



20 October 2015

Chief Executive Officer  
Queensland Branch  
Civil Contractors Federation  
[ccfqld@ccfqld.com](mailto:ccfqld@ccfqld.com)

CC: Stannards Accountants & Advisors, by email, [advisors@stannards.com.au](mailto:advisors@stannards.com.au)

Dear Chief Executive Officer,

**Civil Contractors Federation - Queensland Branch  
Financial Report for the year ended 30 June 2015 - [FR2015/146]**

I acknowledge receipt of the financial report of the Civil Contractors Federation - Queensland Branch. The documents were lodged with the Fair Work Commission on 14 September 2015.

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 2016 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged, except for the requirements under the sub-heading *Statement of Loans, Grants and Donations*. The FWC will confirm these concerns have been addressed prior to filing next year's report.

**Timescale requirements**

As you are aware, an organisation is required under the RO Act to undertake certain steps in accordance with specified timelines. Information about these timeline requirements can be found on the FWC website. In particular, I draw your attention to Financial reporting process and timelines which explains the timeline requirements, and Diagrammatic summary of financial reporting timelines which sets out the timeline requirements in diagrammatical form.

I note that the following timescale requirement was not met:

**Reports must be provided to Members at least 21 days before the General Meeting of Members**

The Designated Officer's Certificate states that the financial report was provided to members on 11 August 2015, and presented to a General Meeting of members on 1 September 2015. Under section 265(5)(a) of the RO Act, where the report is presented to a General Meeting of members, the report must be provided to members at least 21 days before that meeting.

If these dates are correct, the reporting unit only provided members the financial report 20 days before the General Meeting. Please note, the day of sending and the day of the meeting are not included within the count of days.

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

### **Statement of Loans, Grants and Donations**

Under subsection 237(1) of the RO Act, if an individual loan, grant or donation made by a branch exceeds \$1,000 a statement showing the relevant particulars of each must be lodged with the FWC within 90 days of the end of the financial year. Each branch must lodge an LGD statement.

As discussed, the financial statements disclose donations of \$10,000 that exceeded \$1,000 during the financial year. A statement is therefore required to be lodged for the branch which complies with section 237. The statement should include a request for an extension of the 90 day deadline, signed and dated by the relevant officer, outlining the reason for the delay in lodgement.

A template Loans, Grants and Donations form is available on the FWC website.

### **Reporting Requirements**

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC 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 (03) 8661 7974 or via email at [catherine.bebbington@fwc.gov.au](mailto:catherine.bebbington@fwc.gov.au).

Yours sincerely



**CATHERINE BEBBINGTON**  
Regulatory Compliance Branch

**FAIR WORK COMMISSION**  
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## CERTIFICATE OF DESIGNATED OFFICER

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

I, Damian Long, being the President of the Civil Contractors Federation Queensland Branch of 11 Hi-Tech Court, Eight Mile Plains, Queensland 4113, do hereby certify that:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RO Act; and
- that the full report was provided to members on 11<sup>th</sup> August 2015; and
- that the full report was presented to a general meeting of members of the reporting unit on 1<sup>st</sup> September 2015; in accordance with section 266 of the RO Act.



Damian Long  
**PRESIDENT**  
**CIVIL CONTRACTORS FEDERATION**  
**QUEENSLAND BRANCH**

Mobile: 0431.422.605  
Email: [dlong@ccfqlld.com](mailto:dlong@ccfqlld.com)

Dated in Queensland, on the 1<sup>st</sup> day of September, 2015

# QUEENSLAND ANNUAL REPORT

2014-15

ABN 24 778 482 952



**CIVIL CONTRACTORS  
FEDERATION**

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## PRESIDENT'S REPORT

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It has been a tough year for civil contractors, as we have experienced an unprecedented industry downturn. It is also unclear how long it will last which is significantly impacting our ability to plan and invest in the future. In late 2014, CCF QLD conducted a survey of its members to determine their business' health. It found 55 per cent of respondents had been forced to make redundancies in the past 12 months, and 53 per cent expected to lay off staff in the coming year.

The respondents reported that their workforce had shrunk by 26.3 per cent in just 12 months. Trainee positions have halved in two years, and not a single business surveyed expected to create new trainee positions in 2015. Collectively, respondents expected turnover to decrease by 32 per cent this financial year compared with the previous year, and 74 per cent said conditions were now worse than during the GFC.

It is times like these that make an industry association question its offering to members; as it is times like these that members most question the value of their membership.

Since January 2015, we have had a very strong campaign running in order to advocate for the needs of members to the Queensland Government. There have been four key messages that formed the basis of our campaign. While we also have many other issues that we are addressing for our members, such as skills development, work health and safety, industrial relations and licensing, and our BIG 4 form the pinnacle of our efforts.

### 1. Turn on the pipeline.

CCF QLD members and Queensland communities are being negatively impacted by the downturn in spending on infrastructure that has occurred in recent times. Businesses downsizing, job losses and reduced economic activity have resulted. There is no time to waste in opening the pipeline.

Investment in infrastructure has tangible short and long-term benefits for the Queensland economy and communities. Such investment leads to direct employment, growth and economic outcomes, as well as long-term benefits such as increased productivity.

### 2. Stop the boom-bust cycles.

Boom-bust cycles have plagued the Queensland construction industry for many years and are destructive to the industry. Sound planning mitigates the extreme peaks and troughs that lead to negative outcomes on project cost, employment, training, business capability and capacity.

Proper planning provides contractors with the certainty to make investment and employment decisions. Procurement policies must be supported by open and transparent planning for infrastructure such as rolling capital works programs.

### 3. De-bundle.

It is the belief of CCF QLD members that de-bundling projects into smaller contracts allows broader participation across the industry. This results in the development of capacity and sustainability in the whole contractor market; leading to greater value for money in the short and long-term, by fostering a vibrant, competitive, innovative contracting industry.

The Productivity Commission's Final Report into Public Infrastructure endorsed the view that governments should further explore opportunities to encourage more competition, and thereby receive greater value for money, through de-bundling.

"For larger and more complex projects, government clients should pre-test the market to gain insights into possible savings from packaging the project into smaller components, reducing the level of risk borne by any one contractor, and promoting greater competition by relatively smaller construction companies." (Recommendation 12.8, Volume 2, page 478).

De-bundling is also about investing in smaller projects that have a greater return on investment. This was echoed in a recent article (Attachment A) where it was reported that Productivity Commissioner, Peter Harris criticized

governments for investing too much in mega projects that had a low return on investment, rather than smaller ones that have the potential for a much greater return. In this regard, governments need to recognise that we may be better off improving the infrastructure we have rather than waiting until we have the funds to build new transport infrastructure. This may mean that some solutions are temporary (5-10 years) rather than ultimate long-term solutions, however, the ultimate goal should be productivity and jobs.

#### 4. Maintenance is a priority.

A well-maintained road network provides mobility and safety for the user. The current Queensland budget for road maintenance is inadequate to sustain the network. Unless addressed in the short-term, the road network will continue to age and be exposed to the risk of further rapid failures due to weather events.

As there has been reduced demand for maintenance capability over the past few years, the industry has reduced capacity. This means that future maintenance costs will increase, as the industry would have to rebuild and re-establish its footprint across Queensland regions.

