



17 December 2018

Mr Michael Unger
National President
Civil Contractors Federation

Dear Mr Unger

Re: – Financial reporting – Civil Contractors Federation - for year ending 30 June 2018 (FR2018/210)

I acknowledge receipt of the financial report of the Civil Contractors Federation, in respect of the year ending 30 June 2018. The documents were lodged with the Registered Organisations Commission ('the ROC') on 19 November 2018.

The financial report has been filed. The financial report was filed based on a primary review. This involved confirming whether 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 the report for year ending 30 June 2019 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 preparing the next report. The ROC will confirm these matters have been addressed prior to filing next year's report.

Auditor's report - all parts of GPFR

The Auditor's Statement is required to identify the title of each statement comprising the financial report in accordance with paragraph 24c of Australian Auditing Standard ASA 700 *Forming an Opinion and Reporting on a Financial Report*. A general purpose financial report prepared under section 253 of the RO Act also includes the expenditure report required to be prepared under section 255(2A) and as prescribed by Reporting Guideline 22. The auditor's statement omitted reference to the expenditure report.

Nil Activities disclosure

Item 21 of the Reporting Guidelines states that if any activities identified in items 10-20 have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, the notes or in an officer's declaration statement.

The notes contained nil activity information for all prescribed RG categories except the following:

- RG12 - acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organisation, a determination or revocation by the General Manager, Fair Work Commission¹
- RG20 - make a payment to a former related party of the reporting unit

Key management personnel compensation

Note 12(b) discloses, on page 55, information which is additional to the key management personnel compensation information required by Australian Accounting Standard *AASB 124 Related Party Disclosures* (paragraph 17). The additional information relates to the identification of individuals who meet the definition of key management personnel.

As this information goes beyond the requirements of AASB 124 and due to the nature of the disclosure, the ROC has decided to redact this information from the copy of the 2018 financial report before publishing it on its website. Please ensure in future years that the financial report does not include the names of the key management personnel.

Reporting Requirements

The ROC website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the s.253 reporting guidelines and a model set of financial statements. The ROC recommends that reporting units use these model financial statements to assist in complying with the RO Act, the s.253 Reporting Guidelines and Australian Accounting Standards. Access to this information is available via [this link](#).

Yours faithfully



Stephen Kellett
Financial Reporting
Registered Organisations Commission

¹ This nil activity disclosure was made but it was contained in the Operating report prepared under s254, rather than the general purpose financial report under s253 to which the relevant Reporting Guideline applies



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s.268 Fair Work (Registered Organisations) Act 2009

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

Certificate for the year ended 30th June 2018

I Michael Unger being the National President of the Civil Contractors Federation certify:

- that the documents lodged herewith are copies of the full report for the Civil Contractors Federation for the period ended referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit on Monday 22nd October 2018; and
- that the full report was presented to a general meeting of members of the reporting unit on 16th November 2018 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer:

Name of prescribed designated officer:

Michael Unger

Title of prescribed designated officer:

National President

Dated:

16/11/18

CIVIL CONTRACTORS FEDERATION

NATIONAL

FINANCIAL STATEMENTS FOR YEAR ENDED 30TH JUNE 2018

ABN 41 639 349 350



**CIVIL CONTRACTORS
FEDERATION**

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Operating Report for the Year Ended 30 June 2018

The Committee of Management presents its operating report on CCF National Office for the year ended 30 June 2018.

PRINCIPAL ACTIVITIES S254(2)(A)

The principal activities of the CCF National Office during the financial year were to promote, protect and advance the interest of the civil construction industry in Australia for the public benefit including by being the peak body representing the civil construction industry in Australia.

The CCF National Office operates predominantly in one business and geographical segment, being a representative body of civil construction businesses throughout Australia. It provides professional services, information and advice, industrial relations, industry networking opportunities, dispute resolution, training (business, occupational health and safety), and business certification. The Federation represents the industry to all levels of Government.

RESULTS OF PRINCIPAL ACTIVITIES S254(2)(A)

The Civil Contractors Federation National Office (CCFNO) incurred a loss of \$122,526 (2017: loss of \$21,323). In 2018, CCFNO's revenue grew by \$76,204 this year primarily due to the increase in Functions and Events. The net assets of CCFNO decreased this year to \$378,833. At reporting date, CCFNO has a working capital surplus of \$370,387 and can pay its debts when they fall due.

Overall, CCF National continues to service its 8 Branches and the general public in all facets of the civil construction industry including: ongoing industrial relations advice, advocacy at a Federal level, training and certification to the wider industry.

The CCFNO did not acquire an asset or liability during the financial year as a result of amalgamation under Part 2 of Chapter 3 of the Fair Work (Registered Organisations) Act, a restructure of the branches of an organisation, and/or a determination or revocation by the Commissioner, Registered Organisations Commission.

SIGNIFICANT CHANGES IN NATURE OF PRINCIPAL ACTIVITIES S254(2)(A)

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

SIGNIFICANT CHANGES IN FINANCIAL AFFAIRS S254(2)(B)

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

Operating Report for the Year Ended 30 June 2018

OFFICERS OR MEMBERS WHO ARE SUPERANNUATION FUND TRUSTEE(S) OR DIRECTOR OF A COMPANY THAT IS A SUPERANNUATION FUND TRUSTEE WHERE BEING A MEMBER OR OFFICER OF A REGISTERED ORGANISATION IS A CRITERION FOR THEM HOLDING SUCH POSITION S254(2)(D)

Two (2) officers 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 organisation.

Mr Andrew Mahar is a Trustee

Mr Steve Traicevski is a Director that is a Trustee for a Super Fund.

