



**National Utilities Locating  
Contractors Association of  
Australia Ltd  
Annual Report 2022**






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## Nulca Board Members 2022

<p>Mr Ian Lambert Chairperson</p>		
<p>Ms Natalie Hunter Secretary</p>		<p>Nat has been involved in the locating industry since 2007 and was the first female DBYD Certified Locator in Australia. Natalie has assisted the NULCA Board for the last 10 years and has held roles including secretary and vice president. Natalie has always been an advocate for small business and sole traders within the locating industry.</p>
<p>Ms Shirlee Cook Treasurer</p>		<p>Shirlee has worked in the Locating Industry since 1990, founded Nulca in 2004, and is passionate about assisting Nulca members with their industry issues, a happy voice at the end of the phone.</p>
<p>Mr Anthony Johnstone</p>		<p>Anthony has been in the locating industry since 2002. He was part of the initial training team for the NULCA 2-day locator course. Anthony has worked with Power, Water, Telco, and councils to better educate their service location teams to work effectively and safely. He has always been passionate about a fair system for all locators in the industry.</p>
<p>Mr Matt Keppich</p>		<p>Matt has worked in the utility location and mapping industry for more than 20 years, managing various utility survey businesses, and leading utility investigation activities on some of Australia's most significant infrastructure projects. Matt aims to improve the industry and collaboration between industry leaders.</p>



Mr Scott O'Malley		
Mr Tony Alcock		<p>Tony Alcock has over 20 years' experience in the Oil, Gas, Petro-chemical and utilities sector both onshore and offshore globally. Having held high ranking positions for over 15 years from engineering to senior management. Tony is currently the General Manager of Leaktech Australia / 123 Locateit.</p>
Mr Mark Quartermaine		<p>Mark Quartermaine has a background in Commercial Plumbing entering the trade aged 16 years and worked in all aspects of running a commercial plumbing business, supervision, estimation, administration and self-employed. He has continually sought to upgrade his knowledge, over 50 years, having now evolved into utility location and water loss investigations. Sharing knowledge with those, who seek it.</p>
Mr Geoff Orchard		<p>A Land Surveyor specialising in Utility Surveying since 2005, he has a deep understanding of how utility information is used beyond the marks on the ground. Geoff is also our Newsletter editor and is able to provide a different perspective to the industry and expand our professional development</p>
Mr Robert Rowe		<p>Robert is a registered builder in the state of Queensland and has a career of over 25 years as a Chief Executive Officer of Queensland construction and training organisations. Robert has extensive experience as an advocate for the building and construction industry to State and Federal governments and has over 30 years VET sector experience. Robert is currently CEO of DBYD Certification Ltd.</p>



## Board Meeting Attendance

Board Meeting Attendance – Since last AGM				
Name of Director	No of Board Meetings		Attendance at last AGM - 16 Dec 2021	
	Held	Attended	Yes	No
Mr Ian Lambert - Chairperson	8	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms Natalie Hunter - Secretary	8	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms Shirlee Cook - Treasurer	8	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr Anthony Johnstone	8	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr Matt Keppich	8	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr Scott O'Malley	8	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr Tony Alcock	8	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr Mark Quartermaine	8	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr Geoff Orchard	8	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr Robert Rowe (Joined Nulca Board March 2022)	6	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>



## 2021 Annual General Meeting Minutes (via Zoom)

Start Time: 5.48 pm AEST - 16th December 2021

### 1. Present

Ian Lambert	Shirlee Cook	Natalie Hunter
Anthony Johnstone	Matt Keppich	Tony Alcock
Robert Row	Scott O'Malley	Ian Brown
Mark Quartermaine	Ben Minutoli	Shaun Stephen
Gary Humrich	Luke McGinnity	Chris Chassiotis
Mark Brehaut	Darryn Gempton	Mark Edwards

### Apologies

Geoff Orchard	Mick McGoldrick	
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### 2. Financial Statements

Presentation of Financial Statements and Directors Report for year ended 30th June 2021, which has been prepared by Robinson St Accountants.

The Corporation Act 2001 requires that the financial report be made available prior to the AGM. The reports were published on the 15th of November 2021 via the NULCA website.

Treasurers Annual Report published on the 7th of December 2021 via the NULCA website.

