



11 November 2014

Andrew Mahar  
President  
Civil Contractors Federation, Victorian Branch  
Level 1, 322 Glenferrie Road  
Malvern VIC 3144

via e-mail: [ccfvic@civilcontractors.com](mailto:ccfvic@civilcontractors.com)

Dear Mr Mahar

**Civil Contractors Federation, Victorian Branch  
Financial Report for the year ended 30 June 2014 - FR2014/155**

I acknowledge receipt of the financial report for the year ended 30 June 2014 for the Civil Contractors Federation, Victorian Branch. The financial report was lodged with the Fair Work Commission (FWC) on 25 September 2014.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged.

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7675 or by email at [ken.morgan@fwc.gov.au](mailto:ken.morgan@fwc.gov.au)

Yours sincerely

Ken Morgan  
Financial Reporting Advisor  
Regulatory Compliance Branch

Committee/Board of Management of the VIC Branch during Financial Year 13/14

Andrew Mahar	President & Alternate National Board Member	
Domenic De-Fazio	Vice President	
John Lander	Vice President	1/7/2011-30/06/2013
Andrew J Simpson	Treasurer	
Gary Gardiner	National Board Member & Board Member	
Clifford Smith	Board Member	
John Harvey	Board Member	
Peter Rodrigues	Board Member	
Ian Sowerby	Board Member	1/7/2011-30/06/2013
Jeff Gallus	Board Member	
John Plumridge	Board Member	
Rohan Davidson	Board Member	1/07/2013-1/10/2013
Sean Delaney	Board Member	1/07/2011-30/06/2013
Sophie Brown	Board Member	
Glenn Johnston	Board Member	1/07/2011-30/06/2013
Jay Miller	Board Member	
Steve Traicevski	Board Member	
Bob Beck	Board Member	



**Certificate of Designated Officer**  
S268 of Fair Work (Registered Organisations) Act 2009

I, **Andrew Mahar**, being the **President** of the **Civil Contractors Federation, Victorian Branch** certify:

- that the documents lodged herewith are copies of the full report, referred to in S268 of the RO Act; and
- that the full report, was provided to members on 21st August 2014; and
- that the full report was presented to the General Meeting of Members of the reporting unit on 12<sup>th</sup> September 2014; in accordance with section 266 of the RO Act.

Signature

Date: 22nd September 2014



**Civil Contractors Federation  
(Victorian Branch)**

**2014 Annual General Meeting Notice**

**Friday 12<sup>th</sup> September, 2014**

21st August 2014

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 (Victorian Branch) is to be held on Friday 12<sup>th</sup> September, 2014.

Meeting details are set out below and the Agenda for the meeting is attached. Also attached are the Minutes of the 2013 Annual General Meeting and the 2013/2014 Annual Report which includes the full financial reports and Auditor's Report for the year ended 30<sup>th</sup> June, 2014. These documents will also be available to Members at the AGM for approval.

- Date: Friday, 12th September, 2014
- Time: 2.00 pm during lunch at the annual CCF Corporate Golf Day
- Venue: Victoria Golf Club  
Park Road, Cheltenham Vic 3192

The AGM will be held as part of the annual CCF Corporate Golf Day on 12<sup>th</sup> September 2014

Attachments:

- Meeting Agenda
- Minutes of 2013 Annual General Meeting
- 2013/14 Annual Report including financial reports and Auditor's report .

If you haven't received these documents, you can obtain them by:

- accessing our website at [www.civilcontractors.com](http://www.civilcontractors.com) (under Victoria/Annual Meeting) or forward a request to Anushan Jayaratne on [ajayaratne@ccfvic.com.au](mailto:ajayaratne@ccfvic.com.au)

I look forward to seeing you at the Annual General Meeting.

Yours sincerely

John Stewart  
Chief Executive Officer



**Civil Contractors Federation  
(Victorian Branch)**

**2014 Annual General Meeting**

**Friday 12th September, 2014**

**At Victorian Golf Club, Cheltenham, commencing 2.00pm**  
(during lunch at the annual CCF Corporate Golf Day)

**Agenda**

1. Welcome
2. Apologies
3. Adoption of Minutes of 2013 Annual General Meeting
4. President's (Annual) Report
5. Acceptance of Annual Accounts
6. Appointment of Auditor
7. Appointment of Returning Officers
8. General Business



## Annual General Meeting

Held on Friday 12<sup>th</sup> September 2014 @1.20pm

At the Victorian Golf Club, Park Road Cheltenham Vic  
3192

### Minutes of the Meeting

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**Present:**

- President Andrew Mahar
- Treasurer Andrew Simpson

**Board Members:**

- Cliff Smith
- John Plumridge

**Officer:**

- Chief Executive Officer John Stewart
- Finance Manager Anushan Jayaratne

**Members/Observers:**

- 12 in attendance (List has been kept on record)

**Item 1: Welcome**

CEO John Stewart Welcomed all present to the meeting and introduced the President Andrew Mahar, to conduct the meeting.

**Item 2: Apologies**

**Motion:** That the following apologies be accepted

- Domenic De Fazio (Vice President)
- Jeff Galles (Board Member)
- John Harvey (Board Member)
- Steven Traicevski (Board Member)
- Bob Beck (Board Member)
- Peter Rodrigues (Board Member)
- Sophie Brown(Board Member)

- Jay Miller(Board Member)

**Moved:** Cliff Smith..... **Seconded:** John Plumridge  
**Carried**

### **Item 3: Adoption of Minutes of the Previous Annual General Meeting**

**Motion:** That the Minutes of the Annual General Meeting held on the 13<sup>th</sup> September 2013 be accepted as a true and correct record of the proceedings of that meeting.

**Moved:** Andrew Simpson **Seconded:** John Plumridge  
**Carried**

### **Item 4: President's (Annual) Report**

President Andrew Mahar provided a brief summary of key matters from the 2014 Annual Report.

**Motion:** That the Annual Report be received.

**Moved:** Cliff Smith **Seconded:** John Plumridge  
**Carried**

### **Item 5: Presentation of 2013/14 Annual Statement of Accounts**

**Motion:** That Audited Financial Statements for the year ending 30<sup>th</sup> June, 2014 be accepted.

**Moved:** John Plumridge **Seconded:** Andrew Simpson  
**Carried**

### **Item 6: Appointment of Auditor**

**Motion:** That the current Auditor, Michael Shulman of Stannards Accountants and Advisors Pty Ltd be appointed as Auditor for the 2014/15 financial year.

**Moved:** Andrew Simpson **Seconded:** Cliff Smith  
**Carried**

### **Item 7: Appointment of Returning Officers**

**Motion:** That Ken Edgley be appointed as Honorary Returning Officer, and Peter Maguire as Honorary Assistant Returning Officer for 2014/15.

**Moved:** John Plumridge **Seconded:** Andrew Simpson  
**Carried**

## **Item 8: General Business**

There were no General Business items.

**Meeting Closed at 2.10pm.**

DRAFT





**CIVIL CONTRACTORS  
FEDERATION**

# CCF Annual Report 2013/14 Victorian Branch



## **I. OVERVIEW**

This Annual Report provides a comprehensive overview of the activities and achievements of the Civil Contractors Federation (CCF) Victorian Branch over the financial year 2013-14.

The year to 30th June 2014 has seen the Branch finalise its restructuring program focussed on delivering higher level and frequency of services to Members in spite of the tough economic conditions that have prevailed in Victoria. Unfortunately this year we have seen a reduction in Membership, primarily as a result of the lower sector work levels impacting contractor profitability. It is perhaps as a result of the climate that CCF has experienced a sharp increase in calls from Members for assistance, service and advice primarily in the client – provider interface.

The Branch has benefited from the maturation of the operating cost reduction strategies put into place over the previous two years; it is pleasing that these have delivered a stable and positive economic outcome for the year. More importantly, the strategy has set in place a lower base operating cost formula that is highly sustainable for the future.

The Board for 2013/14 has seen a number of changes with 7 new Members resulting from the retirement of a number of longstanding Board Members. Notwithstanding these changes there remains in place an excellent mix of persons with historic expertise supported by a younger group quickly gaining knowledge and capability at the Board level.

In light of the Board strategic requirement to up skill in governance; CCF Victoria has provided all Board Members with governance and financial training via two independently run training workshops during the year. The result being that the new legislative obligations put in place by Fair Work Australia (the Federal body that registers CCF as an industrial body), and the Board's own governance expectations are being fully met.

## **2. THE CONSTRUCTION CLIMATE**

As previously mentioned, the Victorian Civil Construction industry has seen stabilisation during the year albeit at a very low activity level. There is however a level of guarded positivity that the worst is over, particularly in light of the much publicised dramatic increase in State funded infrastructure that was the hallmark of the recent State Budget.

What is important, and it is a high priority in our advocacy program is to ensure that this budgeted infrastructure work actually rolls out in a managed timeframe and in package sizes that support all sectors of the industry.

On a brighter note, several specialised sectors of the market have remained stable or are experiencing growth, including the land development sector and the non-development aspect of the water sector, airports and ports.

The 12 month forward view for the industry, excluding the high level investment in the East West tunnels and the extensions to the Tullamarine freeway, indicates a continuing steady but conservative growth in the market. Consideration should be given however, to the prospect of a potential change in State Government resulting from the election in November 2014.

## **3. THE CCF VICTORIAN BRANCH**

Following the restructure of the business over the previous year, the three key business aspects of Operations, Training and Finance have achieved significant improvement in service delivery to Members.

During the year, in addition to the capability growth of our staff, we engaged an additional specialist Field Officer to better represent our Members involved in the water sector, and freed up our Environmental Field Officer from EPA backed project work, to further support the interests of our Members. The feedback from our Members in these areas indicates a much higher level of Member satisfaction with our service delivery and support.

The current CCF Victoria Organisational Chart can be viewed at Appendix I, Page 15.

In general trading terms the business achieved a significantly improved trading position across the financial year compared with the previous year, largely due to further expense reduction strategies put in place to reduce operational costs.