The following officers are involved in self-managed super funds:

Mr Beltrame is a Director of a self-managed super fund

Mr Peter Kendall is a Director of a self-managed super fund

Mr Nick Zardo is a Trustee of a self-managed super fund

Mr Lee Fahey is a Director of Glenbernie and Associates P/L which is a corporate trustee for The Fahey Super Fund, a family SMSF.

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 1,258 Members and 733 Associate Members. At the end of the previous financial year there were 1,256 Members and 732 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 CCF National Office was 2 (2017: 2).

NATIONAL BOARD MEMBERS reg 159(c)

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

TITLE	NAME	PERIOD OF OFFICE
National President	Michael Unger	1-7-2016 to 30-06-2018
Treasurer	Nick Zardo	1-7-2016 to 30-06-2018
Board Member	Andrew Maher	1-7-2016 to 30-06-2018
Alternate Board Member	Steve Traicevski	20-04-2018 to 30-06-2018
Board Member	Michael Boyle	1-7-2016 to 29-04-2018
Alternate Board Member	Lee Fahey	29-04-2018 – 30-06-2018
Vice President	Peter Kendall	1-7-2016 to 30-06-2018
Board Member	Adrian Granger	1-7-2016 to 30-06-2018
Board Member	Michael Cull	1-7-2016 to 30-06-2018
Board Member	Gerard Beltrame	1-7-2016 to 30-06-2018
Alternate Board Member	David Della-Bona	02-03-2018 to 30-06-2018

Operating Report for the Year Ended 30 June 2018

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."

Signature of designated officer:



Name and title of designated officer:

Michael Unger, National President

Dated:

21 / 9 / 2018

National Board for the Year Ended 30 June 2018

On 21st September 2018 the Civil Contractors Federation (National Office) 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 2018:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with 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);
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - (v) where information has been sought in any request by a member of the reporting unit or Commissioner duly made under section 272 of the RO Act has been provided to the member or Commissioner; and
 - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
- (f) in relation to recovery of wage activity, there has been no recovery of wage activities during the year.

This declaration is made in accordance with a resolution of the Committee of Management.

Signature of designated officer:



Name and title of designated officer:

Michael Unger, National President

Dated:

21 / 9 / 2018



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

We declare that, to the best of our knowledge and belief, during the year ended 30 June 2018 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

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

A handwritten signature in black ink, appearing to read 'MB Shulman', with a stylized flourish at the end.

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

Dated: 21 September 2018

Stannards Accountants and Advisors Pty Ltd
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Partners

Marino Angelini, CA
Michael Shulman, CA
Nello Traficante, CPA
Jason Wall, CA
Peter Angelini, CA
Nick Jeans, CPA

Expenditure Report For the Year ended 30 June 2018

The Committee of Management presents the expenditure report as required under subsection 255(2A) on the Reporting Unit for the year ended 30 June 2018.

Note	2018 \$	2017 \$
CATEGORIES OF EXPENDITURE		
Remuneration and other employment-related costs and Expenses - employees	383,104	331,626
Advertising	3,750	-
Operating Costs	485,128	358,124
Donations to Political Parties	-	-
Legal Costs	4,000	3,302
Total	875,982	693,052

Signature of designated officer:



Name and title of designated officer: Michael Unger, National President

Statement of Profit or Loss for the Year Ended 30 June 2018

	Note	2018 \$	2017 \$
Revenue	3	753,456	677,252
Accountancy Fees	4b	(24,000)	(20,102)
Audit Fees	4b	(8,060)	(8,060)
Bad Debts	4a	-	-
Computer and IT Costs		(31,916)	(27,540)
Depreciation / Amortisation	4c	(3,327)	(67,965)
Functions and Events Expenses		(193,253)	(61,330)
Insurance		(51,395)	(44,502)
Meeting Expenses		(39,788)	(7,697)
National Communication Costs		(7,885)	(7,773)
National Lobbying / Representation / Travel		(18,933)	(30,648)
Rent		(47,040)	(39,123)
Salaries & Other Benefits - Officeholders		-	-
Salaries & Other Benefits - Employees	4e	(383,104)	(331,626)
Subscriptions & Publications		(29,513)	(4,763)
Other Expenses	4d	(37,768)	(41,923)
(Loss) / Profit from ordinary activities before income tax expense		(122,526)	(15,800)
Significant Items:			
Restructuring Costs		-	(5,523)
(Loss) / Profit before income tax		(122,526)	(21,323)
Income tax expense	1a	-	-
(Loss) / Profit after income tax expense attributable to the Federation		(122,526)	(21,323)

The accompanying notes form part of the financial statements

Statement of Comprehensive Income for the Year Ended 30 June 2018

	2018 \$	2017 \$
(Loss) / Profit for the period	(122,526)	(21,323)
Other Comprehensive Income for the period	-	-
Total Comprehensive (Deficit) / Income for the period	(122,526)	(21,323)
	(122,526)	(21,323)

The accompanying notes form part of the financial statements

Statement of Financial Position as at 30 June 2018

	Note	2018 \$	2017 \$
CURRENT ASSETS			
Cash and cash equivalents	5	192,683	333,363
Trade and other receivables	6	318,003	251,223
TOTAL CURRENT ASSETS		510,686	584,586
NON-CURRENT ASSETS			
Property, Plant and equipment	7	8,246	8,443
TOTAL NON-CURRENT ASSETS		8,246	8,443
TOTAL ASSETS		518,932	593,029
CURRENT LIABILITIES			
Trade and other payables	8	126,903	70,428
Provisions	9	13,196	21,242
TOTAL CURRENT LIABILITIES		140,099	91,670
TOTAL LIABILITIES		140,099	501,359
NET ASSETS		378,833	501,359
MEMBERS' FUNDS			
Accumulated Surplus		378,833	501,359
TOTAL MEMBERS' FUNDS		378,833	501,359