The shortfall in the annual maintenance budget is estimated to be in excess of \$250M p.a., which is without addressing the maintenance backlog, which is estimated to be between \$2B and \$4B.

The Department of Transport and Main Roads (Queensland) (TMR) network is valued at \$61.48B. The current available maintenance component TMR budget approximately \$780M or about 1.3 per cent of the asset value. It is the belief of industry that the level of funding for the maintenance of a typical road network would be not less than 1.5 per cent and be at least 2 per cent to ensure sustainability of the asset.

In addition to our advocacy efforts, during 2014-15 CCF QLD has been focussed on providing the best value to members, by sourcing new member benefits and getting a better understanding of what members want. For some, advocacy is the most important role we perform, and the bells and whistles are completely superfluous. While for others, discounts on a whole host of things from fuel and tires, to accommodation for business and personal trips tops the list.

No matter which group you identify with, the Branch has worked very hard to ensure that what you see as important is delivered to you through your membership. Some of the benefits that we have developed over the past year include:

- Caltex StarCards. StarCard is a cashless solution for fuel management and provides up to 51 days interest-free credit. As a CCF QLD member, you can save: 5.5 cents per litre on Diesel at National Truck Network (NTN)\* sites; 3 cents per litre on Diesel at non-National Truck Network sites; 4 cents per litre on Petrol (Vortex 95, Vortex 98 and Unleaded Petrol/E10); 1 cent per litre on LPG.
- discounted tyres with YHI Australia.
- up to 50 per cent on accommodation with Mantra.
- discounts and special offers on a range of stationery, PPE uniforms and more with Jaybel Office Choice.

These offers are in addition to those already offered by our associate members through the Contractors' and Suppliers' Guide, and we hope that the progress we have made in providing special offers to members is helping them get through these tough times.

Finally, our door is always open and we are happy to take members feedback and suggestions on things the Branch should be doing or addressing on an advocacy basis.



DAMIAN LONG  
PRESIDENT  
CIVIL CONTRACTORS FEDERATION  
QUEENSLAND BRANCH



## CHIEF EXECUTIVE OFFICER'S REPORT

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2014-15 has been a tough year for the industry and has also brought challenges to the Branch. While the organisation has achieved some significant outcomes for the year, it is not necessarily reflected in our financial results, as the Branch, like many of our members has been impacted by the state-wide industry downturn.

Overall we achieved a good result in events and in general met the majority of goals and targets we set. We delivered a packed calendar of more than 40 events throughout the year including our awards nights, industry nights, golf days, dinners and more. We also delivered an extended trade display at our annual conference, which was well received by Conference attendees. These events were supported by our valued sponsors and attended by members and industry colleagues alike and while we didn't always achieve our attendance targets, the events delivered were of a high quality, and provided a great deal of benefit to members through the provision of information that is critical to their businesses success.

As members are aware, the Member Services Team has been consistently looking for better ways to service the membership over the past few years, and 2014-15 has been no exception. The team has continued to deliver its member visit program and also delivered resources and member benefits. Our CCF QLD Contractor Protect service has also continued to deliver advice to members on workplace relations issues, and feedback from members continues to be positive.

Our main office, the Queensland Civil Industry Training Centre in Brisbane experienced its third year of operation and since has become a hub of activity on a daily basis; as we deliver short courses to the membership and our clients. The QCTIC in Townsville is in its first year of operation, and while we have experienced a slow start to the utilisation of the Centre, I believe that it will be a highly active Centre in the very near future.

Our school-based programs were also a big feature of the year. As with other years, the Doorways 2 Civil Construction program was a significant part of our training schedule. We also delivered the Introduction to Civil Construction program, aimed at attracting students to civil construction careers.

Our training division has gone through a number of significant positive changes throughout the year and we have a great team that has been achieving well. Unfortunately, we have been affected by the industry downturn and this has impacted our trainee numbers, but I believe our focus on systems and continuous improvement will hold us in good stead for the future.

The new year brings a great deal of opportunity and I look forward to working with each and every one of you to achieve our goals. We have a lot to do over the next year to meet our business targets, but I am confident we have the team and capability to do so.

Finally, I'd like to acknowledge and thank all staff and Board Members for their contributions during the year. We are a small team who produce significant results for our size and I am very pleased to be part of our ongoing service delivery to members and clients.

I'd also like to make specific mention to our Corporate Sponsor Group: Dial Before You Dig, Arthur J Gallagher Insurance Brokers, Boral, BUSSQ Building Super, Coates Hire, Onsite Rental Group, Advanced Environmental Services, Hanson, Holding Redlich, Humes and Finlease. Their support is both valued and highly appreciated and we look forward to working with each and every one of them in the future.



ROBERT ROW  
CHIEF EXECUTIVE OFFICER  
CIVIL CONTRACTORS FEDERATION  
QUEENSLAND BRANCH





## OUR BOARD

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For the 2014-15 financial year, the Civil Contractors Federation Queensland Branch Board consisted of 12 members, including:

1. Damian Long, Branch President
2. Gavin Turner, Branch Vice-President
3. Terry Lynch, Branch Treasurer
4. Peter Kendall, Branch Board Member and National Board Representative (Queensland)
5. Phil Cassell, Branch Board Member
6. John Clark, Branch Board Member
7. Terry Cogill, Branch Board Member
8. Mark Goodwin, Branch Board Member
9. Marc Kuypers, Branch Board Member
10. Tim McIlwain, Branch Board Member
11. Richard Nyholt, Branch Board Member
12. Mark Panizza, Branch Board Member



Clockwise from top left: John Clark, Terry Cogill, Rickard Nyholt, Phill Cassell, Mark Kuypers, Mark Goodwin, Terry Lynch, Mark Panizza, Gavin Turner, Robert Row (CEO), Damian Long, Peter Kendall. Absent: Tim McIlwain

## OUR SPONSORS

It is with sincere gratitude that we thank our 2014-15 Corporate Sponsor Group.

### PLATINUM



### GOLD



### SILVER



### BRONZE



# FINANCIAL REPORT FOR THE YEAR ENDED

30 JUNE 2015



**CIVIL CONTRACTORS  
FEDERATION**

## OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2015

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### PRINCIPAL ACTIVITIES *s254(2)(A)*

The principal activities of the Branch during the financial year were the provision of technical and training services to members in the civil contracting industry:

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

### RESULTS OF PRINCIPAL ACTIVITIES *s254(2)(A)*

The Branch's principal activities resulted in a profit of \$ 109,874 (2014 profit of \$1,092,379)

Advocacy and member services in industrial relations services have again been a focus given the Federal Workplace Relations reform including workplace agreements, and Building and Construction industry Code Compliance.

The Branch has also continued service provision in workplace training to meet industry demand.

Continued education and promotion of contractors has occurred to achieve recognition as accredited contractors for quality management OH and S and environmental management utilising the Federations Contractor Management System.

Advocacy to both state and federal governments and government agencies has also been an area of high performance in representing the views of members in the industry.

The Branch 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 organization, and/or a determination or revocation by the General Manager Fair Work Commission (FWC).