### Proposed Resolution

That the Company financials/directors declaration for year ending 30th June 2021 be accepted.

- Financials were accepted by Ian Lambert and Natalie Hunter

### 3. 2022 NULCA Board Members

Directors

Ian Lambert – Chairman

Natalie Hunter – Secretary

Shirlee Cook – Treasurer

Continuing Board Members

- Tony Alcock
- Matt Keppich



- Geoff Orchard

#### New NULCA Board Members

- Anthony Johnstone
- Scott O'Malley
- Mark Quartermaine
- Robert Row

Board Members to serve a 12-month term.

#### Roles to include

- Review of NULCA Constitution
- Social Media
- Training
- Members Co Ordinator

Resolution to accept proposed 2022 Board members. Accepted by Natalie Hunter and Ian Lambert

#### **4. 2021/2022 Auditors**

Proposal to use Angela Martin of Angela's Business Development Services was accepted.

Meeting Close: 7.10pm AEST



## 2022 Annual General Meeting Agenda

3rd Nov 22 - 4.30pm (Brisbane time)

Join Zoom Meeting:

<https://us02web.zoom.us/j/88172554808?>

[pwd=V1ZoMIF3bFV2QVordWR0NzAvY1oyZz09](#)

Meeting ID: [881 7255 4808](#)

Passcode: [393 785](#)

Open time:

### 1. Welcome and Apologies


#### Apologies


### 2. Acceptance/ Business arising of 2021 AGM Minutes (aforementioned)



### 3. 2022 Financials

#### National Utilities Locating Contractors Association of Australia Ltd

Financial Statements  
For the year ended 30 June 2022

#### National Utilities Locating Contractors Association of Aust Ltd Profit and Loss Statement for the year ended 30th June 2022

##### INCOME

Training Commissions	\$ 15,300
less Discounts	100
Membership Income	104,218
Sundry Income	27
	<hr/>
	\$119,518

##### EXPENSES

###### **Compliance**

Accounting	\$ 910
Insurance	1,751
Legals	1,531

###### **Operations**

Administration and Management	\$ 23,928
Advertising	1,542
Promotions - Donations	427
Conferences	8,864
Subscriptions	1,048

###### **Administration**

Office Expenses	\$ 73
Bank Charges	64
Postage and Stationery	1,445
Telephone	3,173
Prior Year Accrual Adjustments	9,091
	<hr/>
	\$ 35,665

##### NET INCOME

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\$ 83,780

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**National Utilities Locating Contractors Association of Aust Ltd**  
**Balance Sheet as at 30th June 2022**

	<b>2022</b>	<b>2021</b>
<b>ASSETS</b>		
<i><b>Working Capital</b></i>		
Cash at Bank	292,103	126,767
ATO GST Credits	-	932
Accounts Receivable	25,706	
<i><b>Investments</b></i>		
Term Deposit		100,243
Deposits Paid - Subscriptions		2,185
	<b>317,809</b>	<b>230,127</b>
<b>LIABILITIES</b>		
GST	3,902	-
Creditors	-	-
	<b>313,907</b>	<b>230,127</b>
<b>NET ASSETS</b>		
	<b>313,907</b>	<b>230,127</b>
<i><b>Represented By</b></i>		
Equity	205,243	205,243
Retained Profits	108,664	24,884
<b>TOTAL</b>	<b>313,907</b>	<b>230,127</b>

**Note**

2021 Balance Sheet is represented in italics to highlight that these are the figures prepared by the accountant in the previous year. The figures were based on cash accounting. This year 2022 financial statements are prepared on an accrual basis to properly recognise accounts receivable for invoices issued prior to 30th June 2022 not yet paid



#### **4. Treasurer's Report**

##### **Treasurer's Report for Annual General Meeting, November 2022**

Dear Members,

I am happy to report that the association continues this year to be in a sound financial position. The accounts have been prepared by Nicole Martin, registered accountant's, report along with detailed profit and loss and balance sheet.

We have no significant liabilities.

Nulca membership has increased in the past year, with 71 new members joining.

We anticipate a similar budget for the coming year, with a increase in legal fees to reflect changes to constitution, which has now been finalised.

Shirlee Cook  
Treasurer



## **5. Chairpersons Report**

Welcome to another year of NULCA

18 years and going strong.