The accompanying notes form part of the financial statements

Statement of Changes in Members' Fund for the Year Ended 30 June 2018

	2018 \$	2017 \$
Balance at beginning of financial year	501,359	522,682
Surplus / (Loss) attributable to members	(122,526)	(21,323)
Balance at end of financial year	378,833	501,359

The accompanying notes form part of the financial statements

Statement of Cash Flows for the Year ended 30 June 2018

	Note	2018 \$	2017 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members and customers		137,513	132,779
Interest Received		41	5,324
Receipts from CCF Branches	12f	530,468	494,521
Other Revenue		18,375	27,649
Payments to CCF Branches	12f	(36,732)	(58,354)
Payments to suppliers		(787,773)	(675,822)
Net cash provided by operating activities	13b	(137,550)	(73,903)
CASH FLOWS FROM INVESTING ACTIVITIES			
Plant Acquired		(3,130)	-
Net cash (used) in investing activities		(3,130)	-
Net (decrease)/increase in cash held		(140,680)	(73,903)
Cash at the beginning of the financial year		333,363	407,266
Cash at the end of the financial year	13a	192,683	333,363

Notes to the Financial Statements for the Year Ended 30 June 2018

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Preparation of the Financial Statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period, and the *Fair Work (Registered Organisation) Act 2009*. For the purpose of preparing the general purpose financial statements, the Civil Contractors Federation (National Office) is a 'not for profit' entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

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

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

b. Cash and cash equivalents

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

c. Plant and Equipment

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

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.

Notes to the Financial Statements for the Year Ended 30 June 2018

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

c. Plant and Equipment (cont'd)

The depreciation rates used for each class of assets are:

<u>Class of Fixed Assets</u>	<u>Depreciation Rate</u>
Plant & Equipment	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 Union 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 Union 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 Income Statement.

g. Employee Benefits

Short-term employee benefits

Provision is made for the National Office'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 National Office'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.

Notes to the Financial Statements for the Year Ended 30 June 2018

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

g. Employee Benefits (cont'd)

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. Other 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 other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The National Office's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the National Office 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 National Office to employee superannuation funds and are expensed when incurred. The National Office 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.

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 National Office 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 National Office 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 2018

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

Revenue comprising National Office contributions is recognised proportionately over the period to which it relates. Any contribution received in advance for the next period is included in deferred income.

Member subscriptions revenue is recorded on an accruals basis of accounting.

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

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

k. Operating Segment

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

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

l. 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.

m. Fair Value of Assets and Liabilities

The National Office 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.

Notes to the Financial Statements for the Year Ended 30 June 2018

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

m. Fair Value of Assets and Liabilities (cont'd)

Fair value is the price the National Office 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 (ie. 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 and transport 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 and the entity's own equity instruments (excluding those related to share-based payment arrangements) 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 statement.

n. Capitation Fees / National Office Contributions

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 Judgements

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

Key Estimates – Impairment

The Board assesses impairment on each reporting date by evaluating conditions specific to the National Office 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 Judgements - Doubtful Debts Provision

The Board have assessed each debtor and have estimated no provision for doubtful debts is required (2017: \$nil). The Board believes that the full amount of the debtors is recoverable.

Notes to the Financial Statements for the Year Ended 30 June 2018

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

o. New Accounting Standards for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards that have mandatory application dates for future reporting periods, some of which are relevant to the entity. The Committee of Management have decided not to early adopt any of the new and amended pronouncements. Their assessment of the pronouncements that are relevant to the entity but applicable in future reporting periods is set out 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 entity 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 Board anticipates that the adoption of AASB 9 may have an impact on the entity's financial instruments, including hedging activity, it is impracticable at this stage to provide a reasonable estimate of such impact.

- AASB 2014-7: *Amendments to Australian Accounting Standards arising from AASB 9 (December 2014)*.

AASB 2014-7: (issued December 2014) gives effect to the consequential amendments to Australian Accounting Standards (including Interpretations) arising from the issue of AASB 9: *Financial Instruments (December 2014)*. More significantly, additional disclosure requirements have been added to AASB 7: *Financial Instruments: Disclosure regarding credit risk exposures of the entity*. This Standard also makes various editorial corrections to Australian Accounting Standards and an Interpretation.

AASB 2014-7 mandatorily applies to annual reporting periods beginning on or after 1 January 2018. Earlier application is permitted, provided AASB 9 (December 2014) is applied for the same period.

- 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.

Notes to the Financial Statements for the Year Ended 30 June 2018

NOTE 2: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

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

The main changes introduced by the new Standard are as follows:

- new lessee accounting requirements for leases at significantly below-market terms and conditions (commonly known as “peppercorn leases”) principally to enable the lessee to further its objectives. This requires the lessee to recognise the leased asset / right-of-use asset at fair value per AASB 13, the lease liability per AASB 117/AASB 16 and the residual as income (after related amounts) at the inception of the lease per AASB 1058;
- 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;
- inclusion of 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;
- application of a practical expedient to permit a lessee to elect not to separate non-lease components and instead account for all components as a lease; and
- inclusion of 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 Board anticipates that the adoption of AASB 16 will impact the entity’s financial statements, it is impracticable at this stage to provide a reasonable estimate of such impact.

- AASB 1058: *Income of Not-for-Profit Entities* (applicable to annual reporting periods beginning on or after 1 January 2019).

This Standard is applicable when an entity receives volunteer services or enters into other transactions where the consideration to acquire the asset is significantly less than the fair value of the asset principally to enable the entity to further its objectives.