### SIGNIFICANT CHANGES IN NATURE OF PRINCIPAL ACTIVITIES *s254(2)(A)*

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

### SIGNIFICANT CHANGES **IN BRANCH'S FINANCIAL AFFAIRS** *s254(2)(B)*

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

### TRUSTEE OR DIRECTOR OF TRUSTEE COMPANY OF SUPERANNUATION ENTITY OR EXEMPT PUBLIC SECTOR SUPERANNUATION SCHEME *s254(2)(D)*

No officer, or member of the reporting unit [to the best of my knowledge] holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation.

### NUMBER OF MEMBERS *RO reg 159(a)*

The number of persons who, at the end of the financial year, were recorded on the Register of members was: 122 full members and 91 associate members. (2014: 141 full members and 91 associate members).

## OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2015 (CON'T)

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### NUMBER OF EMPLOYEES *RO reg 159(b)*

The number of persons who were, at the end of the financial year, employees of the Queensland Branch of the Federation was 28. (2014; 31)

### QUEENSLAND BRANCH BOARD MEMBERS *reg 159(c)*

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

Damian Long  
Branch President (01-07-14 – 30-06-15)

Gavin Turner  
Branch Vice-President (01-07-14 – 30-06-15)

Terry Lynch  
Branch Treasurer (01-07-14 – 30-06-15)

Phil Cassell  
Branch Board Member (01-07-14 – 30-06-15)

John Clark  
Branch Board Member (01-07-14 – 30-06-15)

Terry Cogill  
Branch Board Member (01-07-14 – 30-06-15)

Mark Goodwin  
Branch Board Member (01-07-14 – 30-06-15)

Peter Kendall  
Branch Board Member (01-07-14 – 30-06-15)

Marc Kuypers  
Branch Board Member (01-07-14 – 30-06-15)

Tim McIlwain  
Branch Board Member (12-09-14 – 30-06-15)

Richard Nyholt  
Branch Board Member (01-07-14 – 30-06-15)

Mark Panizza  
Branch Board Member (01-07-14 – 30-06-15)

### 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 sub-rule (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 affected in accordance with this section if the Member is informed in writing by or on behalf of the Federation that the resignation has been accepted."



DAMIAN LONG  
PRESIDENT  
CIVIL CONTRACTORS FEDERATION  
QUEENSLAND BRANCH

Dated in Queensland, on the 10<sup>th</sup> day of August, 2015

## CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH BOARD STATEMENT FOR THE YEAR ENDED 30 JUNE 2015

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On, 10 August 2015 the Board of the Civil Contractors Federation Queensland Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2015:

The Board declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Reporting Guidelines of the General Manager of FWC and Australian Accounting Standards;
- (b) 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;
- (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 GPFR relates and since the end of that year:
  - (i) meetings of the Board were held in accordance with the rules of the organisation including the rules of a branch concerned;
  - (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 General Manager of FWC duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or the General Manager of FWC;
  - (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 the General Manager of FWC 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 Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009 during the period; and
- (e) in relation to recovery of wages activity, there has been no recovery of wage activities during the year.

For the Queensland Branch Board, (Committee of Management):



DAMIAN LONG  
PRESIDENT  
CIVIL CONTRACTORS FEDERATION  
QUEENSLAND BRANCH

Dated in Queensland, on the 10<sup>th</sup> day of August, 2015

## AUDITOR'S INDEPENDENCE DECLARATION TO THE BOARD OF THE CIVIL CONTRACTORS FEDERATION – QUEENSLAND BRANCH

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We declare that, to the best of our knowledge and belief, during the year ended 30 June 2015 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 AND ADVISORS  
1/60 TOORAK ROAD, SOUTH YARRA VIC 3141



MICHAEL SHULMAN  
PARTNER (REGISTERED COMPANY AUDITOR: 163888)  
HOLDER OF CURRENT PUBLIC PRACTICE CERTIFICATE  
APPROVED AUDITOR (FWC ACT AND REGULATIONS)

Dated in Queensland, on the 10<sup>th</sup> day of August, 2015



## STATEMENT OF PROFIT AND LOSS FOR THE YEAR ENDED 30 JUNE 2015

	Note	2015 \$	2014 \$
Revenues	2	5,735,190	6,768,843
Employee expenses	3f	(3,010,309)	(3,001,070)
Rental expenses	3c	(66,850)	(65,841)
Functions, seminars and conference costs		(272,447)	(237,942)
Direct training costs and resource development		(334,091)	(440,609)
Depreciation and amortisation	3d	(501,432)	(488,978)
Bad and doubtful debts	3a	-	-
Auditor's Remuneration	3b	(13,900)	(9,700)
Advertising and promotion		(84,155)	(75,381)
Communications		(101,597)	(87,032)
Computer Support / Maintenance		(137,762)	(65,161)
National Levy	3e	(76,002)	(185,517)
IMS Systems and publications		(200)	(45,062)
Interest Paid		-	-
Staff Training and development		(14,420)	(10,215)
Printing and stationery		(20,419)	(31,889)
Travelling expenses		(136,287)	(173,276)
Merchant fees and bank charges		(3,727)	(3,436)
Motor vehicle expenses		(135,861)	(143,504)
Consultancy Fees		(7,531)	(15,531)
Other expenses from ordinary activities	3g	(708,326)	(596,320)
<b>Profit from ordinary activities before income tax expense</b>		<b>109,874</b>	<b>1,092,379</b>
Income tax expense	1a	-	-
<b>Net profit from ordinary activities after income tax expense attributable to the Branch</b>		<b>109,874</b>	<b>1,092,379</b>

The accompanying notes form part of the financial statements

## STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2015

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	2015 \$	2014 \$
Profit for the period	109,874	1,092,379
Other Comprehensive Income for the period	-	-
Total Comprehensive Income for the period	109,874	1,092,379
Total Comprehensive Income attributable to members of the organisation	109,874	1,092,379

The accompanying notes form part of the financial statements

## STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2015

	Note	2015 \$	2014 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	4	1,230,778	1,452,357
Trade and other receivables	5	1,578,863	831,242
Inventories	6	191,227	149,414
Other current assets	7	86,383	104,760
<b>TOTAL CURRENT ASSETS</b>		<b>3,087,251</b>	<b>2,537,773</b>
<b>NON-CURRENT ASSETS</b>			
Financial assets	8	12,500	12,500
Plant and equipment	9	8,568,132	8,856,054
<b>TOTAL NON-CURRENT ASSETS</b>		<b>8,580,632</b>	<b>8,868,554</b>
<b>TOTAL ASSETS</b>		<b>11,667,883</b>	<b>11,406,327</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	10	1,258,900	646,773
Short term provisions	11a	146,796	218,841
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,405,696</b>	<b>865,614</b>
<b>NON-CURRENT LIABILITIES</b>			
Trade and other payables	10	582,590	970,990
Long term provisions	11b	-	-
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>582,590</b>	<b>970,990</b>
<b>TOTAL LIABILITIES</b>		<b>1,988,286</b>	<b>1,836,604</b>
<b>NET ASSETS</b>		<b>9,679,597</b>	<b>9,569,723</b>
<b>MEMBERS' FUNDS</b>			
Accumulated Surplus		<b>9,679,597</b>	<b>9,569,723</b>
<b>TOTAL MEMBERS' FUNDS</b>		<b>9,679,597</b>	<b>9,569,723</b>