During the last twelve months we managed to operate as normal, although no meetings were held in person and only zoom meetings were held.

We had an anomaly with the constitution which had to be rectified, we were still suffering from the effects from covid, we attended the ASTT no dig down under in Sydney (where around 6 or 7 members contracted covid) and held our first evening function for over two years. The event was a little underwhelming but considering the past it was better than sitting at home.

Previously we have held our own stream at the Gold Coast in 2017 with our own functions and 2019 in Melbourne with evening drinks. Again, if there are any suggestions, please advise any ideas as 2023 is in Brisbane and less than twelve months away or do we need to look at something on our own in the near future.

While we have a good relationship with DCL we are working towards also having a good working relationship with BYDA. For those that do not know, BYDA is Before You Dig Australia and is the rebranded DBYD service. It is now one national organisation instead of individual state and territory run organisations. Each state is still represented and has similar staff engaged, but report to the national body.

We still try to engage with utility owners and if there are any issues, we ask that members pass these on for the board to address.

Three weeks ago, we held a meeting to put forward a resolution to change the constitution to allow less members to attend to form a quorum to allow voting for members. The current quorum was 50% of members. This was impossible to obtain, hence the need for change.

We obtained over 50% of members vote as required and had 98% of members voting for the proposed motion.

Today we held our first strategic planning day. At the time of writing, no definitive agendas had been agreed to but will be forwarded as soon as practicable.

As expected, we are still looking at any improvements we can introduce to all training for locators, either beginners or experienced and have a dedicated committee working on this. Any suggestions, please forward to the board.

Over the next few weeks, we will be speaking to insurers to see if we can supply a PI insurance targeted for our industry which would not be influenced by other industries. We have a few providers lined up and hope to present to the insurance council to present our case.

Finally, I would like to thank the outgoing board for their efforts for the previous year and look forward to the new year.

Ian Lambert

Chairman/President.



**6. Board for 2022 - 2023**

Next AGM date to be advised.

Closing time:



## **Annual Resolution of the Directors**

National Utilities Locating Contractors Association of Australia Ltd

### **Annual Resolution of the Directors for the Year Ended 30 June 2022**

The Directors resolved:

#### **Financial**

To confirm that the Financial Accounts of the company in respect of the year ended 30 June 2022 have been prepared as special purpose financial reports in accordance with the accounting policies outlined in Note 1 to the accounts.

To confirm that trust is a non-reporting entity and to the best of the knowledge and belief of the members, the company would remain so in the current financial year.

#### **Solvency**

That, in their opinion, the company could pay its debts as and when they fall due.

#### **Directors Declaration**

That the Declaration by the directors in respect of the year ended 30 June 2022 be approved and be signed by Director.

We hereby agree with the above resolutions.

Ian Lambert

\_\_\_\_\_  
Director Name

A handwritten signature in dark ink, appearing to be "Ian Lambert", written over a horizontal line.

\_\_\_\_\_  
Director Signature

Dated this 11<sup>th</sup> day of October 20 22



## Notes to the Financial Statements

National Utilities Locating Contractors Association of Australia Ltd

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

#### **1. Statement of Significant Accounting Policies**

The directors have prepared the financial statements on the basis that the company is a non-reporting entity because there are no users dependent on general purpose financial statements.

The financial statements are therefore special purposes financial statements that have been prepared in order to meet the needs of the partners.

The financial statements have been prepared in accordance with the significant accounting policies disclosed below which the partners have determined are appropriate to meet the needs of beneficiaries. Such accounting policies are consistent with the previous period unless stated otherwise.

The financial statements have been prepared by applying the accrual basis and going concern basis of accounting. They are based on historical costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The accounting policies that have been adopted in the preparation of the statements are as follows:

##### **(a) Income Tax**

The income tax expense (revenue) for the year comprises current income tax expense (income). The partnership does not apply deferred tax.

Current income tax expense charged to the profit or loss is the tax payable on taxable income calculated using applicable income tax rates enacted, or substantially enacted, as at the reporting date. Current tax liabilities (assets) are therefore measured at the amounts expected to be paid to (recovered from) the relevant taxation authority.