The significant accounting requirements of AASB 1058 are as follows:

- Income arising from an excess of the initial carrying amount of an asset over the related amount being contributions by owners, increases in liabilities, decreases in assets and revenue should be immediately recognised in profit or loss. For this purpose, the assets, liabilities and revenue are to be measured in accordance with other applicable Standards.
- Liabilities should be recognised for the excess of the initial carrying amount of a financial asset (received in a transfer to enable the entity to acquire or construct a recognisable non-financial asset that is to be controlled by the entity) over any related amounts recognised in accordance with the applicable Standards. Income must be recognised in profit or loss when the entity satisfies its obligations under the transfer.

Notes to the Financial Statements for the Year Ended 30 June 2018

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

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

A private sector not-for-profit entity may elect to recognise volunteer services or a class of volunteer services as an accounting policy choice if the fair value of those services can be measured reliably, whether or not the services would have been purchased if they had not been donated. Recognised volunteer services should be measured at fair value and any excess over the related amounts (such as contributions by owners or revenue) immediately recognised as income in profit or loss.

The transitional provisions of this Standard permit an entity to either: restate the contracts that existed in each prior period presented in accordance with AASB 108 (subject to certain practical expedients); or recognise the cumulative effect of retrospective application to incomplete contracts on the date of initial application. For this purpose, a completed contract is a contract or transaction for which the entity has recognised all of the income in accordance with AASB 1004: *Contributions*.

Although the Board anticipates that the adoption of AASB 1058 may have an impact on the entity's financial statements, it is impractical at this stage to provide a reasonable estimate of such impact.

- AASB 2016-8: *Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities*.

AASB 2016-8 (issued December 2016) inserts Australian requirements and authoritative implementation guidance for not-for-profit entities into AASB 9: *Financial Instruments* and AASB 15: *Revenue from Contracts with Customers* as a consequence of AASB 1058: *Income of Not-for-Profit Entities* (refer to [1-0900]).

AASB 2016-8 mandatorily applies to annual reporting periods beginning on or after 1 January 2019. Earlier application is permitted, provided AASB 1058 is applied for the same period.

This pronouncement is not expected to impact the organisation.

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 subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or Commissioner:

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

Notes to the Financial Statements for the Year Ended 30 June 2018 (cont'd)

NOTE 2: FUND ANALYSIS

For the financial year ended 30 June 2018, there was no applicable fund or account operated in respect of compulsory levies, voluntary contributions or required by the rules of the Branch; and there was no transfer and/or withdrawal from a fund, account, asset or controlled entity which is kept for a specific purpose.

**Notes to the Financial Statements
for the Year Ended 30 June 2018 (cont'd)**

	2018 \$	2017 \$
NOTE 3: REVENUE		
Operating activities:		
Sponsorships	148,000	110,000
National Office Contributions	511,500	511,500
Functions and Events	75,153	14,979
IMS System	-	-
Consulting Fees	-	-
Projects Income	-	-
Sundry Income	-	-
Capitation Fees	-	-
Financial Support	-	-
Other Revenue Derive	-	-
Other Revenue Derive from Undertaking Recovery of Wager Activity	-	-
Interest Received	41	5,324
Donations > \$1,000	-	-
Donations < \$1,000	-	-
Grants > \$1,000	-	-
Grants < \$1,000	-	-
Member Subscriptions	-	-
Compulsory & Voluntary Levy	-	-
Industry Rebates & Incentives	-	-
Publications Income	387	7,800
Other Revenue	18,375	27,649
Total Revenue	753,456	677,252
NOTE 4: LOSS FROM ORDINARY ACTIVITIES		
The operating profit / (loss) of the National Office before income tax expense has been determined after:		
a. Bad and Doubtful Debts		
Bad debts written off	-	-
Provision for doubtful debts	-	-
	-	-
b. Auditor's Remuneration – audit of financial statements		
Accounting fees	24,000	20,102
Auditor's remuneration – Financial Statement Audit (other fees: \$nil (2017: \$nil))	8,060	8,060
	32,060	28,162
c. Depreciation and amortisation		
Plant and equipment	3,327	67,965

Notes to the Financial Statements
for the Year Ended 30 June 2018 (cont'd)

	2018	2017
	\$	\$
NOTE 4: PROFIT FROM ORDINARY ACTIVITIES (cont'd)		
d. Other expenses comprise:		
Advertising and Promotion	3,750	-
Bank charges	888	969
Cleaning	2,628	2,684
Consultancy fees	4,154	9,413
Compulsory & Voluntary Levies	-	-
Couriers and freight	125	167
Interest paid	-	-
Licence fees and memberships	4,954	13,320
Member database	-	-
Office expenses and meetings	1,145	2,391
Photocopier / printer costs	4,329	2,816
Recruitment	-	2,512
Repairs and maintenance	181	819
Legal costs – Litigation	-	-
Legal costs – Consultation (Other Matters)	4,000	3,302
Stationery and printing	1,055	2,830
Amenities	5,184	-
Sundry Costs	5,875	-
Training and professional development	-	700
Penalties – via RO Act or Regulations	-	-
Consideration to Employers for Payroll Deductions	-	-
Attendance Allowance / Fees – Meetings & Conferences	-	-
Capitation Fees	-	-
Compulsory and/or Voluntary Levy	-	-
Donations < \$1,000	-	-
Donation > \$1,000	-	-
Grants < \$1,000	-	-
Grants > \$1,000	-	-
Affiliation Fees	-	-
	37,768	41,923

e. Employee related expenses		
Other expenses comprise:		
Salaries	349,200	268,540
Superannuation	27,930	22,307
Separation and Redundancy Payments		-
Payroll Tax	20,767	19,923
Training and recruitment		
Leave and Other Entitlements	(14,793)	20,856
	383,104	331,626

Notes to the Financial Statements for the Year Ended 30 June 2018 (cont'd)

NOTE 4: PROFIT FROM ORDINARY ACTIVITIES (cont'd)

f. Expenses – Financial Affairs Administered by Other Entities

For the financial year ended 30 June 2018, external costs paid to Civil Contractors Federation Queensland Branch were incurred relating to accounting and bookkeeping to CCF National Office.