The accompanying notes form part of the financial statements

STATEMENT OF CHANGES **IN MEMBERS' FUND FOR** THE YEAR ENDED 30  
JUNE 2015

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	2015 \$	2014 \$
Balance as at 1 July 2014	9,569,723	8,477,344
Profit attributable to members	109,874	1,092,379
Balance at 30 June 2015	9,679,597	9,569,723

The accompanying notes form part of the financial statements

## STATEMENT OF CASH FLOW FOR THE YEAR ENDED 30 JUNE 2015

	Note	2015 \$	2014 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from members and customers		4,741,830	6,365,971
Receipts from related entities – ACT Branch		711	-
Receipts from related entities – National Office		246,717	6,699
Receipts from related entities – NSW Branch		361	-
Receipts from related entities – NT Branch		620	1,248
Receipts from related entities – SA Branch		782	-
Receipts from related entities – TAS Branch		777	-
Receipts from related entities – Victorian Branch		2,312	6,575
Receipts from related entities – WA Branch		21,730	-
Payments to suppliers and employees		(4,996,898)	(4,984,076)
Payments to related entities – National Office		(101,129)	(289,112)
Payments to related entities – NSW Branch		(361)	-
Payments to related entities – NT Branch		(825)	-
Payments to related entities – SA Branch		(782)	-
Payments to related entities – TAS Branch		(777)	-
Payments to related entities – Victorian Branch		(1,736)	(440)
Payments to related entities – WA Branch		(2,203)	-
Interest received		31,092	40,883
<b>Net cash provided by operating activities</b>	15b	<b>(57,779)</b>	<b>1,147,748</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchase of plant and equipment		(245,608)	(1,252,218)
Proceeds from Building Grant		81,808	-
<b>Net cash (used in) investing activities</b>		<b>(163,800)</b>	<b>(1,252,218)</b>
<b>Net (decrease)/increase in cash held</b>		<b>(221,579)</b>	<b>(104,470)</b>
Cash at the beginning of the financial year		1,452,357	1,556,827
<b>Cash at the end of the financial year</b>	15a	<b>1,230,778</b>	<b>1,452,357</b>

The accompanying notes form part of the financial statements

## 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 Federation (Queensland Branch) as an Individual entity. Civil Contractors Federation (Queensland Branch) is a Branch incorporated in Queensland under the Fair Work (Registered Organisations) Act 2009.

### BASIS OF PREPARATION

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

### ACCOUNTING POLICIES

#### a. Income tax

The Branch is registered under the Fair Work (Registered Organisations) Act 2009 and 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 Branch 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.

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/or diminishing value method at rates based on their estimated useful lives commencing from the time the asset is held ready for use.

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

	2015	2014
Leasehold improvements	2.5% - 33.33%	2.5%
Office plant and equipment	10%-37.5%	10%-37.5%
Furniture and Fittings	18.75%	18.75%
Motor vehicles	12.5%-40%	12.5%-40%

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

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

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

d. **Financial instruments**

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

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

e. **Employee benefits**

*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. 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.

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

e. **Employee benefits (cont'd)**

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 28.

f. **Leases**

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

Finance leases are capitalised by recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a 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.

g. **Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense, and is included in receivables and payables in the Statement of Financial Position.

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

h. **Revenue**

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

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.



NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

i. Comparative figures

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

j. Operating segment

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

The Branch operates predominantly in one business and geographical segment, being a representative body of civil engineering contractors in Queensland, 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 Queensland.

k. 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 and the entity's own equity instruments 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.

l. Capitation fees

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

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING **POLICIES (CONT'D)**

m. Critical accounting estimates and judgments

The Board evaluate 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 2015, except as stated in the report.

*Key Judgements - Doubtful Debts Provision*

The Board have assessed each debtor and have estimated a provision for doubtful debts amounting to \$nil (2014 : \$nil). The Board believes that the full amount of the remaining debtors are recoverable.

n. New accounting standards for application in future periods

Accounting Standards and Interpretations 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 for annual reporting periods commencing on or after 1 January 2017).

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 de-recognition requirements for financial instruments and simplified requirements for hedge accounting.

The key changes made to the Standard 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 AASB 9, the application of such accounting would be largely prospective.

Although the Board 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 commencing on or after 1 January 2017).

When effective, AASB 15 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 AASB15 will apply to all contracts with customers as well as non-monetary exchanges between entities in the same line of business to facilitate sales to customers and potential customers.

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

n. **New accounting standards for application in future periods (Cont'd)**

The core principle of AASB 15 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 contract(s)
- determine the transaction price;
- allocate the transaction price to the performance obligations in the contract(s); and
- recognize revenue when (or as) the performance obligations are satisfied.

AASB 15 will require retrospective restatement, as well as enhanced disclosures regarding revenue.

Although the Board 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.

o. **Information to be provided to members or General Manager of FWC**

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

- (1) A Member of an organisation, or the General Manager of FWC, 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).

p. **Going Concern**

The Board believe based on forecasts for the 2016 year that a going concern basis continues to be appropriate. The branch is not reliant on agreed financial support to continue as a going concern, nor has it agreed to provide such support to ensure other branches can operate as a going concern.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30  
**JUNE 2015 (CONT'D)**

NOTE 2: REVENUE

	2015 \$	2014 \$
Operating activities:		
Training courses and funding	3,901,781	4,956,823
Member subscriptions	623,660	650,775
Function meeting and other activities	161,941	185,337
Capitation Fee	-	-
Affiliation Fees	-	-
Compulsory Levies	-	-
Donations and Grant	-	-
Interest income	31,092	40,883
Sponsorship income	263,302	306,014
Skills Centre Funding	388,404	388,404
Grants and Government Funding	-	-
Financial Support- other Branches	-	-
Other income	363,835	237,407
IMS Systems	1,175	3,200
<b>Total Revenue</b>	<b>5,735,190</b>	<b>6,768,843</b>

NOTE 3: PROFIT FROM ORDINARY ACTIVITIES

	2015 \$	2013 \$
The operating profit of the Federation before income tax expense has been determined after:		
a. <b>Bad and Doubtful Debts</b>		
Bad debts written off	-	-
Provision for doubtful debts	-	-
b. <b>Auditor's Remuneration</b>		
Accounting fees	3,770	-
Auditor's remuneration	10,130	9,700
	13,900	9,700
c. <b>Rental Expense on Operating Leases</b>		
Motor vehicles	-	-
Office rental	66,850	65,841
	66,850	65,841
d. <b>Depreciation and Amortisation</b>		
Plant and equipment	501,432	488,978
	501,432	488,978
e. <b>Levy</b>		
National office levy	76,002	185,517
The levy is imposed by the CCF National Office to assist in funding the National Office operations.		
f. <b>Employee related expenses</b>		
Salaries	2,630,672	2,591,971
Superannuation	241,435	224,357
Redundancy Payments	62,101	-
Payroll tax	148,146	142,350
Employee Provisions	(72,045)	42,392
	<b>3,010,309</b>	<b>3,001,070</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015 (CONT'D)

