.auasb.gov.au/Publications/Auditor-Reporting-FAQs.aspx>

Description	Auditing standard ref.	Comments
regulatory requirements		<p>Under sections 257(6) and (7) of the <i>Fair Work (Registered Organisations) Act 2009</i> ('RO Act'), the auditor is required to report on any instances of non-compliance or deficiency or shortcoming with respect to financial record-keeping, and section 257(2) of the RO Act requires auditors to report on access restrictions to the financial records of the organisation.</p> <p>This section is not required if there are no matters to report.</p>

4. Key changes not reflected in the illustrative Auditor's Report

Description	Auditing standard ref.	Comments
Key Audit Matters	ASA 700.30-31, A41 ASA 701	<p>ASA 701 provides additional disclosures for entities listed on a securities exchange to communicate key audit matters ('KAMs') in the auditor's report. KAMs are those matters that, in the auditor's judgement, are of most significance to the audit of the financial statements of the current financial period.</p> <p>At this point in time, the ROC does not require the inclusion of KAMs.</p>

The numbered references in the Illustrative Auditor's Report refer to the explanatory paragraphs in section 5 of this Guidance Note 'Illustrative Auditor's Notes'. The Illustrative Auditor's Report is also included in the 'Model Financial Statements' published on the Registered Organisations Commission's website.

<To be printed on Auditor letterhead>

Independent Audit Report to the Members of <name of Reporting Unit>

Report on the Audit of the Financial Report

Opinion

I have audited the financial report of <name of Reporting Unit> (the Reporting Unit), which comprises the statement of financial position² as at <balance date>, the statement of comprehensive income³, statement of changes in equity⁴ and statement of cash flows⁵ for the year ended <date>, notes to the financial statements, including a summary of significant accounting policies; and the Committee of Management⁶ Statement.

In my opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of <name of Reporting Unit> as at <balance date>, and its financial performance and its cash flows for the year ended on that date in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

I declare that management's use of the going concern basis in the preparation of the financial statements of the Reporting Unit is appropriate.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Reporting Unit in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Information Other than the Financial Report and Auditor's Report Thereon⁷

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

² Refer to paragraph 9 in Section 5 Illustrative Auditor's Report Notes in this Guidance Note

³ Ibid paragraph 9

⁴ Ibid paragraph 9

⁵ Ibid paragraph 9

⁶ Ibid paragraph 10; note if this is changed to another descriptor all other references in the Report should be changed to the other descriptor

⁷ Ibid paragraph 7

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of Committee of Management for the Financial Report

The Committee of Management of the Reporting Unit is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Reporting Unit's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Reporting Unit or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Reporting Unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Reporting Unit's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Reporting Unit to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Reporting Unit to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Reporting Unit audit. I remain solely responsible for my audit opinion.

I communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I declare that I am an approved auditor, a member of [name of appropriate professional accounting body] and hold a current Public Practice Certificate.

[Report on Other Legal and Regulatory Requirements]⁸

[In accordance with the requirements of section 257(7) of the RO Act, I am required to describe any deficiency, failure or shortcoming in respect of the matters referred to in section 252 and 257(2) of the RO Act.

My opinion on the financial report is not modified in respect of the following matter(s) because, in my opinion, it has been appropriately addressed by [Reporting Unit] and is not considered material in the context of the audit of the financial report as a whole:

[Example:

a) [Reporting Unit] failed to keep [name of other record] as required by section 252 of the RO Act for the period 1 July 20XX to 4 July 20XX inclusive.]]

[Report on the Recovery of Wages Activity financial report]⁹

Opinion on the recovery of wages activity financial report

The scope of my work extended to the recovery of wages activity and I have audited the recovery of wages activity financial report for the year ended <date>.

In my opinion, the financial statements and notes and recovery of wages activity financial report properly and fairly report all information required by the reporting guidelines of the General Manager, including:

- (a) any fees charged to, or reimbursements of expenses claimed from, members and others for recovery of wages activity; and
- (b) any donations or other contributions deducted from recovered money.

Responsibilities

The Committee of Management is responsible for the preparation and presentation of the recovery of wages activity financial report in accordance with the reporting guidelines of the General Manager. My responsibility is to express an opinion on the recovery of wages activity financial report, based on my audit conducted in accordance with Australian Auditing Standards.

<Audit Firm Name>

<Name>

Partner

⁸ Ibid paragraph 11

⁹ Ibid paragraph 11

<City>
<Date>

Registration number (as registered by the RO Commissioner under the RO Act)¹⁰: <insert number>

¹⁰ Ibid paragraph 12

5. Illustrative Auditor's Report Notes

For the purpose of this illustrative Auditor's Report, the following circumstances are assumed:

1. The financial report is prepared by management of the Reporting Unit in accordance with Australian Accounting Standards and the RO Act.
2. The terms of the audit engagement reflect the description of management's responsibility for the financial report in *ASA 210 Agreeing the Terms of Audit Engagements*.
3. The auditor has concluded an unmodified opinion is appropriate based on the audit evidence obtained.
4. The relevant ethical requirements that apply to the audit are the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants*.
5. Based on the audit evidence obtained, the auditor has concluded that a material uncertainty does not exist related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern in accordance with *ASA 570 Going Concern*.
6. The auditor is not required, and has otherwise not decided, to communicate key audit matters in accordance with *ASA 701 Communicating Key Audit Matters in the Independent Auditor's Report*.
7. The section on 'Information Other than the Financial Report and Auditor's Report Thereon' is customised depending on the nature of the Other Information received and when this information was received. The template provided assumes that the nature of the Other Information is the Operating Report and that it was received on or before the date of the audit report. If there is Other Information that accompanies the financial report in addition to the Operating Report, or if the Operating Report or any additional Other Information was not received on or before the date of the audit report, please refer to the requirements stated in *ASA 720 The Auditor's Responsibilities Relating to Other Information* for example wording.
8. The subheading 'Report on Other Legal and Regulatory Requirements' is only applicable where the auditor includes 'Other reporting responsibilities' in accordance with *ASA 700 Forming an Opinion and Reporting on a Financial Report*. Please delete the 'Report on Other Legal and Regulatory Requirements' section if there is no deficiency, failure or shortcoming to report.
9. Please ensure that the financial statement descriptions used in the Auditor's Report agree with those used in the financial report, for example, 'balance sheet' or 'statement of financial position'.
10. Use of 'Committee of Management' in the model auditor's report represents those charged with governance for the registered organisation, and can be replaced with other descriptors as appropriate for the organisation, for example, 'Council of Management', 'Executive Committee', etc.
11. If the Registered Organisation has not undertaken any recovery of wages activity during the reporting period the auditor's report should state that fact with reference

to the Committee of Management Statement, and no opinion can be provided in relation to recovery of wages activity.

12. Auditors must be registered by the Registered Organisations Commissioner. Your registration number under the RO Act will commence with the letters 'AA'.

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This guidance note is not intended to be comprehensive. It is designed to assist with making an application to the Registered Organisations Commission and its work. The Registered Organisations Commission does not provide legal advice.