The Membership of the Branch has seen a reduction overall of 7% of our Membership, primarily in the two lowest Member categories. In addition a number of Associate Members have not renewed their Membership as a result of significantly lower incomes from the sector. In every case resigning Members have been contacted by staff to ascertain the actual reason for resignation; generally the reason given has been that economic circumstances have caused the business to restructure and reduce costs.

A number of new initiatives currently being implemented are showing signs of increasing Membership enquiry, which is pleasing given the current difficult construction environment.

#### **4. GOVERNANCE**

The CCF Victorian Branch is governed by a 13 person Board, each of whom represents a “contractor” Member company. The Board Membership represents regional and metropolitan Members, small, medium and large contractors, and contractors across the water, roads, Local Government and development sectors.

As a result of 2013 being a Board election year (as of the September 2013 Annual General Meeting) a number of Board Members took the opportunity to retire, and several Board Members changed roles within their companies resulting in new Board Member nominations from those same Companies. The retiring Board Members are;

- Ian Sowerby                      Sure Constructions Pty Ltd
- John Lander                      Jaydo Constructions Pty Ltd
- Rohan Davidson                Winslow Constructions Pty Ltd
- Tony Craigh                      Cut and Fill Pty Ltd
- Sean Delaney                    Delplant Pty Ltd

Our new Board Members are:

- Domenic de Fazio                Fulton Hogan Pty Ltd
- Clifford Smith                    Lance Smith Excavations Pty Ltd
- Jay Miller                         Miller Constructions Pty Ltd
- John Harvey                      Mawson Constructions Pty Ltd
- Peter Rodrigues                 Downer Infrastructure
- Steve Traicevski                 Rokon Pty Ltd
- Bob Beck                         Winslow Constructions Pty Ltd

A key decision of the Board late in 2013 was to restructure the frequency of Board Meetings however with increased oversight by the Board Executive. As such the full Board now meet 7 times per year in alternate months, with the Board Executive meeting each other month.

This has resulted in a more convenient meeting structure, particularly for regional Board Members with no loss of financial, governance or strategic oversight of the Branch.

The number of Board Meetings attended out of the five (5) Board Meetings held, is shown in the table below:

Board Member Name	Position Held	Representative Company	Meetings attended
Andrew Mahar	President	Pipecon Pty Ltd	5
Domenic De Fazio	Vice President	Fulton Hogan Pty Ltd	4
Andrew Simpson	Honorary Treasurer	Simpson Constructions Pty Ltd	5
Gary Gardiner	Nat. Board Delegate	Civilworx Constructions Pty Ltd	2
Clifford Smith	Board Member	Lance smith Excavations Pty Ltd	4
Robert Beck	Board Member	Winslow Constructors Pty Ltd	2
Jay Miller	Board Member	Miller Constructions Pty Ltd	3
John Harvey	Board Member	Mawson Constructions Pty Ltd	3
Jeff Gallus	Board Member	BMD Constructions Pty Ltd	2
Peter odrigues	Board Member	Downer Infrastructure Pty Ltd	4
Steve Traicevski	Board Member	Rokon Pty Ltd	3
John Plumridge	Board Member	Maw Civil Pty Ltd	5
Sophie Brown	Board Member	Cut & Fill Pty Ltd	4

The Branch Board has the constitutional responsibility to set and monitor the strategic direction of the Branch, approve and monitor Branch Budgets, debate and approve/decline key initiatives and activities that will impact on Members. The methodology employed to undertake these activities commences with the development of a Branch Business Plan, at a workshop held each February, a summary of which was provided to all Members earlier in the year.

The Business Plan sets out and prioritises the key issues to be addressed for the coming period. From the Business Plan, the Branch Management Team determines the resource needs of the business required to deliver the Business Plan objectives, and formulates an income and expense budget. The Board debates and approves the Budget; the Branch's financial performance is monitored against the Budget at each Board meeting, the Business Plan is monitored regularly by the Board.

The Forward Business Plan was substantially reviewed in February 2014 to reflect the change in strategic direction to a more Member service based set of deliverables; the deliverables in this Revised Business Plan are being steadily progressed.

#### **Additional Governance Requirements:**

To further enhance governance of the business operations and in accordance with a provision of the Branch's Risk Management Plan, special audits were undertaken by the Branch Auditors (Stannards). The Branch received a 'clean bill of health' in regard to the audits.

#### **Branch Key Performance Indicators:**

A key aspect of the Branch's performance is assessed against the Key Performance Indicators which form part of the Business Plan. The comparison against targets is as follows:

- Maintain Membership retention - 92% (target 98%)
- Increase Membership base - 591 (target 680)
- Management System Sales - 37 (target 32)
- Delivery of Business Plan Objectives (including ongoing items) - 85% Achieved (target 95%)
- Meet Customer Service Undertaking targets - Achieved

- Maintain quality of production of written material - Improved through review
- Maintain Member satisfaction at 2012/13 Level - Achieved

## 5. FINANCIAL PERFORMANCE (AUDITED)

The Branch Board in May each year approves the annual Budget for operations, performance is reviewed against this budget each alternate month by the full Board and each month by the Board Executive. During the course of the July 2013-December 2013 period it became evident that revenue predictions were not going to be achievable in light of the significant downturn in economic activity. Subsequently in January 2014 the Management Team revised the budget from both a revenue and expense perspective and put into place cost reduction strategies to reflect reducing revenues.

The Branch has managed to come very close to the revenue targets set out by the revised budget, just falling short by a marginal 2%. The significant movement is in the total expenditure where there were greater savings achieved against the revised budget, by recording a further reduction of 8%. This was as a result of stringent cost management and close monitoring of cost drivers. These measures have resulted in the Branch recording a net surplus of \$302k.

The final audited result for the business is a surplus of \$208,751 after special projects distribution of \$93,914. This result is from revenues of \$3,130,840 and the year end result is a 120% improvement over the midyear forecast surplus.

• Surplus on operations	\$208,751	
• Nett Equity	\$1,752,768	representing a \$208,751 Improvement on FY 2012/13
• Cash Holding	\$1,507,154	
• Total Employment Costs as % of Revenue	33%	(Target < 35%)
• Liquidity Level	1.68x	(Target > 3x)
• Trading Cover	11.82 Months	(Target > 3 months)
• Quick Ratio	5.9x	(Target > 1.5x)
• Debtors Days	178 Days	(Target < 36 Days)
• Membership Income as % of Total Employment Cost	96%	(Target > 70%)
• Training Income / Wages Ratio	69%	(Target > 30%)
• Return on Earnings:		
- Training	-10%	(Budget > 40%)
- Global	9.6%	(Budget > 2.9%)
- Retained Earnings	\$1,750,768	

Outside of our major operating expenses, such as staff, property, training costs and functions, the Branch, in keeping with the expectations of the CCF National Office of all Branches, again in 2013-14, has provided a significant level of funding (\$173,000) to the CCF National Office. This cost represents some 16% of the Membership fees levied for the year.

As a result of the restructure of the National Office late in 2013, a revised levy structure has been implemented commencing 1<sup>st</sup> July 2014. This will reduce the CCF Victorian levy substantially; Members will be pleased to note that all funds saved from this reduction are being channelled into providing additional Field Staff resources to support Members.

As shown in the table above, the Branch has again enjoyed growth in cash holdings; these are invested in accordance with the Branch's investment strategy, in Cash Term Deposits.

At the February 2014 Strategic Planning Meeting where a review was undertaken of the Branch Investment Policy, the Board determined that all reserves would be re-invested in fixed term cash deposits with the Commonwealth Bank of Australia.

Subsequently, in June 2014, and as a result of the Commonwealth Bank offering Term Deposit Interest rates significantly below the market, the Board approved a resolution to invest CCF Victorian reserves only in Term Deposits but across the major Banks in Commonwealth, National Australia Bank, Westpac and ANZ, the investments would be made where the highest rate of interest could be achieved at the time of investment. All investments must be authorised by at least two of the Branch Board Executive group.

## **6. MEMBER SERVICES:**

During the year, a Water Industry Liaison Officer was employed to provide a specialist advisor to Members working within the water sector. This position works closely with our Members and Water Agencies to deliver improvements across the sector.

Member service delivery continued strongly through our Field Officers (OHS, Environmental and Water Industry Liaison officer) together with 26 Member functions across all geographical areas of the State. These functions were supported by a steady flow of information provision via the CCF eNews and hard copy Bulletin publications. A survey of Members undertaken in Q1 2013-14 revealed that over 85% of Members were either satisfied or very satisfied with the current events and publications.

A new format for Member events was trailed in Ballarat in February 2014 which provided a demonstration of trench backfilling techniques and testing. This proved to be popular with Members in the region, and the format of practical demonstration, information sessions and networking will be adopted at future meetings throughout the State.

Work began on rebuilding the Victorian web site during May 2014 to provide additional functionality and self-service for Members to purchase tickets for events and publications (released in Stage 1, August 2014).

Stage 2 will allow Members to book and pay for training online, and Stage 3 will provide access to a 'Members Only' section which will give Members access to special offers from our Associate Members, valuable information about OH&S, Environmental and other issues and other Member-exclusive services. The web site is also accessible through smart phones and tablets.

Our Member service provision is supported by the continuing strong relationships with the following groups:

- The CCF Panel of Legal Providers
- Ridgeline HR
- Victoria's Small Business Commissioner
- The Water Industry Liaison Committee
- The Victorian Civil Construction Industry Alliance
- The Victorian Civil Standards Co-Ordination Group

The Branch has continued to work on enhancing relationships with stakeholder groups that either have a relationship with, or impact on, CCF Members. These relationships are most important to achieving speedy representation of Member issues and queries, whether it is an issue impacting a group of Members or an individual. In essence, these relationships support the Board's direction of ensuring CCF Victoria is primarily a service provider to its Members. Members of this stakeholder group include but are not limited to:

- VicRoads
- Institute of Public Works Engineering Australia
- Association of Land Development Engineers
- Urban Development Institute of Australia
- Master Builders Association
- Department of Planning and Community Development
- The Office of the Red tape Commissioner
- The Office of the Small Business Commissioner
- The Water Industry Liaison Committee
- The Victorian Electrical Distributors Network Committee
- The Municipal Works Officers Associations

#### **Membership Statistics:**

Following are the key statistics of the CCF Victorian Membership.