### NOTE 3: PROFIT FROM ORDINARY ACTIVITIES (CONT'D)

	2015 \$	2014 \$
g. Other expenses include:		
Business Development	30,283	24,855
Board Meeting Costs	75,308	54,403
Postage	20,476	24,605
Fringe Benefit Tax	37,437	33,000
Member Service Costs	151,523	138,968
Payroll Deduction Costs	-	-
Subscriptions – Other	12,954	6,788
Donations < \$1,000	150	1,300
Donations > \$1,000	10,000	-
Grants	-	-
Attendance Allowance / Fee	-	-
Legal costs – Litigation	-	-
Legal costs – Consultation (Other Matters)	840	10,018
Affiliation Fees	-	-
Penalties – via FW(RO) Act or Regulations	-	-
Consideration to Employers Making Payroll Deductions	-	-
Disposal loss on Fixed Assets	-	8,105
Other	369,355	294,278
	<b>708,326</b>	<b>596,320</b>

### NOTE 4: CASH AND CASH EQUIVALENTS

#### Current

Cash on hand	1,000	800
Cash at bank	161,211	82,128
Short-term bank deposits	1,068,567	1,369,429
	<b>1,230,778</b>	<b>1,452,357</b>

The weighted average interest rate for cash as at 30 June 2015 is 2.25% (2014: 3.10%)

### NOTE 5: TRADE AND OTHER RECEIVABLES

#### a. Current

Trade debtors	795,977	83,392
Less: Provision for doubtful debts	-	-
	<b>795,977</b>	<b>83,392</b>
Accrued Income	782,886	669,536
GST Receivable	-	78,314
	<b>1,578,863</b>	<b>831,242</b>

#### b. Terms and Conditions

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

Sundry debtors are non-interest bearing and unsecured.

### NOTE 6: INVENTORIES

#### a. Current

Materials and supplies at net realisable value	191,227	149,414
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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30  
JUNE 2015 (CONT'D)

	2015 \$	2014 \$
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NOTE 7: OTHER CURRENT ASSETS

Current Prepayments	86,661	105,038
Deposits	(278)	(278)
	<u>86,383</u>	<u>104,760</u>

NOTE 8: FINANCIAL ASSETS

a. Non-Current		
Shares in unlisted company – at Board valuation	12,500	12,500

b. Terms and Conditions

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

c. Skills Centre

The Branch has executed an agreement with DEEWR wherein it received \$1.766 million from that department to assist with the funding of the construction of an Industry Skills Centre. As at reporting date, all funding has been received and the Centre was completed. The funding is being amortised to profit and loss over a 5 year period in accordance with funding agreement deliverables (see note 10(b)). The Centre is reflected as a fixed asset in Note 9, and is being depreciated (i.e. the buildings) over its economic life.

NOTE 9: PLANT AND EQUIPMENT

Land and Buildings – at cost	8,742,714	8,742,714
Less: Accumulated depreciation	(804,410)	(457,658)
	<u>7,938,304</u>	<u>8,285,056</u>
Office equipment – at cost	656,847	591,145
Less: Accumulated depreciation	(295,044)	(227,863)
	<u>361,803</u>	<u>363,282</u>
Furniture and Fittings – at cost	66,880	61,945
Less: Accumulated depreciation	(38,865)	(31,589)
	<u>28,015</u>	<u>30,356</u>
Motor vehicles – at cost	512,559	616,229
Less: Accumulated depreciation	(272,549)	(438,869)
	<u>240,010</u>	<u>177,360</u>
Total plant and equipment – net book value	<u>8,568,132</u>	<u>8,856,054</u>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015 (CONT'D)

### NOTE 9: PLANT AND EQUIPMENT (CONT'D)

#### RECONCILIATION OF MOVEMENTS IN PLANT AND EQUIPMENT

Movement in the carrying amounts for each class of plant and equipment between the beginning and the end of the current financial year

	Office Equipment \$	Furniture and fittings \$	Motor Vehicles \$	Land and buildings \$	Total \$
Balance at the beginning of the year	363,282	30,356	177,360	8,285,056	8,856,054
Additions	66,958	4,935	173,715	-	245,608
Disposals	(555)	-	(31,543)	-	(32,098)
Depreciation expense	(67,882)	(7,276)	(79,522)	(346,752)	(501,432)
Carrying amount at the end of the year	361,803	28,015	240,010	7,938,304	8,568,132
				2015 \$	2014 \$

### NOTE 10: TRADE AND OTHER PAYABLES

a. Current		
Deferred income	1,035,924	424,271
Creditors and accruals	222,976	222,503
	1,258,900	646,773
Non-Current		
Deferred income	582,590	970,990

#### b. Terms and Conditions

Deferred income relates to cash receipts for membership fees, training and advertising revenue received for the year 2013-14. In the current year, it also includes \$0.388 million (current liability) and \$1.36 million (non-current liability), representing the balance of monies received from the Department of Education, Training and the Arts (the Department) to fund the purchase of the building and a digital path project. This income has been received subject to terms and conditions imposed by the Department over the period from its receipts to 5 years after project completion date. Such funds are being amortised on a straight line basis to profit over a 5 year period.

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	99,618	165,007
Provision for Long Service Leave	47,178	53,834
	146,796	218,841
b. Non-current		
Provisions for long service leave	-	-
c. Aggregate employee entitlement liability	146,796	218,841
d. Number of employees at year-end	28	31

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015 (CONT'D)

### NOTE 11: PROVISIONS (CONT'D)

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

	Annual Leave		Long Service Leave and Retirement Allowance		Total	
	2015	2014	2015	2014	2015	2014
	\$	\$	\$	\$	\$	\$
Officeholders	-	-	-	-	-	-
Other Staff	99,618	165,007	47,178	53,834	146,796	218,841
Total	99,618	165,007	47,178	53,834	146,796	218,841

There are no provisions for separation and redundancy or other provisions for officeholders or other employees (2014: \$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 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

Employee benefits paid/accrued during the year	Elected Officials (Office holders)		Employees (other than Elected Officials)		Total	
	2015	2014	2015	2014	2015	2014
	\$	\$	\$	\$	\$	\$
Wages and Salaries	-	-	2,630,672	2,591,971	2,630,672	2,591,971
Annual Leave and Long Service Leave	-	-	(72,045)	42,392	(72,045)	42,392
Redundancy Payments	-	-	62,101	-	62,101	-
Superannuation	-	-	241,435	224,357	241,435	224,357
Other employee expenses	-	-	148,146	142,350	148,146	142,350
Total	-	-	3,010,309	3,001,070	3,010,309	3,001,070



NOTE 13: 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 2015.