Monthly invoicing occurs for this service. For the financial year ended 30 June 2018, a total of \$24,000 was payable to this entity.

	2018 \$	2017 \$
NOTE 5: CASH AND CASH EQUIVALENTS		
Current		
Cash at bank	192,683	333,363
	<u>192,683</u>	<u>333,363</u>

The weighted average interest rate for cash as at 30 June 2018 is 2.09% (2017: 2.05%)

NOTE 6: TRADE AND OTHER RECEIVABLES

a. Current

Debtors	150,762	117,647
Other Debtors and Prepayments	162,841	129,176
Security Deposit	4,400	4,400
	<u>318,003</u>	<u>251,223</u>

b. Terms and Conditions

Details of the sundry debtors owing from related parties are outlined at Note 12.
No debtors are outside of agreed trading terms.

NOTE 7: FIXED ASSETS

Plant and equipment and furniture and fittings – at cost	19,985	16,856
Less: Accumulated amortisation / depreciation	(11,739)	(8,413)
	<u>8,246</u>	<u>8,443</u>
Total fixed assets – net book value	<u>8,246</u>	<u>8,443</u>

**Notes to the Financial Statements
for the Year Ended 30 June 2018 (cont'd)**

	2018 \$	2017 \$
Plant and equipment and furniture and fittings		
Carrying amount at beginning of the year	8,443	76,408
Additions	3,130	-
Disposals	-	-
Amortisation / Depreciation expense	(3,327)	(67,965)
Carrying amount at end of the year	8,246	8,443
Total	8,246	8,443

	2018 \$	2017 \$
NOTE 8: TRADE AND OTHER PAYABLES		
a. Current		
Trade Creditors *	122,756	65,321
Sundry Payables	4,147	5,107
	126,903	70,428

*Includes \$4,632 payable to legal advisors for consulting matters (2017: \$2,047)

b. Terms and Conditions

Creditors and other payables are settled within the terms of payments offered, which is usually within 30 days. These balances are unsecured and no interest is applicable on these accounts.

Amount payable to related parties are set out in Note 12.

	2018 \$	2017 \$
NOTE 9: PROVISIONS		
Current		
Provision for Annual Leave	13,196	21,242
Provision for Long Service Leave	-	-
	13,196	21,242
Number of employees at year end	2	2

Financial Statements for the Year Ended 30 June 2018 (cont'd)

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

	Annual Leave		Long Service Leave and Retirement Allowance		Total	
	2018 \$	2017 \$	2018 \$	2017 \$	2018 \$	2017 \$
Officeholders	-	-	-	-	-	-
Other Staff	13,196	21,242	-	-	13,196	21,242
Total	13,196	21,242	-	-	13,196	21,242

	Separation and Redundancy Provisions		Other Employee Provisions		Total	
	2018 \$	2017 \$	2018 \$	2017 \$	2018 \$	2017 \$
Officeholders	-	-	-	-	-	-
Other Staff	-	-	-	-	-	-
Total	-	-	-	-	-	-

There are no provisions for separation and redundancy or other provisions for officeholders or other employees (2017: \$nil).

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 National Office 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 National Office 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 10: EMPLOYEE BENEFITS

Employee benefits paid/accrued during the year	Elected Officials (Office holders)		Employees (other than Elected Officials)		Total	
	2018 \$	2017 \$	2018 \$	2017 \$	2018 \$	2017 \$
Wages and Salaries	-	-	349,200	268,540	349,200	268,540
Annual Leave and Long Service Leave	-	-	(14,793)	20,856	(14,793)	20,856
Redundancy Payments	-	-	-	-	-	-
Payroll Tax	-	-	20,767	19,923	20,767	19,923
Superannuation	-	-	27,930	22,307	27,930	22,307
Total	-	-	383,104	331,626	383,104	331,626

No bonuses or share based payments were made to office holders/employees in 2018 or 2017.

Notes to the Financial Statements for the Year Ended 30 June 2018 (cont'd)

NOTE 11: FINANCIAL RISK MANAGEMENT

Financial Risk Management Policies

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

The National Office does not have any derivative instruments at 30 June 2018.

i. Terms, Conditions and Accounting Policies

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

ii. Treasury Risk Management

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

iii. Financial Risk Exposures and Management

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

Liquidity risk

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

Interest rate risk

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

As at 30 June 2018, the effect on profit and equity as a result of the changes in interest rates with all other variables remaining constant would be as follows:

	2018 \$	2017 \$
Change in profit/(loss)		
Increase in interest rate by 1%	1,927	3,334
Decrease in interest rate by 1%	(1,927)	(3,334)
Change in equity		
Increase in interest rate by 1%	1,927	3,334
Decrease in interest rate by 1%	(1,927)	(3,334)

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

Notes to the Financial Statements for the Year Ended 30 June 2018 (cont'd)

NOTE 11: FINANCIAL RISK MANAGEMENT (cont'd)

