TOOLS, RESOURCES AND EXPERTISE

MEMBER RESOURCES AND EXPERTISE - Confidence in your business

Our wide-range of tools and resources are designed to assist members with the day-to-day operations of their businesses.

EXPERTISE

CCF QLD can connect you with solutions to a range of issues, directly or through our industry specialists. Services include:

- Industrial relations
- Human resources
- Employee relations
- Legal assistance
- Insurance
- Work health and safety
- Qualification and professional development training.

At CCF QLD, we want to make sure you get the most out of your membership. That's why a representative of our client services team will visit you a number of times a year, to update you on the services available and to establish whether or not you require any further assistance. Not only does it give us the chance to update you on the key issues currently affecting the civil construction industry, but the formally conducted visit will enable you to give any feedback, or advise us of any concerns you have within your workplace or the industry. Relevant action will be taken in regards to any comments received, as the team are here to provide assistance in a range of areas.

The client services team will contact you to arrange a convenient time to meet, and will come to your office to discuss industry matters. Alternatively, a project site visit can be requested - this is a great way to showcase your business capabilities to industry. Phone 1300 CCF QLD to arrange a meeting or visit today.

"CCF QLD is a committed organisation and strong advocate for industry best practice as well as providing specialised advice and training support to the civil construction industry over a long period of time, Abergeldie has a close affiliation with the CCF which has developed into a trusted friendly relationship, which we hope will continue well into the future."

James Davies - Abergeldie Complex Infrastructure

CCF QLD INDUSTRIAL AND WORKPLACE RELATIONS ADVISORY SERVICE

CCF QLD provides contractor members with a complimentary 15 minute phone service for all workplace relation matters through our partners.

Our partners are committed to providing contemporary and effective solutions for a range of workplace matters including (but not limited to):

- Workplace relations
- Industrial relations
- Employment relations
- Modern award interpretation
- Enterprise agreement development and negotiation
- Workers compensation and injury management
- Human resources solutions.

This service has been established to assist members in managing workplace risks to allow you, the employer, to focus on running your business.

The service is accessible from 8.30am to 5.00pm Monday to Friday (excluding public holidays) where you can speak to a consultant.

Additional tools and resources are available to CCF QLD members through our partners for free or at a discounted rate to assist your business. These include but are not limited.

- Employee Termination Checklist
- Redundancy Guidelines
- Fixed Term Employment Contract
- Guide to Employing Staff
- Contract of Employment Guidelines Template
- Pre-Employment Checklist Template
- Termination Checklist Template
- Workplace Policies Guide Template
- Template Salary Contract (No Applicable Modern Award)

Qualified CCF QLD members are able to call Workplace Wisdom on 0405 388 794 or Drayton's Workplace Consulting on (07) 3831 7099 to access their 15 minute free advice.

Workplace Wisdom

Drayton's WORKPLACE CONSULTING

TOOLS

MEMBERS' PORTAL

The Members' Portal of **www.ccfqld.com** provides you with access to online information and resources that are not accessible to the general public. Some of the exclusive resources that can be found in the Members' Portal include:

- Exclusive member only articles under member news
- Downloadable resources under member resources
- Information about committee activity
- Policies and industry advocacy activities
- Publications
- Positions and submissions.

To access the Members' Portal go to www.ccfqld.com and:

- Click on the Members Login at the top right of the page
- Type in your username
- Type in your password
- Press enter or click 'login'.

If you do not know your username or password you can choose 'forgot password' to reset it.

MEMBER DASHBOARD

Once logged in, members can access the member dashboard which includes a selection of features such as:

- **COMPANY PROFILE:** here you can promote your company to other members; showcasing your organisation's skills and capabilities, with the ability to update your details throughout the year
- **MEMBER NEWS**: this is where you will benefit from finding news and information that is exclusive to CCF QLD members
- **MEMBER TOOLS:** contains all of the CCF QLD resources that are available to members. The member dashboard contains a summary of the latest uploads. Click through to see all of the resources
- **FIND A MEMBER:** search for a member on the public and member-only sites. However, in order to participate members must complete their details and agree to being displayed.

CCF QLD MEMBER COMMITTEES

CCF QLD provides members with the opportunity to join committees that are of interest to your business; providing you with a platform to discuss industry matters and contribute to policies, position papers and submissions to government departments and key industry stakeholders.

Current CCF QLD member committees are:

- CCF QLD-TMR Technical Committee/Working Group
- CCF QLD IR/HR in Civil Construction Committee
- CCF QLD Work Health and Safety Committee
- CCF QLD Environmental and Sustainability Committee
- CCF QLD Diversity in Civil Construction Committee
- CCF QLD Local Government Committee
- CCF QLD Regional Member Engagement Committees.