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

iii. **Financial risk exposures and management**

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

Liquidity risk

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

Interest rate risk

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

As at 30 June 2015, 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:

	2015 \$	2014 \$
<b>Change in profit/(loss)</b>		
Increase in interest rate by 1%	12,298	14,516
Decrease in interest rate by 1%	(12,298)	(14,516)
<b>Change in equity</b>		
Increase in interest rate by 1%	12,298	14,516
Decrease in interest rate by 1%	(12,298)	(14,516)

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 2015 (CONT'D)

### NOTE 13: FINANCIAL RISK MANAGEMENT

#### INTEREST RATE RISK

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

	Weighted Average Effective Interest Rate %	Floating Interest Rate \$	1 year or less \$	1 to 5 years \$	Fixed Interest Rate Maturities Over 5 years \$	Non Interest Bearing \$	Total \$
<b>30 June 2015</b>							
<b>Assets:</b>							
Cash	2.25	1,229,778	-	-	-	1,000	1,230,778
Trade and Sundry Debtors		-	-	-	-	1,665,246	1,665,246
		1,229,778	-	-	-	1,666,246	2,896,024
<b>Liabilities:</b>							
Sundry Creditors and Other Liabilities		-	-	-	-	(1,841,490)	(1,841,490)
		-	-	-	-	(1,841,490)	(1,841,490)
Net financial assets		1,229,778	-	-	-	(175,244)	1,054,534
<b>30 June 2014</b>							
Total financial assets	3.10	1,451,557	-	-	-	936,002	2,388,359
Total financial liabilities		-	-	-	-	(1,617,763)	(1,617,763)
Net financial assets		1,451,557	-	-	-	(680,961)	770,596

#### 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.

NOTE 14: RELATED PARTIES

a. Queensland Branch Board Members

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

Damian Long, Gavin Turner, Terry Lynch, Phil Cassell, John Clark, Terry Cogill, Mark Goodwin, Peter Kendall, Marc Kuypers, Richard Nyholt, Mark Panizza, Tim McIlwain.

Members of Queensland Branch did not receive fees for attendance at meetings, nor did they accrue any employee entitlements.

The officeholders received no 'non cash' benefits (2014: \$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

Robert Row	-	Chief Executive Officer
Jennifer Boggiano	-	Manager – Office of the CEO
Tamara Andary	-	General Manager – Civil Train
Kendall Barry	-	General Manager – Marketing, Communications and Policy
John Andary	-	General Manager – Client Services
Les Hart	-	Training Centre Manager
Cheryl Connors	-	Administration Manager
Doris Westwood	-	Finance and Compliance Manager
Paula Huckstadt	-	Personal Assistant / Communications and Policy Officer
Kim Hetherington	-	Operations Manager – Civil Train
David Lynch	-	General Manager – Civil Train and North Queensland Operations
Joe Hoolahan	-	Regional Manager

c. Key management personnel remuneration

	2015			2014		
	Short Term Benefits	Post Employment Benefits	Total	Short Term Benefits	Post Employment Benefits	Total
	\$	\$	\$	\$	\$	\$
Total Compensation	1,036,729	105,993	1,142,722	1,129,493	104,478	1,233,971

Termination payments amounted to \$32,000 (2014: \$77,308). These were paid to one (2014: 3) key management personnel as part of wages and salaries, no share based payments were received nor performance bonuses.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30  
**JUNE 2015 (CONT'D)**

NOTE 14: RELATED PARTIES (CONT'D)

d. Annual Leave and Long Service Leave Accrued for Key Management Personnel during the year

	2015			2014		
	Annual Leave	Long Service Leave	Total	Annual Leave	Long Service Leave	Total
	\$	\$	\$	\$	\$	\$
Total Leave Provision	63,877	47,178	111,055	95,015	53,834	148,849

e. Transactions with national office, branches and related entities

Transactions with directors and director related entities.

During the year, the following related party transactions also occurred:

Party	Type of Transaction	Amount \$
Old DYBD Inc (interest as director: Mr R Row)	Membership Fee	300
	Sponsorship of CCF	(40,040)
	Rent of Premises	(41,700)
	Technical Service	(65,000)

These transactions were on normal commercial terms and conditions.

Levy Payment	2015	2014
	\$	\$
During the year, Queensland Branch of the Union paid to the National Office a per capital payment calculated in accordance with the rules.	76,002	185,517

f. Related Party balances at year end

Amounts receivable/(payable) at reporting date – Federal office and other branches	2015	2014
	\$	\$
Australian Capital Territory	-	-
National Office	8,866	17,602
New South Wales	-	-
Northern Territory Branch	-	259
South Australia	-	-
Victoria Branch	110	105
Western Australia	550	349-
	9,526	18,315

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30  
**JUNE 2015 (CONT'D)**

NOTE 14: RELATED PARTIES (CONT'D)

Balance Reconciliation - related entities:

	2015 \$	2014 \$
<b>Australian Capital Territory Branch</b>		
Carrying amount at beginning of the year		
Sundry charges	-	-
Sundry income	711	-
Receipts	(711)	-
Payment made	-	-
Carrying amount at end of the year	-	-
<b>National Office</b>		
Carrying amount at beginning of the year	17,602	58,145
Levy Charge	(76,002)	(185,517)
Sundry charges	(8,276)	(137,438)
Sundry income	221,130	-
Receipts	(246,717)	(6,699)
Payment made	101,129	289,112
Carrying amount at end of the year	8,866	17,602
<b>New South Wales Branch</b>		
Carrying amount at beginning of the year	-	-
Sundry charges	-	-
Sundry income	-	-
Receipts	(361)	-
Payment made	361	-
Carrying amount at end of the year	-	-
<b>Northern Territory Branch</b>		
Carrying amount at beginning of the year	259	-
Sundry charges	(825)	-
Sundry income	361	1,507
Receipts	(620)	(1,248)
Payment made	825	-
Carrying amount at end of the year	-	259
<b>South Australia Branch</b>		
Carrying amount at beginning of the year	-	-
Sundry charges	-	-
Sundry income	-	-
Receipts	(782)	-
Payment made	782	-
Carrying amount at end of the year	-	-
<b>Tasmanian Branch</b>		
Carrying amount at beginning of the year	-	-
Sundry charges	-	-
Sundry income	-	-
Receipts	(777)	-
Payment made	777	-
Carrying amount at end of the year	-	-

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30  
**JUNE 2015 (CONT'D)**

NOTE 14: RELATED PARTIES (CONT'D)

	2015 \$	2014 \$
<b>Victorian Branch</b>		
Carrying amount at beginning of the year	105	423
Sundry charges	(1,736)	(440)
Sundry income	2,317	6,257
Receipts	(2,312)	(6,575)
Payment made	1,736	440
Carrying amount at end of the year	110	105
<b>Western Australia Branch</b>		
Carrying amount at beginning of the year	349	-
Sundry charges	(2,203)	-
Sundry income	21,931	349
Receipts	(21,730)	-
Payment made	2,203	-
Carrying amount at end of the year	550	349

NOTE 15: CASH FLOW INFORMATION

	2015 \$	2014 \$
<b>a. Reconciliation of Cash</b>		
Cash at bank and deposit	1,230,778	1,452,357
	1,230,778	1,452,357
<b>b. Reconciliation of profit from ordinary activities after income tax to net cash provided by operating activities</b>		
Operating profit after income tax	109,874	1,092,379
<b>Non-cash flows in surplus/(deficit) from ordinary activities</b>		
- Depreciation and amortisation	501,432	488,978
- Skills Centre Funding	(388,404)	(388,404)
- Disposal Loss - Plant	(49,710)	8,105
<b>Changes in assets and liabilities</b>		
Decrease/(Increase) in receivables	(747,621)	40,937
Decrease/(Increase) in inventories	(41,813)	(1,064)
Decrease/(Increase) in other assets	18,377	34,942
(Decrease)/Increase in payables and employee entitlements	540,086	(125,125)
<b>Net cash provided by operating activities</b>	<b>(57,779)</b>	<b>1,147,748</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2014 (CONT'D)

### NOTE 16: OPERATING COMMITMENTS

	2015 \$	2014 \$
<b>Operating Lease Commitments</b>		
Non-cancellable operating leases contracted for but not capitalised in the financial statements:		
- not later than 12 months	-	-
- between 12 months and five years	-	-
- greater than five years	-	-
	-	-

### NOTE 17: 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.

### NOTE 17: FAIR VALUE MEASUREMENT (CON'T)

#### 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 by the company 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.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015 (CONT'D)

### NOTE 17: FAIR VALUE MEASUREMENT (CONT'D)

- 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 company 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.