Interest Rate Risk

The National Office'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 \$	1 to 5 years \$	Fixed Interest Rate Maturities		Total \$
					Over 5 years \$	Non-Interest Bearing \$	
30 June 2018							
Assets:							
Cash	2.09	192,683	-	-	-	-	192,683
Trade and Sundry Debtors		-	-	-	-	318,003	318,003
		-	-	-	-	-	510,686
Liabilities:							
Sundry Creditors & Other Liabilities		-	-	-	-	(126,903)	(126,903)
		-	-	-	-	-	-
Net financial assets		192,683	-	-	-	191,100	383,783
		3					
30 June 2017							
Assets:							
Cash	2.05	333,363	-	-	-	-	333,363
Trade and Sundry Debtors		-	-	-	-	251,233	251,233
		333,363	-	-	-	251,233	584,596
		3					
Liabilities:							
Sundry Creditors & Other Liabilities		-	-	-	-	(91,670)	(91,670)
		-	-	-	-	(91,670)	(91,670)
Net financial assets		333,363	-	-	-	159,563	492,926
		3					

Credit Risk

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

The National Office 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 2018 (cont'd)

NOTE 12: RELATED PARTIES

a. National Office Board members

The names of the members of the National Office Board who held office during the year are as follows: Anthony Boulderstone, Michael Unger, Nick Zardo, Andrew Maher, Michael Boyle, Peter Kendall, Adrian Granger, Michael Cull, Lee Fahey, Steve Traicevski and Gerard Beltrame.

Members of the National Office Board received no attendance fees during the year, nor did they accrue any entitlements.

The officeholders received no 'non cash' benefits (2017: \$nil). No officeholder of the National Office 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 National Office (this year or last year) received any remuneration because they were a member of, or held position with a Board or peak council because: -

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

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



	2018			2017		
	\$			\$		
c. Key Management Personnel Remuneration	Short Term Benefits	Post Employment Benefits	Total	Short Term Benefits	Post Employment Benefits	Total
	\$	\$	\$	\$	\$	\$
Total Compensation	260,294	24,728	285,022	194,243	15,560	209,803

	2018			2017		
	\$			\$		
d. Annual Leave and Long Service Leave Accrued for Key Management Personnel at end of the Year	Annual Leave	Long Service Leave	Total	Annual Leave	Long Service Leave	Total
	\$	\$	\$	\$	\$	\$
Total Leave Provision	3,496	-	3,496	14,948	-	14,948

No termination benefits or share based payments were received, except as already disclosed in this report.

Notes to the Financial Statements for the Year Ended 30 June 2018 (cont'd)

NOTE 12: RELATED PARTIES (cont'd)

e. Transactions with National Office, Branches and Related Entities

Entities related to National Office 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.

f. Related Party balances at year end

Amounts receivable/(payable) at reporting date – Federal office and other branches	2018 \$	2017 \$
Victoria	(493)	10,164
Queensland	2,813	5,445
South Australia	(7,568)	8,813
Western Australia	29,435	35,026
New South Wales	22,367	2,206
Northern Territory	-	2,066
Tasmania	-	2,066
Australian Capital Territory	-	-
	<u>46,554</u>	<u>65,786</u>

Balance Reconciliation- related entities

Victoria Branch

Carrying amount at beginning of the year	10,164	8,571
Levy income	88,000	88,000
Sundry income	1,433	2,679
Sundry charges	(1,003)	(13,364)
Receipts	(99,490)	(89,086)
Payment made	403	13,364
Carrying amount at end of the year	<u>(493)</u>	<u>10,164</u>

Queensland Branch

Carrying amount at beginning of the year	5,445	(233)
Levy income	104,500	104,500
Sundry income	3,372	4,090
Sundry charges	(31,028)	(43,826)
Receipts	(111,847)	(94,405)
Payment made	32,371	35,319
Carrying amount at end of the year	<u>2,813</u>	<u>5,445</u>

South Australia Branch

Carrying amount at beginning of the year	8,813	10,507
Levy income	104,500	104,500
Sundry income	5,523	1,642
Sundry charges	(14,559)	(11,104)
Receipts	(114,750)	(105,527)
Payments Made	2,905	8,795
Carrying amount at the end of the year	<u>(7,568)</u>	<u>8,813</u>

**Notes to the Financial Statements
for the Year Ended 30 June 2018 (cont'd)**

NOTE 12: RELATED PARTIES (cont'd)

f. Related Party balances at year end (cont'd)

	2018	2017
	\$	\$
Western Australia Branch		
Carrying amount at beginning of the year	35,026	6,218
Levy income	88,000	88,000
Sundry income	(2,278)	2,859
Sundry charges	-	(771)
Receipts	(91,313)	(62,051)
Payment made	-	771
Carrying amount at end of the year	<u>29,435</u>	<u>35,026</u>
NSW Branch		
Carrying amount at beginning of the year	2,206	8,995
Levy income	88,000	88,000
Sundry income	20,534	4,461
Sundry charges	(7,843)	-
Receipts	(81,304)	(99,250)
Payments made	774	-
Carrying amount at the end of the year	<u>22,367</u>	<u>2,206</u>
Northern Territory Branch		
Carrying amount at beginning of the year	2,066	2,440
Levy income	16,500	16,500
Sundry income	1,337	2,759
Sundry charges	-	-
Receipts	(19,903)	(19,633)
Payment made	-	-
Carrying amount at end of the year	<u>-</u>	<u>2,066</u>
Tasmania Branch		
Carrying amount at beginning of the year	2,066	2,440
Levy income	16,500	16,500
Sundry income	1,337	2,111
Sundry charges	(279)	(105)
Receipts	(19,903)	(18,985)
Payment made	279	105
Carrying amount at end of the year	<u>-</u>	<u>2,066</u>
ACT Branch		
Carrying amount at beginning of the year	-	-
Levy income	5,500	5,500
Sundry income	6,361	84
Sundry charges	-	-
Receipts	(11,861)	(5,584)
Payment made	-	-
Carrying amount at end of the year	<u>-</u>	<u>-</u>