1. Total Victorian Membership:	591
2. Total Metropolitan Members:	326
3. Total Regional Members:	265
4. Total Associate Members:	130
5. New Members 2013/14:	23
6. Members Resigned/Terminated:	74

## **7. ADVOCACY**

The Victorian Coalition Government, now in its fourth year, (State elections are due in November 2014) has now understood the need for ongoing investment in infrastructure and has committed substantial funds to a large number of projects from 1 July 2014.

Unfortunately, these announcements made at the May 2014 Budget release were too late to add any substantial value to the 2013/14 financial year. As a result, advocacy efforts have been largely concentrated on ensuring awareness at Ministerial and senior Government Official levels of the need to get projects moving.

We have continued to facilitate the reduction in "Red Tape" issues that have long been affecting the industry, our strong relationships with Victoria's Red Tape Commissioner John Lloyd are paying dividends with a significant number of issues having been progressed to government through his office.

Our new Water Industry Liaison Officer has worked extensively in the water sector to represent the interest of Members. Key issues being addressed include the Water Sector Trench Backfill Specification, the South East Water Contractor Accreditation Deed and guidelines for Confined Space Entry with Melbourne Water and move to develop Contractor Accreditation Deeds across the Gippsland group of Water retailers.

In addition much work has been done in the road sector with liaison with VicRoads over many issues. Local Government continues to figure highly in our advocacy area with the steady drop off of skills in contracts management in the sector leading to many issues of poor interaction with Member companies.

On the State Government front, we have advocated at very senior levels on a number of fronts concerning Members, a summary of these follows:

Strong relationships and ongoing dialogue has been maintained in the following areas:

- The Victorian Premier's Office on the rising cost of infrastructure construction and the effects of the Budget.
- Minister for Local Government on reforms in Local Government
- State Treasurer on the effects of the May 2014 State Budget and potential solutions to offset these effects.
- The Minister for Planning on Development Planning, Major Project Planning and the growing trend towards asset gold plating.
- The Minister for Small Business on the cost of Red Tape to Small Business and the subsequent involvement with the "Red Tape Commissioner", also a strong push has been made through this office for a review of the Security of Payments Legislation.
- The Minister for Infrastructure and Planning on the impacts of the budgets, the longer term effects of reduced infrastructure maintenance and the need for a two to five year forward works program.
- The Minister for Roads on the heavy transport permitting fiasco that affected the industry so broadly.
- Various Regional and Metropolitan Members of Parliament to garner support for the key issues being advocated, and on localised issues in the regional environment.
- The Small Business Commissioner on Security of Payments and contractual disputation.
- The Metropolitan Retail Water Authorities on matters such as backfill specifications, Contractor Accreditation Deeds, the revision of the Water and Sewer Codes and the guidelines surrounding CCTV verification of pipeline integrity.
- All relevant senior staff of VicRoads in relation to issues affecting Members across the areas of construction and road maintenance.
- The Institute of Public Works Engineering Australia on matters regarding tendering and contracts management within Local Government.
- A variety of "Heads of Department" for Statutory Authorities and stakeholders on the many topics that impact contractors on a daily basis.
- Ongoing involvement and hosting of the Civil Construction Alliance which continues to provide, under the chairmanship of former CEO Bob Seiffert, a direct conduit into the offices of key advocacy target people.

## **8. SKILLS AND TRAINING**

As a result of the extensive Audit undertaken by Skills Victoria in March and April 2013, staff focused on ensuring process, procedures and in particular our Student Management Systems were continually reviewed and maintained. A major initiative implemented to ensure we could monitor and report on the status of training and ensure greater efficiency within the department, was the implementation of a new Student Management System (VETtrak); used extensively in the training industry.

A review of staff roles and responsibilities within the department was also undertaken. This resulted in a loss of staff and significant changes to build on our capability and capacity to support Members and clients.



Building on the previous year's focus of the preferred supplier of training for the industry, extensive marketing and relationships were forged with new and existing stakeholders. Our marketing focused on the capacity to deliver courses based on industry standards and accreditation.

With the lack of funding available in the Civil Industry due to changes in legislation, close relationships were built with the TAFE network to ensure the ongoing support of Civil Construction employees wanting to undertake a qualification as part of their personal development and career advancement.

Supporting Vocational Education in this capacity was the:

- **Gordon Institute of TAFE** – engaged in supporting apprentice enrolment and delivery.
- **Advanced TAFE** (now Federation) - engaged in supporting apprentice enrolment and delivery.

The marketing plan targeted select areas of operation, including the Water, Electrical, Roads and Council segments of the market. These initiatives have improved our potential to deliver course offerings, predominately for Onsite courses.

A focus during the year has been the introduction of Professional Development Courses, engaging external expert facilitators for delivery of courses in:

- Frontline Management with LMA
- Tendering/Contracts and Managing Projects with Honeylight Enterprises

A number of projects were initiated to support the Civil Industry during the year. These included:

**Recognition of Trade project:** The project focused on previous work undertaken to have Civil Construction recognised within the National framework as a trade distinguished with its unique ANZCO identifier codes and ensure the industry is appropriately reflected within the National Skills Needs list.

**Verification of Competency (VOC) project:** VOC is a method of assessment that assists employers to meet OHS requirements and ensure staffs are competent to operate equipment or perform a task. New national OHS harmonisation laws, effective January 2012, bring greater importance to employers due diligence and obligation to ensure an individual has “current competency”. Businesses use this assessment to confirm that their employees are competent in their skills and use of equipment. It is commonly used for pre-employment checks, contractual arrangements or site requirements.

Additionally projects have been scoped in support of the water industry, with SE Water – Sewer construction course and Melbourne Water - Rock Wall & Water Reticulation design & construction.

Further relationships were formed with the following:

- **Vic Roads** – verification of training content to meet Pre Qualification requirements
- **ESV** – validation of course content in meeting qualification accreditation requirements
- **ALDE** – links to training support
- **NMIT** – training support
- **Incolink** - marketing

With a slight improvement in the Civil Construction industry and a strong marketing focus, the department was able to support the industry training requirements; this is indicated by the following:

- The number of courses delivered was 186, up by 21% from the previous year, although the average numbers were down slightly with an average of 9.6 participants per group.
- Card production was up from previous years with 2,324 cards produced for the year. This increase is based on the increase in the number of courses delivered throughout the year.
- Onsite courses delivered, increased slightly by 9% from the previous year to 84.

## **9. CCF VICTORIAN AWARDS**

The CCF Victorian Training Awards continued in 2013 with the presentation of Awards for Excellence recognised the achievements of those undertaking or promoting training within the Civil Construction industry. This included persons undertaking apprenticeships, vocational education and tertiary studies. It again recognised the contribution by CCF Members to the development of their own staff.

Award winners for 2013 were:

**Ian Jacka Award: Outstanding Graduate in Civil Construction** – Nicola Howlett

### **Geoff Brown Awards:**

Two winners for first year

- 1<sup>st</sup> year Certificate III in Civil Construction – Benjamin Noel from Newnham Earthmoving
- 1<sup>st</sup> year Certificate III in Civil Construction – Aaron Walkinshaw from Cranes Asphaltting & Bitumen Sealing
- 2<sup>nd</sup> year Certificate III in Civil Construction – Nicholas Anderson from JM & RP Orchard
- 3<sup>rd</sup> year Certificate III in Civil Construction – Brent Potter – Skilled Group Training Services

**Most outstanding 1<sup>st</sup> year Female student in Civil Engineering** – Jitlada (Fery) Sae-Phrong

**Certificate IV in Civil Construction Supervision VET** – Michael Dunn from Sure Constructions

**Diploma of Civil Construction Management VET** – Erich Lissenden from Thiess Degremont Joint Venture

### **CCF Victoria Awards:**

- Apprentice of the year - Roads – Jeremy Clarke from Mawsons Construction
- Apprentice of the year - Water – Andrew Hardie from Delplant
- Training Employer of the Year - Roads – Andrew Goldman Excavations
- Training Employer of the Year - Water – Drapers Civil Contracting

## The CCF National Earth Awards:

The Victorian aspect of these National Awards was once again a significant success for the Branch, with 19 entries across 5 Awards categories. At a spectacular dinner on 16th August 2013, Victorian Earth Awards were presented to the following organisations:

Category	Category Winner	Project Title
Category 1	Lake & Land	Jackson Gully Culvert, Golden Point Road
Joint winners	Barwon Water Alliance	Portarlington Road Sewer Emergency Works
Category 2	Simpson Construction Co.	Victoria Park Redevelopment
Category 2 Highly Commended	BMD Constructions	Wedge Street Pedestrian Bridge, Werribee
Category 3	Comdain Infrastructure	Hattah Lakes Environmental Flows Project
Category 4	BMD Constructions and VicRoads	VicRoads M80 Ring Road Upgrade Project - Furlong Road to Sunshine Avenue
Category 5	Abigroup	Peninsula Link Freeway

Once again, the achievements and the demonstration of innovation within the civil construction sector have been recognized with these peer-judged awards. The Award submissions covered a wide range of projects in a variety of environments which clearly demonstrated the importance and integral role the civil industry plays in all communities.

In 2014, despite the economic climate some 14 entries were received for the Victorian chapter of the Awards, at the time of drafting this report the 2014 Awards had not been presented.

## 10. SPONSORSHIP

A significant component of support to CCF Victoria comes directly from the Associate Member base. This support varies from direct sponsorship of events and functions to providing individual Member support in particular areas of specialisation.

This year the high level of both direct and “In Kind” support to CCF and its Members from our Associate Members continued. Whilst it is difficult to quantify the in kind aspect of support, of the total sponsor income, it should be noted that the direct support via sponsorship of events and functions exceeded \$170,000. In a year which saw a number of challenges in the economy and civil construction sector, the continued support of our sponsors and supporters is appreciated, and it is pleasing to receive feedback that our contractor Members greatly respect the work done and the support given by our Associate Members.