	Note	30 June 2015			Total \$
		Level 1 \$	Level 2 \$	Level 3 \$	
<b>Recurring fair value measurements</b>					
<i>Financial assets</i>					
Financial assets available for sale:		-	12,500	-	12,500
<b>Total financial assets recognised at fair value</b>		-	12,500	-	12,500
<i>Non-financial assets</i>					
Freehold land and buildings		-	7,938,304	-	7,938,304
<b>Total non-financial assets recognised at fair value</b>		-	7,938,304	-	7,983,304

	Note	30 June 2014			Total \$
		Level 1 \$	Level 2 \$	Level 3 \$	
<b>Recurring fair value measurements</b>					
<i>Financial assets</i>					
Financial assets available for sale:		-	12,500	-	12,500
<b>Total financial assets recognised at fair value</b>		-	12,500	-	12,500
<i>Non-financial assets</i>					
Freehold land and buildings		-	8,285,056	-	8,285,056
<b>Total non-financial assets recognised at fair value</b>		-	8,285,056	-	8,285,056



## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015 (CONT'D)

### NOTE 17: FAIR VALUE MEASUREMENT (CONT'D)

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

Description	Fair Value at 30 June 2015 \$	Valuation Technique(s)	Inputs Used
<i>Financial assets</i>			
Available for sale:	12,500	Market approach: recent observable market data or discounted cashflows	Market unit price
<i>Non-financial assets</i>			
Financial assets at fair value through profit or loss:	7,938,304	Cost approach: using recent observable market data or discounted cashflows	Price per square metre, market borrowing rate
	7,950,804		

#### 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
<i>Liabilities</i>			
Accounts payable and other payables	3	Income approach using discounted cash flow methodology	Market interest rates for similar assets

### NOTE 18: EVENTS SUBSEQUENT TO BALANCE DATE

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

NOTE 19: CONTINGENT LIABILITIES

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

NOTE 20: ECONOMIC DEPENDENCY

The Branch is economically dependent on ongoing funding in the form of membership fees, existing worker training from contractors and new entrant training income from the Queensland Department of Education, Training and Employment.

NOTE 21: OTHER DISCLOSURES

The Branch 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 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.

Included in trade payables is \$nil (2014: \$nil) payable for legal costs.

NOTE 22: FEDERATION DETAILS

The registered office and the principal place of business of the Branch is:

CIVIL CONTRACTORS FEDERATION  
QUEENSLAND BRANCH  
11 HI-TECH COURT  
EIGHT MILE PLANS  
QUEENSLAND 4113

# INDEPENDENT AUDITORS REPORT

2014-15



**CIVIL CONTRACTORS  
FEDERATION**

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH

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To the Members of Civil Contractors Federation Queensland Branch:

## SCOPE

### THE FINANCIAL REPORT AND BOARD RESPONSIBILITY

The financial report comprises the Board Statement, Statement of Profit and Loss, Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Cash Flow Statement, and accompanying notes to the financial statements for the Civil Contractors Federation Queensland Branch for the year ended 30 June 2015 set out on pages 3 to 33.

The Queensland Branch Board is responsible for the preparation and true and fair presentation of the financial report in accordance with Australian Accounting Standards, the Reporting Guidelines of the General Manager of FWC and other mandatory financial reporting requirements in Australia. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

### AUDIT APPROACH

We conducted an independent audit in order to express an opinion to the members of the Queensland Branch. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with Australian Accounting Standards, the Reporting Guidelines of the General Manager of FWC and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Branch's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- assessing the appropriateness of the accounting estimates made by members of the Board.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

## INDEPENDENCE

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

## AUDIT OPINION

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;

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CIVIL CONTRACTORS FEDERATION QUEENSLAND **BRANCH (CONT'D)**

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- (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 General Manager of FWC, 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 2015, we are of the opinion that management's use of the going concern basis of accounting in the preparation of its financial statements is appropriate.

STANNARDS, ACCOUNTANTS AND ADVISORS  
1/60 TOORAK ROAD, SOUTH YARRA VIC 3141



MICHAEL SHULMAN  
PARTNER (REGISTERED COMPANY AUDITOR: 163888)  
HOLDER OF CURRENT PUBLIC PRACTICE CERTIFICATE  
APPROVED AUDITOR (FWC ACT AND REGULATIONS)

Dated in Queensland, on the 10<sup>th</sup> day of August, 2015

CIVIL CONTRACTORS FEDERATION  
QUEENSLAND BRANCH

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11 Hi-Tech Court  
Eight Mile Plains QLD 4113

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# Notice of Annual General Meeting

## Civil Contractors Federation

### 1 SEPTEMBER 2015

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11 August 2015

Dear Member

Notice is hereby given pursuant to the rules of the Federation that the Annual General Meeting of Members of the Civil Contractors Federation Queensland Branch is to be held on Tuesday 1 September 2015.

Meeting details are set out in the following papers and the Agenda for the meeting is attached. Also attached are the Minutes of the 2014 Annual General Meeting and the 2014/2015 Annual Report which includes the full financial reports and Auditor's Report for the year ended 30 June 2015. These documents will also be available to Members at the AGM for approval.

**Date:** Tuesday 1 September 2015

**Time:** Registration and Breakfast available from 7.30am  
Annual General Meeting will commence at 8.00am

**Location:** Theatre, Queensland Civil Industry Training Centre  
11 Hi-Tech Court, Eight Mile Plains

Yours sincerely

**ROBERT ROW**

**Chief Executive Officer - Queensland**

**Attachments:**

- Meeting Agenda
- Minutes of the 2014 Annual General Meeting
- 2014/2015 Annual Report including the full financial reports and Auditor's report
- Proxy Form

# **CIVIL CONTRACTORS FEDERATION QUEENSLAND BRANCH**

## **2015 ANNUAL GENERAL MEETING**

- Date:** Tuesday 1 September 2015
- Time:** Registration and Breakfast available from 7.30am  
Annual General Meeting will commence at 8.00am
- Location:** Theatre, Queensland Civil Industry Training Centre  
11 Hi-Tech Court, Eight Mile Plains

## **AGENDA**

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1. **Welcome**
2. **Apologies**
3. **Adoption of Previous Minutes**
  - 3.1 **2014 Annual General Meeting**
4. **President's Report**
5. **CEO's Report**
6. **Acceptance of Annual Accounts**
7. **Membership Fees**
8. **Appointment of Auditor**
9. **Appointment of Returning Officers**
10. **Declaration of Office Bearers**
11. **General Business**



# CCF QUEENSLAND BRANCH ANNUAL GENERAL MEETING

12 September 2014

8.00am

CCF QLD Offices

Queensland Civil Industry Training Centre

11 Hi-Tech Court, Eight Mile Plains

## AGENDA

## MINUTES

### ITEM

#### 1.0 WELCOME

Damian Long

The Annual General Meeting opened at 8.10am.