MEMBER NEWS

Once logged in you will have access to read member only articles. These articles will be extremely beneficial for your company as they target the current issues in the civil construction industry, and are often based on the event presentation topics. These include: current work health and safety issues, training updates, tenders & projects, member benefits, updates on our members, changes to legislation and advocacy. CCF QLD coordinates both a South-East Queensland and North Queensland eNewsletter each fortnight to provide relevant and targeted information to members.

> CCF QLD provided us with tools and resources for our business that were over and above our expectations. The information and services that we are receiving are a great benefit to our company.

SEARCH

Our member website also gives you the option to search via keywords or phrases for the exact service or article, meaning the complete CCF QLD website is available at your fingertips.

Should you wish to discuss the functionality of the website or arrange a demonstration to see how the new functions can benefit your business, please contact the client services team.

CCF CODE V10

The primary purpose of the CCF Code is to assist contractor businesses in achieving and maintaining compliance relevant to industry standards and regulations, required by federal and/or state authorities.

The code draws together elements of quality, work health and safety and environmental management in one system.

Accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) for third party certification, the code is designed to be used in isolation of, or in combination with other certification standards such as ISO.

The CCF Code is supported by a Management System Reference Documents designed to help businesses manage their compliance with the CCF Code.

Members have access to the CCF Code V10 at a discounted rate.

MANAGEMENT SYSTEM REFERENCE DOCUMENTS

The Civil Contractors Federation Management Code is accompanied by the Management System Reference Documents (MSRD) containing suggested templates for plans, policies, registers, and forms that may be used in the development of an Integrated Management System.

The MSRD comprises of over 90 documents which cover off on the following categories:

- CCF Civil Construction Management Code
- Using the Code
- Policies
- Management Plans
- Reports and Registers
- Forms
- Guidance Documents
- Government Agency Reference Documents.

The MSRD are reviewed and updated as new templates and tools are developed or existing templates are improved. CCF QLD Members can access the MSRD via the member portal.

PRINTED RESOURCES

CCF QLD has developed a range of printed resources designed to provide the industry with information about key issues of interest.

ITEM	DESCRIPTION	UNIT COST (INCL. GST)
CCF MINOR CONTRACTS FORMS	A pad of 25 forms in duplicate to record individual works agreements for simple contracts	**$58** **$45 Member**
PLANT DAILY INSPECTION FAULT REPORT BOOK	A daily check sheet for your items of plant containing 30 forms in triplicate	**$28.50** **$18 Member**
PLANT HIRE DOCKET BOOK	A book of 50 forms in duplicate for those companies hiring plant including PPSA stickers	**$28.50** **$18 Member**
THE BROWN BOOK	Plant Operator's log book	**$30** **$20 Member**
SAFE WORK METHOD STATEMENT	Book of 50 forms in duplicate in a required format for Safe Work Method Statements, the book is designed to be used on site	**$35** **$25 Member**
SITE INDUCTION CHECKLIST	Book of 25 forms in triplicate and a checklist format to ensure site inductions cover all relevant aspects	**$35** **$25 Member**
PROJECT VARIATIONS/ INSTRUCTION FORMS	Book of 25 forms in triplicate, providing all necessary details to advise a variation and/or record a site instruction and provision for client sign off	**$35** **$25 Member**

Download the tools and resources order form from the Member Portal on **www.ccfqld.com.** These items can be ordered by sending the completed order form to **admin@ccfqld.com.**

FACILITIES HIRE

CCF QLD has two purpose built Queensland Civil Industry Training Centres (QCITC) located in Brisbane and Townsville, which have been designed specifically with the needs of the civil construction industry in mind.

Both of the QCITC are equipped with the latest technology and high quality facilities to allow for professional delivery of a variety of events, such as meetings, seminars or training. These state-of-the-art facilities are available for function and event hire throughout the year from 7.30am-5.00pm Monday - Friday (excluding public holidays) (subject to CCF QLD approval).

The QCITC Brisbane offers the following facilities for hire:

- 84 seat theatre
- training room one
- training room two
- training room three
- training room two and three combined
- plant simulators.

The QCITC Townsville offers the following facilities for hire:

- training room one
- training room two.

CCF QLD members enjoy a 20 per cent discount on any room or facilities hire, which offers a great incentive to members.

The QCITC Facilities Hire Guide, complete with pricing, images of the rooms and further information on the conveniences that CCF QLD offer, can be found on **www.ccfqld.com**.