## 11. CONTRACTOR MANAGEMENT SYSTEMS PROGRAM

The Contractor Management Systems Business Unit delivered another successful year which resulted in a profit which have been re-invested into reviewing the systems documentation and in the re-development of the systems software package for the highly respected CCF-IMS. This is a very pleasing result given the slowdown of system sales during the year, commensurate with a declining economic climate.

Across the year the level of Systems Certification reduced particularly as a result of businesses either restructuring their business into “subcontract providers” or moving to a higher level of systems certification to compete on larger contracts.

The Business Unit has been developing a new “Cloud based” CCF-IMS during 2013-14 which is planned for release in October 2014. This new system will be designed to meet the needs of businesses large and small and through cloud-based technology it will be accessible anywhere and anytime, with an internet connection.

## **12. INDUSTRIAL RELATIONS - HUMAN RESOURCES**

This year has seen the consolidation of the Victorian “Construction Code Compliance Unit” under the chairmanship of Cathy Cato. Pleasingly this has brought some stabilisation to the industrial scene and as a result of CCF advocacy the former requirement for all tenderers to submit both industrial relations and health and safety management plan with government tenders has been reduced to only the shortlisted tenderers. During the year this Department auspiced the introduction of Drug and Alcohol monitoring on Government construction sites, the Branch has provided Members with awareness and training support in implementing these requirements.

The Branch through its providers Ridgeline HR, has continued to assist Members with more generalist HR/IR queries and provide extensive services in the development and negotiation of Enterprise Agreements, many of which came up for renewal during the year.

## **13. OCCUPATIONAL HEALTH AND SAFETY**

The Branch again enjoyed the significant advantage of retaining external funding for the Field Officer OHS role from Incolink during the year and has been advised that this funding will continue through 2014-15. This important role has delivered a number of initiatives to directly support Members, and represent the interests of Members at relevant Health and Safety forums, to provide the civil construction industry a voice in shaping relevant regulatory policies and codes of practice, and feedback on issues affecting the industry to appropriate representative committees. In addition, the role undertakes a number of activities in direct response to Member queries and requests for advice on particular issues.

During 2012-13 the OHS Field Officer provided valuable assistance with submissions to the Victorian Civil Construction Code Compliance Unit in relation to a model Health & Safety Management Plan and Drug & Alcohol testing to ensure the interests of civil contractors were considered. In addition, the Officer represented the civil construction industry on several Committees with WorkSafe Victoria to review current Regulations, Codes and Guidelines.

## **14. ENVIRONMENTAL**

Similar to the OHS Officer role, the Field Officer Environment position was partially externally funded by EPA Victoria, covering the period October 2013 to June 2014. This partnership has been instrumental in assisting Members understand the nuances of working with contaminated landfill and also provides a resource to advise Members directly on matters of appropriate environmental management. Although funding from EPA has now ceased, the CCF has maintained this position as a valuable resource to assist our Members in this area.

Building on the good work produced by this position in 2012-13, the Awareness Program in relation to managing contaminated sites continued, along with the production of a new CCF publication outlining the process and a checklist for assessing potentially contaminated sites.

## **15. CAREERS DEVELOPMENT**

The support of Members and prospective clients with Careers and Skills development has continued to be successful in providing advice and direction to a career in Civil Construction.

The activities undertaken through the year increased our exposure to an extended market. Activities included:

- Meeting with Members and potential clients in providing information and advice of all careers activities; training courses; and apprenticeship opportunities. This included; working with TAFE's and RTO's to extend the Certificate II, III & IV in Civil Construction qualification as part of the up skilling of employees in the industry.
- Approximately twenty five (25), apprentices were supported through to employment with Civil Contractors business.
- Maintain relationships with Careers Teachers, RTO's, LLEN groups; Workplace Learning Co-ordinators; Industry networks; for school projects. Taster Programs were held in the East Gippsland, Baw Baw/Latrobe regions and Ballarat. Over 60 students attended these programs.
- Attended over fifteen Career expos and student information events with approximately 140,000 students, teachers, parents and potential employers in attendance.
- Worked with Industry and Universities in the continuance of the Foresite Program. This program was successful in the placement of fifteen (15) Civil Engineering students with contractors, of which fourteen (14) received a working position on completion.

## **16. MEMBER COMMUNICATIONS**

CCF continually reviews how we communicate with our Members. During 2013-14 the format of the Bulletin magazine was improved to make it easier to read and provide additional, useful information for Members. eNews and email communications have been improved so that Members receive relevant information in a timely manner.

The CCF Victoria web site has been updated so that information can quickly be updated and make it easier for Members to find information and make bookings for events and purchase publications. Future improvements will include booking and paying for training courses and a 'Members Only' section for access to information and exclusive Member offers from our Associate Members.

This year saw the introduction of the CCF Online Meeting Service which provided Members with a monthly opportunity to join in online with CCF to learn about a specific topic that impacts a business and what steps they need to take to manage the issue.

In 2014-15, with the launch of the new web site, the CCF eNews will be improved through bulletins dedicated to Advocacy, Training, General Information and Events so that it will be easier for Members to access relevant information.

## **17. EXTERNAL FUNDING SUPPORT**

CCF for some years has been able to broker funding support for a number of positions that are key Member support roles. The two principle sources of this funding are Incolink and The Environment Protection Authority (Victoria).

In June 2013, we were fortunate to secure funding from Incolink for two full time positions in the Field Officer OHS and Field Officer Careers roles.

In addition to the Incolink funding, the Branch applied to and was granted an extension to the EPA Victoria HazWaste funding, albeit at a reduced amount through to 30 June 2014.

## **18. ORGANISATIONAL DEVELOPMENT**

Continuous improvement in the organisation's processes has been a focus of the Branch's restructure.

Key achievements for the 2013-14 year include:

- Higher level training of staff in Student Database Systems, Australian Quality Training Framework (AQTF) processes and the National Training System.
- Implementation of a number of aspects of the Staff Training Needs Analysis.
- A partial review and amendment of the Civil Train Policy Manual.
- Successful full systems certification audit of the Branch's ISO 9001 Quality System.
- Complete review of the Branch's Risk Management Plan and Business Continuity Plan.
- Implementation of the IT Strategy.
- Review of pre-existing arrangements for the provision of workplace relations services.
- A review and rationalisation of all consultancy services provided to the Branch.
- Installation of a new telephone/reception system to improve administrative efficiency.
- Review and updating of all key staff position descriptions and employment contracts.
- Review and updating of administrative software to achieve efficiencies.

The continuous improvement of the organisation will be a key focus in the coming year, with a number of processes and policies being identified as needing progressive review and rationalisation.

## **19. SUMMARY**

Your CCF Victorian Branch has completed a successful 2013/14 financial year, in the face of a number of challenges. With the change mechanisms already completed, or in plan, the Branch faces a stronger future on a lower cost base with a clear culture of providing core services to Members in a timely and professional manner. The driving principal is to understand the needs of our Members, and to develop appropriate solutions to provide better value for their Membership.

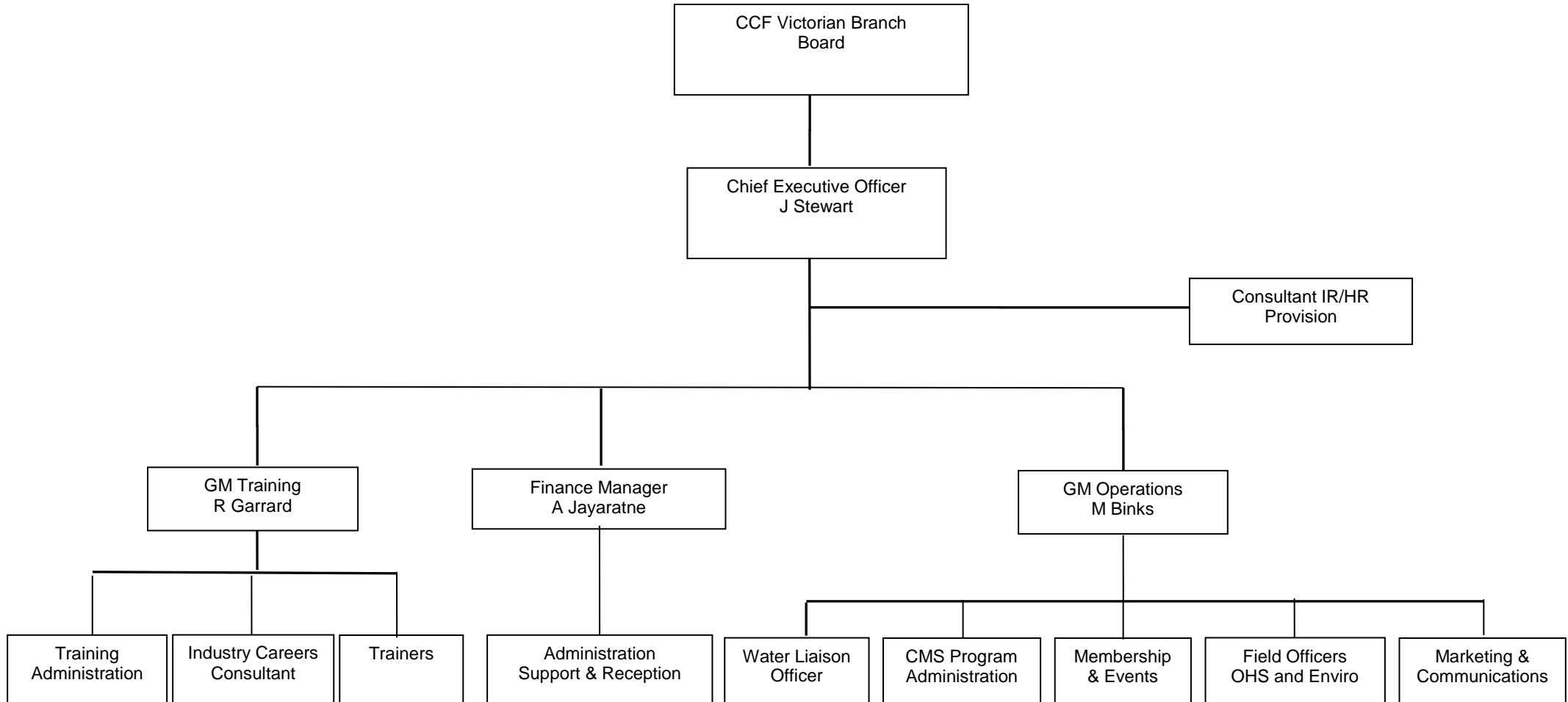
In representing your CCF Victorian Board and Branch Staff, we appreciate your ongoing support of the CCF, and the strategic directions the Branch is undertaking.