Notes to the Financial Statements for the Year Ended 30 June 2018 (cont'd)

NOTE 12: RELATED PARTIES (cont'd)

The sales to and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions. Outstanding balances for sales and purchases at the year-end are unsecured and interest free and settlement occurs in cash. There have been no guarantees provided or received for any related party receivables or payables. For the year ended 30 June 2018, the Civil Contractors Federation (National Office) has not recorded any impairment of receivables relating to amounts owed by related parties and declared person or body (2017: \$Nil). This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

	2018 \$	2017 \$
NOTE 13: CASH FLOW INFORMATION		
a. Reconciliation of Cash		
Cash at Bank	192,683	333,363
	192,683	333,363
b. Reconciliation of (Loss) / Profit from ordinary activities after income tax to net cash provided by operating activities		
(Loss) / Profit from Ordinary Activities after income tax Add/(Less):	(122,526)	(21,323)
Non Cash Flows in (Loss) from Ordinary Activities:		
Depreciation / Amortisation	3,327	67,965
	(119,199)	46,642
Changes in Operating Assets and Liabilities		
(Increase)/Decrease in Receivables	(66,780)	(181,904)
Increase/(Decrease) in Provisions	(8,046)	17,802
Increase/(Decrease) in Creditors, Accruals and Other Liabilities	56,475	43,557
	(137,550)	(73,903)
	2018 \$	2017 \$

NOTE 14: OPERATING COMMITMENTS

Operating Lease Commitments – as lessee

Future minimum rentals payable under non-cancellable operating leases at 30 June are:

Non-cancellable operating leases contracted for but not capitalised in the financial statements:

- Within one year	-	43,264
- After one year but not more than five years	-	-
- More than five years	-	-

Notes to the Financial Statements for the Year Ended 30 June 2018 (cont'd)

	2018 \$	2017 \$
NOTE 14: OPERATING COMMITMENTS (cont'd)		
Operating Lease Commitments – as lessor		
Future minimum rentals receivable under non-cancellable operating leases at 30 June are:		
Non-cancellable operating leases contracted for but not capitalised in the financial statements:		
- Within one year	-	-
- After one year but not more than five years	-	-
- More than five years	-	-

a. Office

An operating lease agreement commenced on 1 July 2016 with a rent commencement date of 1 October 2015 with Henry Kazar Super Investments Pty Ltd and Michael Slaven Super Investments Pty Ltd for the use of the premise situated at Unit 13, 11 National Circuit Barton. This lease had the expiry date of 30 June 2018.

The lease agreement continues on a month to month basis with amounts payable in arrears and as such there was no lease liability disclosed in the 2018 financial year.

A new lease contract has been signed, with the effective date of 1 August 2018 with the Kazar Family Superannuation Fund & Michael Slaven Super Investment Pty Ltd as the lessor.

Therefore, the lease liability will be disclosed in the 2019 financial year, concurrent with the lease inception.

NOTE 15: FINANCE LEASE COMMITMENTS

At 30 June 2018, the entity has nil finance lease commitments.

NOTE 16: CAPITAL COMMITMENTS

At 30 June 2018, the entity has nil capital commitments.

NOTE 17: CONTINGENT ASSETS OR LIABILITIES

The National Office is not subject to any material contingent assets and/or liabilities at balance date.

NOTE 18: ECONOMIC DEPENDENCY

The National Office is economically dependent on ongoing funding in the form of contributions from branches and membership fees. The Office did not receive financial support from any other reporting unit during the year.

During the period CCF National did not provide any form of support to another reporting unit or entity to facilitate their continuing as a going concern.

NOTE 19: FEDERATION DETAILS

The registered office and the principal place of business of the National Office is:

Civil Contractors Federation (National Office)

Unit 13, Level 3 Engineering House, 11 National Circuit, Barton ACT 2600

Notes to the Financial Statements for the Year Ended 30 June 2018 (cont'd)

NOTE 20: FAIR VALUE MEASUREMENT

The National Office 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 National Office 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 National Office 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 by the National Office 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.

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 National Office 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.

Notes to the Financial Statements for the Year Ended 30 June 2018 (cont'd)

NOTE 20: FAIR VALUE MEASUREMENT

a. Fair Value Hierarchy (cont'd)

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

	Note	30 June 2018			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	-	-	-	-	-
Total non-financial assets recognised at fair value	-	-	-	-	-

	Note	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	-	-	-	-	-
Total non-financial assets recognised at fair value	-	-	-	-	-

Notes to the Financial Statements for the Year Ended 30 June 2018 (cont'd)

b. Valuation Techniques and Inputs Used to Measure Fair Values

Description	Fair Value at 30 June 2018 and 30 June 2017 \$	Valuation Technique(s)	Inputs Used
Non-financial assets	-	n/a	n/a
Financial assets at fair value through profit or loss:	-	n/a	n/a
Available-for-sale financial assets:	-	n/a	n/a
	-	n/a	n/a

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; and
- accounts payable and other payables.

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

Description	Fair Value at Hierarchy Level	Valuation Technique(s)	Inputs Used
<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

Notes to the Financial Statements for the Year Ended 30 June 2018 (cont'd)

NOTE 21: OTHER DISCLOSURES

The National Office did not receive financial support from any other reporting unit during the year. Except as disclosed in the Statement of Profit and Loss, there were no expenses in connection with holding meetings of members of the National Office and any conferences or meetings of councils, committees, panels or other bodies for the holding of which the National Office 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, nor payables for any legal services at reporting date (except as disclosed in Note 8).

NOTE 22: SUBSEQUENT EVENTS

Restructure

The CCF Group is currently undertaking a restructure wherein the branches (including CCF National Office), 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 state branches will ultimately be wound up. This is expected to occur prior to the end of the next financial year. The organisation's registration with the Fair Work Commission will remain.