The President welcomed all attendees and apologies were noted.

#### 2.0 ATTENDEES:

Albem Operations Pty Ltd	Mark Panizza
Bielby Holdings Pty Ltd	Terry Cogill
Boulderwall Constructions	Gavin Turner
Brisbane Screening	Alison Price
Burke Civil	Anthony Burke
CB Constructions Pty Ltd	John Clark
ECO Civil solutions (QLD)	Phil Cassell
Fulton Hogan	Brett Smiley
Fulton Hogan	Barry Denny
Katala Constructions Pty Ltd	Damian Long
Nyholt Constructions	Alexandra Reilly
Plant Rent Pty Ltd	John Sexton
RPQ Pty Ltd	Craig Roubin
Sunstate Group QLD (t/a SGQ)	Mark Goodwin
CCF, Chief Executive Officer	Robert Row
CCF, Executive Assistant	Jennifer Boggiano
CCF, Finance Manager	Doris Westwood
CCF, Personal Assistant	Paula Huckstadt

#### 2.0 APOLOGIES:

Damian Long

<b>Allroads Solutions Pty Ltd</b>	Peter van Esseveld
<b>Allroads Solutions Pty Ltd</b>	Scott Jefferson
<b>BMD Group</b>	Terry Lynch
<b>Civil Unlimited Pty Ltd</b>	Richard Scomazzon
<b>CMC Group</b>	Peter Kendall
<b>Concrib Pty Ltd</b>	David Watson
<b>Coops Drainage &amp; Civil Pty Ltd</b>	Barry Coops
<b>Gary Deane Constructions Pty Ltd</b>	Gary Deane
<b>Mcllwain Civil Engineering Pty Ltd</b>	Tim Mcllwain
<b>Moggill Constructions Pty Ltd</b>	Marc Kuypers
<b>Nyholt Constructions Pty Ltd</b>	Richard Nyholt
<b>Oswald Bros. Earthmoving Pty Ltd</b>	Brendan Oswald
<b>Pensar Pty Ltd</b>	Karl Yunker
<b>Queensland Bridge &amp; Civil</b>	Robert Wiley
<b>York Civil Pty Ltd</b>	Simon Green
<b>3.1 ADOPTION OF PREVIOUS MINUTES</b>	<b>Damian Long</b>
<b>Resolution: "That the Minutes of the 2013 Annual General Meeting as tabled be adopted"</b>	
<b>Proposer:</b>	Gavin Turner
<b>Seconder:</b>	Craig Roubin
<b>Carried</b>	
<b>3.2 ADOPTION OF MINUTES OF THE GENERAL MEETING HELD ON 27 JUNE 2014</b>	<b>Damian Long</b>
<b>Resolution: "That the Minutes of General Meeting held on 27 June 2014 as tabled be adopted"</b>	
<b>Proposer:</b>	Anthony Burke
<b>Seconder:</b>	Phil Cassell
<b>Carried</b>	
<b>4.0 PRESIDENT'S REPORT</b>	<b>Damian Long</b>
The President spoke to his report, highlighting positive outcomes in CCF's advocacy efforts with the Queensland Government and CCF's focus on North Queensland with the opening of the new training centre in Townsville.	
<b>5.0 CEO's Report</b>	<b>Robert Row</b>
The CEO spoke to his report.	
<b>Resolution: "That the President and CEO's Reports for the year ending 30 June 2014 be accepted."</b>	
<b>Proposer:</b>	Terry Cogill
<b>Seconder:</b>	Barry Denny
<b>Carried</b>	

<b>6.0</b>	<b>ACCEPTANCE OF ANNUAL ACCOUNTS</b>	<b>Terry Lynch</b>
In the absence of the Treasurer, the CEO spoke to the Audited Annual Accounts.		
	<b>Resolution:</b> <i>“That The Annual Accounts for the year ending 30 June 2014 be accepted.”</i> <b>Proposer:</b> Terry Cogill <b>Seconder:</b> John Clark <b>Carried</b>	
<b>7.0</b>	<b>MEMBERSHIP FEES</b>	<b>Damian Long</b>
	<b>Resolution:</b> <i>“That the Schedule presented for subscription and fees to apply from the 1 July 2014 be approved.”</i> <b>Proposer:</b> Phil Cassell <b>Seconder:</b> Mark Panizza <b>Carried</b>	
<b>8.0</b>	<b>APPOINTMENT OF AUDITOR</b>	<b>Terry Lynch</b>
The Treasurer spoke to the appointment of auditor.		
	<b>Resolution:</b> <i>“That Stannards Accountants and Advisors Pty Ltd be appointed as Auditor for the year ending 30 June 2015.”</i> <b>Proposer:</b> Terry Cogill <b>Seconder:</b> Craig Roubin <b>Carried</b>	
<b>9.0</b>	<b>APPOINTMENT OF HONORARY RETURNING OFFICER AND TWO HONORARY ASSISTANT RETURNING OFFICERS</b>	<b>Damian Long</b>
	<b>Resolution:</b> <i>“That Anthony Burke be appointed as Honorary Returning Officer; and Barry Denny and Alexandra Reilly as Honorary Assistant Returning Officers for 2014/2015”.</i> <b>Proposer:</b> John Clark <b>Seconder:</b> Terry Cogill <b>Carried</b>	
<b>10.0</b>	<b>GENERAL BUSINESS</b>	<b>Damian Long</b>
John Clark gave an update regarding CCF involvement in the Australian Standards review of AS11000. Richard Nyholt is the CCF representative.		

The Annual General Meeting closed at 8.25am.

**Signed:** \_\_\_\_\_

**Print Name:** Damian Long

**Title of Office held:** Branch President

**Date:** \_\_\_\_\_



## Proxy Voting Form – Annual General Meeting

At an Annual General Meeting of Members a Voting Member may vote personally or by proxy vote.

- a) A proxy must be a Voting Member of the Federation or the duly authorised representative of a Voting Member.
- b) The instrument appointing a proxy shall be in the following form signed by the Voting Member:
- c) The instrument appointing a proxy must be deposited at the registered office of the Federation by 8.00am on Monday 31 August 2015 or deposited with the Queensland President, the Chairperson of the Annual General Meeting before any vote to which the proxy relates is taken.
- d) The vote according to the instrument of proxy will remain valid unless written advice is received by the Federation at its registered office before the commencement of the meeting.

I \_\_\_\_\_

of \_\_\_\_\_

Being a Voting Member of the Civil Contractors Federation

hereby appoint \_\_\_\_\_

of \_\_\_\_\_

(or failing them) \_\_\_\_\_

of \_\_\_\_\_

as my proxy to vote for me and on my behalf at the **Annual General Meeting** of Members of the Federation to be held on the **1<sup>st</sup> day of September 2015** and at any adjournment thereof.

As witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

Signed by the said \_\_\_\_\_

In the presence of \_\_\_\_\_

**Registered Office:**  
**Civil Contractors Federation – Queensland Branch**  
**Queensland Civil Industry Training Centre**  
**11 Hi-Tech Court, Eight Mile Plains, QLD 4113**  
**Fax: 07 3360 7944, Email: [rrow@ccfqld.com](mailto:rrow@ccfqld.com)**