Andrew Mahar  
**Branch President**

John Stewart  
**Chief Executive Officer**

**APPENDIX I**

**CCF Victoria Organisational Chart (Current)**



**CIVIL CONTRACTORS FEDERATION  
(VIC BRANCH)**

**ABN 97 341 352 156**

**FINANCIAL REPORT  
FOR THE YEAR ENDED  
30 JUNE 2014**



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**Operating Report  
for the Year Ended 30 June 2014**

**Principal Activities s254(2)(a)**

The principal activities of the Branch during the financial year were to represent the members as a peak employer body in Victoria and provide member services consistent with the objects of the Federation.

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

The Branch's principal activities resulted in a trading profit of \$302,665 (2013 profit of \$45,125). After special projects distribution, the net profit was \$208,751 (2013: \$45,125).

For the 2014 year, the Branch generated operating cash inflows of \$119,724 and it generated negative cash flows of \$182,090 from financing and investing activities. Cash balances during the year have decreased from \$1,569,520 to \$1,507,154. As at reporting date, it has a working capital surplus of \$1,534,183 (2013: \$1,539,390).

Advocacy and member services in industrial relations services has 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 to achieve recognition as accredited contractors for quality management OH&S and environmental management utilising the Branch's Contractor Management System also occurred.

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.

**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.

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

Likely developments in the operations of the Branch and the expected results of those operations in future financial years have not been included in this report as the inclusion of such information is likely to result in unreasonable prejudice to the Branch.

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

There are no officers and members, who 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 an organization.

**Operating Report (cont'd)  
for the Year Ended 30 June 2014**

**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: 462 Members and 126 Associate Members. At the end of the previous financial year there were 508 Members and 136 Associate Members.

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

The number of persons who were, at the end of the financial year, employees of the VIC Branch of the Branch was 16.20 (2013: 16.26).

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

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

Andrew Mahar	President & Alternate National Board Member	
Domenic De-Fazio	Vice President	
John Lander	Vice President	Resigned this year
Andrew J Simpson	Treasurer	
Gary Gardiner	National Board Member & Board Member	
Clifford Smith	Board Member	
John Harvey	Board Member	
Peter Rodrigues	Board Member	
Ian Sowerby	Board Member	Resigned this year
Jeff Gallus	Board Member	
John Plumridge	Board Member	
Rohan Davidson	Board Member	Resigned this year
Sean Delaney	Board Member	Resigned this year
Sophie Brown	Board Member	
Glenn Johnston	Board Member	Resigned this year
Jay Miller	Board Member	
Steve Traicevski	Board Member	
Bob Beck	Board Member	

All positions were held for the full financial year unless stated otherwise.

**Operating Report (cont'd)  
for the Year Ended 30 June 2014**

**Officers & employees who are directors of a company or a member of a board**

Details of officers and employees, who are directors of a company or a member of a board, are as follows:

Name of Officeholder	Name of Company or Board	Position Held	Principal Activity of Company or Board	Position Held because officer or employee of Union or nominated by Union or Peak Council
John Stewart	Shilo 55 Pty Ltd	Director	Medical Consultancy	No
	JAG & ME Stewart Superannuation Fund	Director	Superannuation	No
Rob Garrard	Super Fund ABN 950 665 646	Trustee	Superannuation	No
Andrew Mahar	Pipecon Pty Ltd/Mahar Property Holdings Pty Ltd	Director	Civil Construction	No
John Plumridge	Maw Civil, MC Earthmoving, Stable Roads, Japco Pty Ltd, Cason Pty Ltd	Director/Share Ownership	Civil Construction	No
John Harvey	Fourklew Pty / Aneleven Pty Ltd	Managing Director	Civil Construction	No
Gary Gardiner	CivilworX Constructions Pty Ltd/CivilworX Investments Pty Ltd	Director	Civil Construction	No
Sophie Brown	Cut & Fill Pty Ltd / The Agent Group Pty Ltd / Brown Superannuation Fund	Director	Civil Construction & Superannuation Fund	No
Steve Traicevski	Raven Hill Pty Ltd / NTD Civil Pty Ltd	Director	Property Development	No
Andrew Simpson	Simpson Construction Company P/L, Simpson Investments P/L, Simpson Construction Superannuation Fund, Editions International, Simpson Family Foundation	Director	Civil Construction/Investment Superannuation Fund	No
Jay Miller	Miller Civil Contractors Pty Ltd/MCC Holdings Pty Ltd/P Miller Contractors Pty Ltd/J Miller Contractors Pty Ltd/Miller Property Group/Ethan Holdings Group 1/Ethan Holdings Group 2	Director	Civil Construction Property Development	No
Clifford Smith	Lance Smith Excavations Pty Ltd	Director	Civil Construction & Equipment Hire	No

**Operating Report (cont'd)  
for the Year Ended 30 June 2014**

**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."

Andrew Mahar  
**VIC President**



Dated in Melbourne this 15<sup>th</sup> day of August 2014

**VIC Committee of Management Statement  
for the Year Ended 30 June 2014**

On 13<sup>th</sup> August 2014, the Committee of Management of the Civil Contractors Federation, Victorian 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 2014:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager of the Fair Work Commission (FWC);
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of 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;
  - (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 financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation;
  - (v) 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 General Manager of FWC; and
  - (vi) no orders have been made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009; and
- (f) in relation to recover of wage activity, there has been no recovery of wage activity during the year.

For Committee of Management:

Andrew Mahar  
President, Victorian Branch



Date: 15<sup>th</sup> August 2014

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

We declare that, to the best of our knowledge and belief, during the year ended 30 June 2014 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.

*(for Audit + Adv)*

Stannards Accountants and Advisors Pty Ltd  
Level 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: 15/8/14

**Statement of Profit and Loss  
for the Year Ended 30 June 2014**

	Note	2014 \$	2013 \$
Revenue	2	3,130,840	3,197,949
		<u>3,130,840</u>	<u>3,197,949</u>
Accountancy expenses		(30,524)	(18,604)
Auditors remuneration	3	(11,890)	(11,841)
Bad and doubtful debt expenses	3	(3,403)	(3,615)
Depreciation and amortisation expenses	3	(68,275)	(62,125)
Employee benefits expenses	3	(1,036,082)	(1,170,825)
National Branch Levy	3	(173,312)	(171,417)
Other expenses	3	(1,504,689)	(1,714,397)
<b>Trading Profit before income tax</b>		<u>302,665</u>	<u>45,125</u>
Special Projects		(93,914)	-
<b>Net Profit before Income Tax</b>		<u>208,751</u>	<u>45,125</u>
Retained earnings at the beginning of the financial year		1,542,017	1,496,892
<b>Retained earnings at the end of the financial year</b>		<u>1,750,768</u>	<u>1,542,017</u>

The accompanying notes form part of the financial statements



**Statement of Comprehensive Income  
for the Year Ended 30 June 2014**

	2014 \$	2013 \$
Profit for the period	208,751	45,125
Other Comprehensive Income for the period	-	-
Total Comprehensive Income for the period	208,751	45,125
<b>Total Comprehensive Income attributable to members of the organisation</b>	<b>208,751</b>	<b>45,125</b>

The accompanying notes form part of the financial statements

**Statement of Financial Position  
as at 30 June 2014**

	Note	2014 \$	2013 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	4	1,507,154	1,569,520
Trade and other receivables	5	1,476,677	1,636,431
Inventories	6	14,513	7,497
Other current assets	7	153,210	88,359
<b>Total Current Assets</b>		<b>3,151,554</b>	<b>3,301,807</b>
<b>NON-CURRENT ASSETS</b>			
Financial assets	8	12,500	12,500
Property, plant and equipment	9	290,685	279,755
<b>Total Non-Current Assets</b>		<b>303,185</b>	<b>292,255</b>
<b>Total Assets</b>		<b>3,454,739</b>	<b>3,594,062</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	10	1,381,928	1,744,942
Borrowings	11	50,380	52,300
Provisions	12	185,063	165,175
<b>Total Current Liabilities</b>		<b>1,617,371</b>	<b>1,962,417</b>
<b>NON-CURRENT LIABILITIES</b>			
Trade and other payables	10	2,000	2,000
Borrowings	11	71,903	76,376
Provisions	12	10,697	9,252
<b>Total Non-Current Liabilities</b>		<b>84,600</b>	<b>87,628</b>
<b>Total Liabilities</b>		<b>1,701,971</b>	<b>2,050,045</b>
<b>NET ASSETS</b>		<b>1,752,768</b>	<b>1,544,017</b>
<b>EQUITY</b>			
Reserves	14	2,000	2,000
Retained earnings	15	1,750,768	1,542,017
<b>Total Equity</b>		<b>1,752,768</b>	<b>1,544,017</b>

The accompanying notes form part of the financial statements

**Statement of Changes in Members' Funds  
for the Year Ended 30 June 2014**

	\$
Balance as at 1 July 2012	1,496,892
Profit /(Loss) attributable to members	45,125
Balance at 30 June 2013	<u>1,542,017</u>
Reserve balance at 30 June 2013	<u>2,000</u>
Balance as at 1 July 2013	1,542,017
Profit /(Loss) attributable to members	208,751
Balance at 30 June 2014	<u>1,750,768</u>
Reserve balance at 30 June 2014	<u>2,000</u>