Sponsorship agreement

A sponsorship agreement between the Civil Contractors Federation and PSC Insurance Group had been signed post year end with the effective date of 1st July 2018. The agreement provides key sponsorship income of \$850k over the next 3 years.



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

To the Members of Civil Contractors Federation – National Office

Report on the Audit of the Financial Report

Auditor's Opinion

We have audited the financial report of Civil Contractors Federation (National Office), which comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended 30 June 2018, notes to the financial statements, including a summary of significant accounting policies; and the Committee of Management Statement.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of Civil Contractors Federation (National Office) as at 30 June 2018, and its financial performance and its cash flows for the year ended on that date in accordance with:

the Australian Accounting Standards; and

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).

We declare that management's use of the going concern basis in the preparation of the financial statements of the National Office is appropriate.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. We are 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 our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

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

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

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.

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

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Committee of Management Responsibility for the Financial Report

The Committee of Management of National Office 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 National Office'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 National Office or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our 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, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

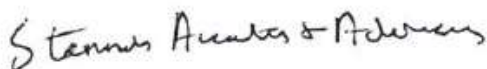
- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material 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.

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

- 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 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 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. We are responsible for the direction, supervision and performance of the CCF National Office audit. I remain solely responsible for our audit opinion.

We communicated 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 identified during our audit.

No revenue has been derived from undertaking recovery of wages activity during the 2018 financial year, as confirmed in the Committee of Management statement.



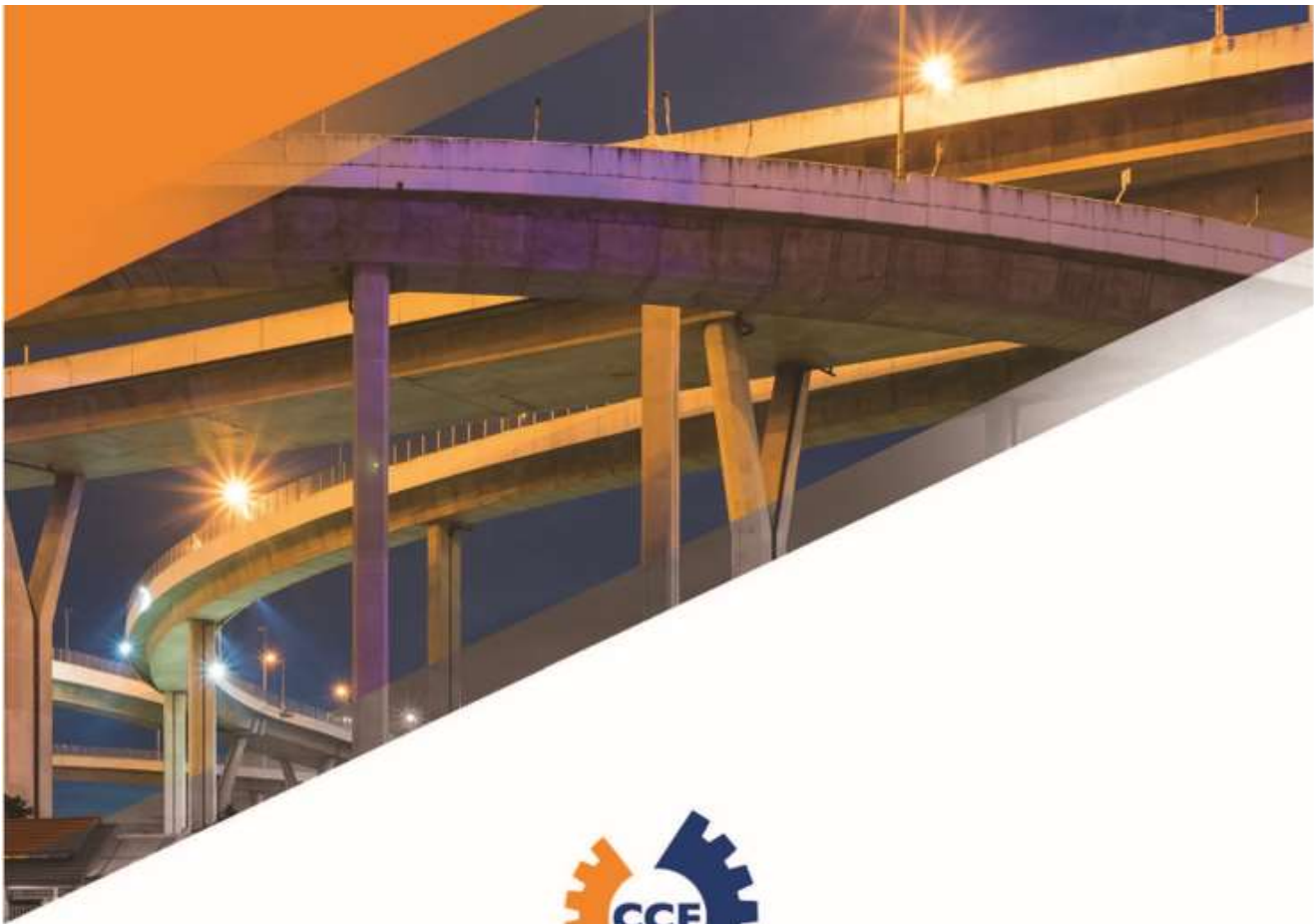
Stannards Accountants and Advisors



Michael B Shulman
Partner

Melbourne, VIC
Dated: 21 September 2018

Registered Company Auditor (163888)
Holder of Current Public Practice Certificate
Approved Auditor (FWC Act and Regulations – AA2018/45)



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