The accompanying notes form part of the financial statements

**Statement of Cash Flows  
for the Year ended 30 June 2014**

	Note	2014 \$	2013 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash receipts in the course of operations		3,059,682	2,926,170
Cash receipts from related parties	18(f)	172,253	143,586
Interest received		58,659	74,027
Cash payments to related parties	18(f)	(231,644)	(252,850)
Cash payments in the course of operations		(2,939,226)	(2,640,726)
<b>Net cash provided by (used in) operating activities</b>	20	<b>119,724</b>	<b>250,207</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payment for plant and equipment		(33,052)	(37,442)
Proceeds from disposal of plant and equipment		38,536	18,826
(Payment)/Withdrawals from Investments		-	-
Special Projects		(93,914)	-
<b>Net cash provided by (used in) investing activities</b>		<b>(88,430)</b>	<b>(18,616)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Net repayment of hire purchases		(93,660)	(97,227)
<b>Net cash provided by (used in) financing activities</b>		<b>(93,660)</b>	<b>(97,227)</b>
Net increase/(decrease) in cash held		(62,366)	134,364
Cash at the beginning of the financial year		1,569,520	1,435,156
<b>CASH AT THE END OF THE FINANCIAL YEAR</b>	4	<b>1,507,154</b>	<b>1,569,520</b>

The accompanying notes form part of the financial statements

## Notes to the Financial Statements for the Year Ended 30 June 2014

### 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 the Fair Work (Registered Organisations) Regulations 2009.

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

#### Basis of Preparation

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

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied. The Branch is a 'not for profit' organisation.

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 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 (cont'd)  
for the Year Ended 30 June 2014**

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

**d. Plant and Equipment (cont'd)**

Depreciation

The depreciable amounts of all fixed assets including buildings and capitalized lease assets, but excluding freehold land, is depreciated on a straight line method at rates based on their estimated useful lives to the entity commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

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

Class of Fixed Asset	Depreciation Rate
Motor Vehicles	18.75% - 25%
Plant & Equipment	2.5% – 100.00%

The assets residual values and useful lives are reviewed and adjusted, if appropriate, at each balance/(reporting) date.

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. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

**e. 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.

**f. 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.

**Notes to the Financial Statements (cont'd)  
for the Year Ended 30 June 2014**

**f. 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 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.

**g. 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.

**h. 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.

**Notes to the Financial Statements (cont'd)  
for the Year Ended 30 June 2014**

**i. Revenue**

Revenue from the sale of goods is recognised upon the delivery of goods to customers.

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

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

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

**j. Comparative figures**

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

**k. 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 Victoria, 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 Victoria.

**l. Cash and Cash Equivalents**

For the purposes of the Cash Flow Statement, cash and cash equivalents include cash on hand, cash at bank and investments in money market instruments.

**m. Fair Value of Assets and Liabilities**

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

Fair value is the price the Branch would receive to sell an asset or would have to pay to transfer a liability in an orderly (ie. 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.



**Notes to the Financial Statements (cont'd)  
for the Year Ended 30 June 2014**

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

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

To the extent possible, market information is extracted from either the principal market for the asset or liability (ie. 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 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**

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 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 2014, 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. The Board believes that the full amount of the debtors are recoverable.

**Notes to the Financial Statements (cont'd)  
for the Year Ended 30 June 2014**

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

**p. 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 derecognition 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, 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 Branch 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 2012-3: *Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities* (applicable to annual reporting periods commencing on or after 1 January 2014).

This Standard provides clarifying guidance relating to the offsetting of financial instruments, which is not expected to impact the Branch's financial statements.

- Interpretation 21: *Levies* (applicable for annual reporting periods commencing on or after 1 January 2014).

Interpretation 21 clarifies the circumstances under which a liability to pay a levy imposed by a government should be recognise, and whether that liability should be recognised in full at a specific date or progressively over a period of time. This Interpretation is not expected to significantly impact the Branch's financial statements.

- AASB 2013-3: *Amendments to AASB 136 – Recoverable Amount Disclosures for Non-Financial Assets* (applicable for annual reporting periods commencing on or after 1 January 2014).

This Standard amends the disclosure requirements in AASB 136: Impairment of Assets pertaining to the use of fair value in impairment assessment and is not expected to significantly impact the Branch's financial statements.

**Notes to the Financial Statements (cont'd)  
for the Year Ended 30 June 2014**

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

**p. New Accounting Standards for Application in Future Periods**

- AASB 2013-4: *Amendments to Australian Accounting Standards – Novation of Derivatives and Continuation of Hedge Accounting* (applicable for annual reporting periods commencing on or after 1 January 2014).

AASB 2013-4 makes amendments to AASB 139: *Financial Instruments: Recognition and Measurement* to permit the continuation of hedge accounting in circumstances where a derivative, which has been designated as a hedging instrument, is novated from one counterparty to a central counterparty as a consequence of laws or regulations. This Standard is not expected to significantly impact the Branch's financial statements.

- AASB 2013-5: *Amendments to Australian Accounting Standards – Investment Entities* (applicable for annual reporting periods commencing on or after 1 January 2014).

AASB 2013-5 amends AASB 10: *Consolidated Financial Statements* to define an "investment entity" and requires, with limited exceptions, that the subsidiaries of such entities be accounted for at fair value through profit or loss in accordance with AASB 9 and not be consolidated. Additional disclosures are also required. As the Branch does not meet the definition of an investment entity, this Standard is not expected to impact the Branch's financial statements.

**q. 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).

**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

	2014 \$	2013 \$
<b>NOTE 2: REVENUE</b>		
<b>Operating activities:</b>		
CMS SCIMS Income	420,135	496,720
Conference / Functions	173,519	156,389
Sponsorship	172,906	213,765
Publications	36,151	42,111
Training Fees	675,371	721,693
Membership	1,089,254	1,042,804
Incolink Funding	345,600	329,143
Interest received	58,659	74,027
Other revenue	149,553	118,291
Profit on Sale of Non-current Assets	9,692	3,006
Capitation Fees	-	-
Compulsory Levy	-	-
Donations	-	-
Financial Support - Branches	-	-
<b>Total Revenue</b>	<b>3,130,840</b>	<b>3,197,949</b>
<b>NOTE 3: PROFIT FROM ORDINARY ACTIVITIES</b>		
The operating profit of the Branch before income tax expense has been determined after:		
<b>a. Bad and Doubtful Debts</b>		
Bad debts written off to expense	3,403	3,615
Provision for doubtful debts	-	-
	<b>3,403</b>	<b>3,615</b>
<b>b. Auditor's Remuneration</b>		
Auditor's remuneration	11,890	11,841
	<b>11,890</b>	<b>11,841</b>
<b>c. Depreciation and Amortisation</b>		
Plant and equipment	25,918	18,136
Motor vehicles	42,357	43,989
	<b>68,275</b>	<b>62,125</b>

**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

	2014 \$	2013 \$
<b>NOTE 3: PROFIT FROM ORDINARY ACTIVITIES (cont'd)</b>		
<b>d. Employee related expenses</b>		
Salaries	880,977	992,149
Superannuation	82,482	102,856
Employee benefits	21,333	23,820
Payroll tax	46,127	47,786
Training and recruitment	5,163	4,214
	1,036,082	1,170,825
<b>e. Other expenses include:-</b>		
Publications	23,041	45,283
CMS Expenses	271,977	161,115
Conference / Functions	188,781	269,908
Training Delivery Costs	184,153	512,374
Computer Expenses	21,978	29,803
Insurance Costs	17,208	12,720
Communication Expense	19,476	16,636
Motor Vehicle Expenses	43,152	28,547
Stationery, Printing and Postage	13,740	56,777
Rent	146,833	104,648
Legal Costs - Litigation	-	-
Legal Costs - Consultation (Other Matters)	27,035	26,530
Other Costs	561,620	450,056
Penalties (RO Act)	-	-
Payroll Deduction Costs	-	-
Subscriptions (Political Parties etc)	-	-
Capitation Fee	-	-
Grants / Donations	-	-
Meeting Attendance Fees	-	-
	1,518,994	1,714,397
<b>f. Levy</b>		
National office levy	173,312	171,417
	173,312	171,417

The levy is imposed by the CCF National Office to assist in funding the National Office Operations.

**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

	2014 \$	2013 \$
<b>NOTE 4: CASH AND CASH EQUIVALENTS</b>		
<b>Current</b>		
Deposit	4,000	4,000
Cash at bank	170,349	324,553
Commercial Bills	1,332,805	1,240,967
	<u>1,507,154</u>	<u>1,569,520</u>
<b>Reconciliation of cash</b>		
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as set out above.		
<b>NOTE 5: TRADE AND OTHER RECEIVABLES</b>		
<b>Current</b>		
Trade Debtors	1,468,531	1,621,951
Sundry Debtors	8,146	14,480
	<u>1,476,677</u>	<u>1,636,431</u>
<b>NOTE 6: INVENTORIES</b>		
<b>Current</b>		
Publications on Hand – at cost	12,474	5,171
Cards on Hand – at cost	2,039	2,326
	<u>14,513</u>	<u>7,497</u>
<b>NOTE 7: OTHER CURRENT ASSETS</b>		
<b>Current</b>		
Borrowing Costs	676	868
Prepayments	108,627	43,585
Withholding Tax	-	-
Security Deposit – Leased Premises	43,907	43,906
	<u>153,210</u>	<u>88,359</u>
<b>NOTE 8: FINANCIAL ASSETS</b>		
Available for sale financial assets		
Unlisted investments, at fair value	12,500	12,500
Total available-for-sale financial assets	<u>12,500</u>	<u>12,500</u>

**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

	2014 \$	2013 \$
<b>NOTE 9: PROPERTY, PLANT AND EQUIPMENT</b>		
<b>Motor Vehicles:</b>		
At cost	315,083	313,787
Accumulated depreciation	(135,135)	(141,698)
Total motor vehicles	179,948	172,089
<b>Office Furniture &amp; Equipment</b>		
At cost	342,803	326,877
Accumulated depreciation	(243,395)	(219,211)
Total office furniture & equipment	99,408	107,666
<b>Software</b>		
At cost	13,064	-
Accumulated depreciation	(1,735)	-
Total software	11,329	-
Total property, plant and equipment	290,685	279,755

Movements in carrying amount for each class of property, plant and equipment between the beginning and the end of the current financial year.

	Motor Vehicles \$	Office Furniture & Equipment \$	Software \$	Total \$
<b>Balance at the 1 July 2012</b>	187,250	88,360	-	275,610
Additions	50,660	37,442	-	88,102
Disposals	(21,832)	-	-	(21,832)
Depreciation Expense	(43,989)	(18,136)	-	(62,125)
<b>Carrying amount at 30 June 2013</b>	172,089	107,666	-	279,755
<b>Carrying amount at 30 June 2013</b>	172,089	107,666	-	279,755
Additions	87,269	19,988	13,064	120,321
Disposals	(37,053)	(4,063)	-	(41,116)
Depreciation Expense	(42,357)	(24,183)	(1,735)	(68,275)
<b>Carrying amount at 30 June 2014</b>	179,948	99,408	11,329	290,685

**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

	2014 \$	2013 \$
<b>NOTE 10: TRADE AND OTHER PAYABLES</b>		
<b>Current</b>		
Income not yet earned	1,186,642	1,326,970
Accounts Payable	24,595	45,298
Other Creditors	18,263	8,496
Payroll Liabilities	20,444	20,636
GST Payable	115,046	123,311
Accrued Expenses	16,936	220,231
	1,381,926	1,744,942
<p>Accrued expenses in 2013 included appropriate accrual for liabilities arising from the DEECD audit of the Funded Training received by the Branch.</p>		
<b>Non-Current</b>		
Debentures Not Repayable Within One Year	2,000	2,000
<b>NOTE 11: BORROWINGS</b>		
<b>Current</b>		
Hire Purchase Liability	53,001	59,224
Less: Unexpired Hire Purchase Liability	(2,621)	(6,924)
	50,380	52,300
<b>Non-Current</b>		
Hire Purchase Liability	84,531	80,699
Less Unexpired Hire Purchase Liability	(12,628)	(4,323)
	71,903	76,376
<p>These borrowings are secured by the assets that were financed.</p>		
<b>NOTE 12: PROVISIONS</b>		
<b>Current</b>		
Provision for Annual Leave	107,037	91,864
Provision for Long Service Leave	78,026	73,311
	185,063	165,175
<b>Non-Current</b>		
Provision for Long Service Leave	10,697	9,252
	10,697	9,252
<b>Total provisions</b>	195,760	174,427



**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

**NOTE 12: PROVISIONS (cont'd)**

- (i) These provisions accrue directly to employees of the Federation.  
No employee entitlements were accrued in respect of officeholders (2013 : \$nil)

**Number of employees at year-end** 16.20 16.26

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

	Annual Leave		Long Service Leave and Retirement Allowance		Total	
	2014	2013	2014	2013	2014	2013
	\$	\$	\$	\$	\$	\$
Officeholders	-	-	-	-	-	-
Other Staff	107,037	91,864	88,723	82,563	195,760	174,427
<b>Total</b>	<b>107,037</b>	<b>91,864</b>	<b>88,723</b>	<b>82,563</b>	<b>195,760</b>	<b>174,427</b>

There are no provisions for separation and redundancy or other provisions for officeholders or other employees (2013: \$nil)

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 13: EMPLOYEE BENEFITS**

Employee benefits paid/accrued during the year	Elected Officials (Office holders)		Employees (other than Elected Officials)		Total	
	2014	2013	2014	2013	2014	2013
	\$	\$	\$	\$	\$	\$
Wages and Salaries	-	-	864,522	992,149	864,522	992,149
Annual Leave and Long Service Leave	-	-	21,333	23,820	21,333	23,820
Redundancy Payments	-	-	16,455	-	16,455	-
Superannuation	-	-	82,482	102,856	82,482	102,856
<b>Total</b>	<b>-</b>	<b>-</b>	<b>984,792</b>	<b>1,118,825</b>	<b>984,792</b>	<b>1,118,825</b>

**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

	2014 \$	2013 \$
<b>NOTE 14: RESERVES</b>		
General Reserve – Members' Debentures	2,000	2,000
There has been no movement in the reserve during the current or preceding year.		
<b>NOTE 15: RETAINED EARNINGS</b>		
Retained earnings at the beginning of the financial year	1,542,017	1,496,892
Net profit attributable to the entity	302,665	45,125
Less: Special Projects	(93,914)	-
Retained earnings at the end of the financial year	1,750,768	1,542,017
<b>NOTE 16: CAPITAL AND LEASING COMMITMENTS</b>		
	2014 \$	2013 \$
<b>Hire Purchase Commitments</b>		
Payable – Minimum Hire Purchase payments		
Not later than 12 months	53,001	59,224
Later than 12 months but not later than 2 years	53,707	53,126
Later than 2 years but not later than 5 years	30,824	27,573
Minimum Hire Purchase payments	137,532	139,923
Less future finance charges	(15,249)	(11,247)
Present value of minimum payments	122,283	128,676
<b>Operating Lease Commitments</b>		
Payable – Minimum Operating Lease payments		
Not later than 12 months	159,660	159,660
Later than 12 months but not later than 2 years	159,660	159,660
Later than 2 years but not later than 5 years	199,575	359,235
Minimum Operating Lease payments	518,895	678,555

**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

**NOTE 17: 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 a unlisted company.

The entity does not have any derivative instruments at 30 June 2014.

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

**iii. Financial Risk Exposures and Management**

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

**Liquidity risk**

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

**Interest rate risk**

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

As at 30 June 2014, 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:

	2014 \$	2013 \$
<b>Change in profit/(loss)</b>		
Increase in interest rate by 1%	13,849	14,408
Decrease in interest rate by 1%	(13,849)	(14,408)
<b>Change in equity</b>		
Increase in interest rate by 1%	13,849	14,408
Decrease in interest rate by 1%	(13,849)	(14,408)

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

**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. 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:-

## Notes to the Financial Statements for the Year Ended 30 June 2014 (cont'd)

### NOTE 17: FINANCIAL RISK MANAGEMENT (cont'd)

	Weighted Average Effective Interest Rate %	Floating Interest Rate \$	1 year or less \$	Fixed Interest Rate Maturities 1 to 5 years \$	Over 5 years \$	Non Interest Bearing \$	Total \$
<b>30 June 2014</b>							
<b>Assets:</b>							
Cash	3.13%	1,507,154	-	-	-	-	1,507,154
Trade and Sundry Debtors		-	-	-	-	1,476,677	1,476,677
		1,507,154	-	-	-	1,476,677	2,983,831
<b>Liabilities:</b>							
Sundry Creditors & Other Liabilities		-	-	-	-	1,381,926	1,381,926
Borrowings	10%	-	50,380	71,903	-	-	122,283
		-	50,380	71,903	-	1,381,926	1,504,209
Net financial assets		1,507,154	(50,380)	(71,903)	-	947,511	1,479,622
<b>30 June 2013</b>							
Total financial assets	3.75%	1,569,520	-	-	-	1,636,431	3,205,951
Total financial liabilities	10%	-	52,300	76,376	-	1,744,942	1,873,618
Net financial assets		1,569,520	(52,300)	(76,376)	-	(108,511)	1,332,333

#### v. 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 statement

**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

**NOTE 18: RELATED PARTY TRANSACTIONS**

**a. VIC Branch Board members**

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

Andrew Mahar, Domenic De-Fazio, John Lander, Andrew Simpson, Gary Gardiner, Clifford Smith, John Harvey, Peter Rodrigues, Ian Sowerby, Jeff Gallus, John Plumridge, Rohan Davidson, Sean Delaney, Sophie Brown, Glenn Johnston, Jay Miller, Steve Traicevski and Bob Beck.

The officeholders received no 'non cash' benefits (2013: \$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 peak council 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**

John Stewart	CEO
Mark Binks	General Manager Operations
Robert Garrard	General Manager Training
Anushan Jayaratne	Finance Manager

In the current year, there was 16.2 full time equivalent staff (2013: 16.26 staff).

c. Key Management Personnel Remuneration	2014 \$			2013 \$		
	Short Term Benefits	Post Employment Benefits	Total	Short Term Benefits	Post Employment Benefits	Total
	\$	\$	\$	\$	\$	\$
Total Compensation	457,345	52,395	509,740	362,347	42,426	404,773

d. Annual Leave and Long Service Leave Accrued for Key Management Personnel at end of the Year	2014 \$			2013 \$		
	Annual Leave	Long Service Leave	Total	Annual Leave	Long Service Leave	Total
	\$	\$	\$	\$	\$	\$
Total Leave Provision	29,962	34,887	64,849	15,873	62,053	77,926

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 2014 (cont'd)**

**NOTE 18: RELATED PARTIES (cont'd)**

**e. Transactions with National Office, Branches and Related Entities**

Entities related to VIC Branch Board members paid membership fees, received training, purchased statutory awards and updates from the Branch during the year on the same commercial terms and conditions offered to all other members.

	2014	2013
Levy Payment	\$	\$
During the year, the VIC Branch paid to the National Office a per capita payment calculated in accordance with the rules.	173,312	171,417

**f. Related Party balances at year end**

Amounts receivable/(payable) at reporting date – Federal office and other branches	2014	2013
	\$	\$
National Office	14,435	2,605
Queensland Branch	(105)	(423)
South Australia Branch	420	1,225
Western Australia Branch	(220)	3,520
New South Wales Branch	4,977	(1,953)
Northern Territory Branch	-	-
Tasmania Branch	1,820	-
	<u>21,327</u>	<u>4,974</u>
<b>Balance Reconciliation- related entities</b>		
<b>National Office</b>		
Carrying amount at beginning of the year	2,605	15,469
Levy charge	(173,312)	(171,417)
Sundry charges	(46,377)	(51,472)
Sundry income	111,024	20,815
Receipts	(97,706)	(58,955)
Payment made	218,201	248,165
Carrying amount at end of the year	<u>14,435</u>	<u>2,605</u>
<b>Queensland Branch</b>		
Carrying amount at beginning of the year	(423)	-
Sundry charges	(6,257)	-
Sundry income	-	-
Receipts	-	(423)
Payment made	6,575	-
Carrying amount at end of the year	<u>(105)</u>	<u>(423)</u>
<b>South Australia Branch</b>		
Carrying amount at beginning of the year	1,225	22
Sundry charges	-	-
Sundry income	7,712	36,787
Receipts	(8,517)	(35,584)
Payment made	-	-
Carrying amount at end of the year	<u>420</u>	<u>1,225</u>
<b>Western Australia Branch</b>		
Carrying amount at beginning of the year	3,520	(440)
Sundry charges	(2,750)	(900)
Sundry income	34,350	33,039
Receipts	(37,890)	(29,839)
Payment made	2,550	1,660
Carrying amount at end of the year	<u>(220)</u>	<u>3,520</u>

**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

**NOTE 18: RELATED PARTIES (cont'd)**

	2014 \$	2013 \$
New South Wales Branch		
Carrying amount at beginning of the year	(1,953)	66
Sundry charges	(3,218)	(4,978)
Sundry income	33,970	18,719
Receipts	(28,140)	(18,785)
Payment made	4,318	3,025
Carrying amount at end of the year	<u>4,977</u>	<u>(1,953)</u>
Northern Territory Branch		
Carrying amount at beginning of the year	-	-
Sundry charges	-	-
Sundry income	-	-
Receipts	-	-
Payment made	-	-
Carrying amount at end of the year	<u>-</u>	<u>-</u>
Tasmania Branch		
Carrying amount at beginning of the year	-	-
Sundry charges	-	-
Sundry income	1,820	-
Receipts	-	-
Payment made	-	-
Carrying amount at end of the year	<u>1,820</u>	<u>-</u>

**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

	2014 \$	2013 \$
<b>NOTE 19: CASH FLOW INFORMATION</b>		
<b>Reconciliation of net cash provided by operating activities to profit after income tax</b>		
Profit from Ordinary Activities after income tax	208,751	45,125
Add/(Less) Non Cash Flows in Profit from Ordinary Activities:		
- Depreciation	68,275	62,125
- (Profit)/Loss on Sale of Plant & Equipment	2,580	3,006
- Special Projects	93,914	-
	<b>373,520</b>	<b>110,256</b>
Changes in Operating Assets and Liabilities		
- (Increase)/Decrease in Trade Debtors	153,420	(121,724)
- (Increase)/Decrease in Inventory	(7,016)	3,986
- (Increase)/Decrease in Prepayments	(65,042)	(15,915)
- (Increase)/Decrease in Other Assets	191	(43,442)
- (Increase)/Decrease in Sundry Receivables	6,334	(14,480)
- Increase/(Decrease) in Payables	(363,016)	301,338
- Increase/(Decrease) in Employee Entitlements	21,333	30,188
<b>Net cash provided by operating activities</b>	<b>119,724</b>	<b>250,207</b>



**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

**NOTE 20: FAIR VALUE MEASUREMENT**

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

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

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

**a. Fair Value Hierarchy**

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

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
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 Branch are consistent with one or more of the following valuation approaches:-

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

## Notes to the Financial Statements for the Year Ended 30 June 2014 (cont'd)

### NOTE 20: FAIR VALUE MEASUREMENT (cont'd)

#### a. Fair Value Hierarchy (cont'd)

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

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

Note	30 June 2014			Total \$
	Level 1 \$	Level 2 \$	Level 3 \$	
<b>Recurring fair value measurements</b>				
<i>Financial assets</i>				
Financial assets at fair value through profit or loss:	-	-	-	-
Available-for-sale financial assets:	-	12,500	-	12,500
<b>Total financial assets recognised at fair value</b>	-	12,500	-	12,500
<i>Non-financial assets</i>				
Freehold land & buildings	-	-	-	-
<b>Total non-financial assets recognised at fair value</b>	-	-	-	-

Note	30 June 2013			Total \$
	Level 1 \$	Level 2 \$	Level 3 \$	
<b>Recurring fair value measurements</b>				
<i>Financial assets</i>				
Financial assets at fair value through profit or loss:	-	-	-	-
Available-for-sale financial assets:	-	12,500	-	12,500
<b>Total financial assets recognised at fair value</b>	-	12,500	-	12,500
<i>Non-financial assets</i>				
Freehold land & buildings	-	-	-	-
<b>Total non-financial assets recognised at fair value</b>	-	-	-	-

**Notes to the Financial Statements  
for the Year Ended 30 June 2014 (cont'd)**

**NOTE 20: FAIR VALUE MEASUREMENT (cont'd)**

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

Description	Fair Value at 30 June 2014 & 30 June 2013 \$	Valuation Technique(s)	Inputs Used
<i>Non-financial assets</i>			
Financial assets at fair value through profit or loss:	-	n/a	n/a
Available-for-sale financial assets:	12,500	Market Value using income on DCF approach	Price per share, market borrowing rate
	12,500	-	-

**c. Disclosed Fair Value Measurements**

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

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

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 2014 (cont'd)**

**NOTE 21: 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 22: CONTINGENT LIABILITIES**

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

**NOTE 23: ENTITY DETAILS**

The principal place of business of the entity is:

1 / 322 Glenferrie Road  
MALVERN VIC 3144

The principal segment is member services within Victoria, Australia.

The entity is domiciled in Australia.

**NOTE 24: ECONOMIC DEPENDENCY**

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

**NOTE 25: 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 payments to employers as consideration for employees making payroll deductions for membership subscriptions at reporting date.

No legal fees were payable a reporting date.

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

To the Members of Civil Contractors Branch – VIC Branch

**Scope**

**The financial report and Committee of management responsibility**

The financial report comprises the Committee of Management 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 Branch (VIC Branch) for the year ended 30 June 2014 set out on pages 5 to 35.

The VIC Branch Board of the Branch 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 VIC 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 Union'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 Committee of Management.

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.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
CIVIL CONTRACTORS BRANCH (VIC BRANCH)  
(cont'd)**

**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;
  - (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 2014, 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 Pty Ltd



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

Dated this 15<sup>th</sup> day of August 2014

## **CCF (VIC Branch) Remuneration Report**

Pursuant to the rules and the FWC Legislation, the Committee of Management makes the following disclosure for the year ended 30 June 2014:-

No remuneration was received by any other officeholder in connection with them holding office this year at CCF (VIC Branch) or as a member of a Board where such position is held because the officer is an officer of the Branch or was nominated for the position by the Branch or a peak council.

**CCF (VIC Branch)  
Personal Interests**

Pursuant to the rules, the Committee of Management confirms that no officer of the Branch held any personal interest in a matter that the officer has or acquired, or a relative of the officer has or acquired that relates to the affairs of the Branch, except as disclosed in the annual report.



## CCF (VIC Branch) Related Party Transactions

Pursuant to rules, the Committee of Management confirms that the following payments / receipts occurred in relation to related parties and / or declared parties for the year ended 30 June 2014:

### Transactions with National Office, Branches and Related Entities

Entities related to VIC Branch Board members paid membership fees, received training, purchased statutory awards and updates from the Branch during the year on the same commercial terms and conditions offered to all other members.

	2014	2013
	\$	\$
Levy Payment		
During the year, the VIC Branch paid to the National Office a per capita payment calculated in accordance with the rules.	173,312	171,417

### Related Party balances at year end

	2014	2013
	\$	\$
Amounts receivable/(payable) at reporting date – Federal office and other branches		
National Office	14,435	2,605
Queensland Branch	(105)	(423)
South Australia Branch	420	1,225
Western Australia Branch	(220)	3,520
New South Wales Branch	4,977	(1,953)
Northern Territory Branch	-	-
Tasmania Branch	1,820	-
	21,327	4,974

### Balance Reconciliation- related entities

National Office		
Carrying amount at beginning of the year	2,605	15,469
Levy charge	(173,312)	(171,417)
Sundry charges	(46,377)	(51,472)
Sundry income	111,024	20,815
Receipts	(97,706)	(58,955)
Payment made	218,201	248,165
Carrying amount at end of the year	14,435	2,605
Queensland Branch		
Carrying amount at beginning of the year	(423)	-
Sundry charges	-	-
Sundry income	(6,257)	-
Receipts	-	(423)
Payment made	6,575	-
Carrying amount at end of the year	(105)	(423)
South Australia Branch		
Carrying amount at beginning of the year	1,225	22
Sundry charges	-	-
Sundry income	7,712	36,787
Receipts	(8,517)	(35,584)
Payment made	-	-
Carrying amount at end of the year	420	1,225
Western Australia Branch		
Carrying amount at beginning of the year	3,520	(440)
Sundry charges	(2,750)	(900)
Sundry income	34,350	33,039
Receipts	(37,890)	(29,839)
Payment made	2,550	1,660
Carrying amount at end of the year	(220)	3,520

	2014	2013
	\$	\$
<b>New South Wales Branch</b>		
Carrying amount at beginning of the year	(1,953)	66
Sundry charges	(3,218)	(4,978)
Sundry income	33,970	18,719
Receipts	(28,140)	(18,785)
Payment made	4,318	3,025
Carrying amount at end of the year	<u>4,977</u>	<u>(1,953)</u>
<b>Northern Territory Branch</b>		
Carrying amount at beginning of the year	-	-
Sundry charges	-	-
Sundry income	-	-
Receipts	-	-
Payment made	-	-
Carrying amount at end of the year	<u>-</u>	<u>-</u>
<b>Tasmania Branch</b>		
Carrying amount at beginning of the year	-	-
Sundry charges	-	-
Sundry income	1,820	-
Receipts	-	-
Payment made	-	-
Carrying amount at end of the year	<u>1,820</u>	<u>-</u>