##### **(b) Inventories**

Inventories are measured at the lower of cost and net realisable value. Costs are assigned on a first-in first-out basis and include direct materials, direct labour, and an appropriate proportion of variable and fixed overhead expenses.

##### **(c) Property, Plant and Equipment (PPE)**

Property, plant, and equipment are carried at cost, independent or director's valuation. All assets, excluding freehold land and buildings, are depreciated over their useful lives to the company. Increases in the carrying amount arising on revaluation of land and buildings are credited to a revaluation reserve in shareholder s' equity. Decreases that offset previous increases of the same asset are charged against fair value reserves



directly in equity; all other decreases are charged to the income statement. Each year the difference between depreciation based on the revalued carrying amount of the assets charged to the income statement and depreciation based on the asset's original cost is transferred from the revaluation reserve to retained earnings.

The carrying amount of plant and equipment is reviewed annually by the partner to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have not been discounted in determining recoverable amounts.

#### **(d) Provisions**

Provisions are recognised when the company has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result, and that outflow can be reasonably measured.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at reporting date.

#### **(e) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown as a negative asset on balance sheet.

#### **(f) Revenue and Other Income**

Revenue is measured at the value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which, for floating rate financial assets, is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue recognised related to the provision of services is determined with reference to the stage of completion of the transaction at the reporting date and where outcome of the contract can be estimated reliably. Stage of completion is determined with reference to the services performed to date as a percentage of total anticipated services to be performed. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent that related expenditure is recoverable.

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

#### **(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 company, are classified as finance leases.



Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the lease term.

#### **(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 Tax 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 the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

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

#### **(i) Trade and Other Payables**

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the company during the reporting period, which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.



## Audit Engagement Letter



Angela Martin  
ABN : 72 969 410 098  
2 Namatjira St  
Paradise Point QLD 4216  
(Ph)0402466126

1 October 2022

The Directors  
National Utilities Locating Contractors Association of Australia Inc (NULCA)

Dear Sir / Madam,

**RE: AUDIT ENGAGEMENT LETTER  
NULCA**

**The objective and scope of the audit**

You have requested that we audit the NULCA

1. Financial report, which comprises the statement of financial position as at 30 June 2023 and the operating statement for the year/period then ended and the notes to the financial statements; and
2. Compliance during the same period with the requirements of the association guidelines by directors and members taking a duty of care with the association property and operating in the intention of the association objectives
3. Prepare adjustments to the financial report as and when required for correction of entries or improved coding of items for usefulness.

We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

***Independence***

We confirm that, to the best of our knowledge and belief, the engagement team meets the current independence requirements of the Code of Ethics for Professional Accountants, as issued by the Accounting Professional & Ethical Standards Board in relation to the audit of the fund. In conducting our financial audit and compliance engagement, should we become aware that we have contravened the independence requirements, we shall notify you on a timely basis.

***Compliance program***

The conduct of our engagement in accordance with Australian Auditing Standards and applicable Standards on Assurance Engagements means that information acquired by us in the course of our engagement is subject to strict confidentiality requirements. Information will



not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your express consent. Our audit files may, however, be subject to review as part of the compliance program of a professional accounting body or the ATO. We advise you that by signing this letter you acknowledge that, if requested, our audit files relating to this audit will be made available under these programs. Should this occur, we will advise you. The same strict confidentiality requirements apply under these programs as apply to us as your auditor.

***Limitation of liability***

As a practitioner/firm participating in a scheme approved under Professional Services Legislation, our liability may be limited under the scheme.

***Fees***

We look forward to full co-operation with you / your administration and we trust that you will make available to us whatever records, documentation and other information are requested in connection with our engagement. Our fee will be billed as work progresses and will be based on the time required to complete the engagement. Any out-of-pocket expenses will be billed separately. Estimate fee is \$660-880 per annum.

Further, where a contravention report needs to be lodged with any authority, an additional fee will be charged for the preparation and lodgement of the contravention report.

***Other***

Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangements for our financial audit and compliance engagement of the NULCA

Yours faithfully,

A handwritten signature in black ink, appearing to read "AM", is written over a horizontal line.

Angela Martin

ICAA 41020

Acknowledged on behalf of the directors NULCA.

A handwritten signature in black ink is written over a horizontal line.

Director/Trustee

11<sup>th</sup> October 2022

(Date)



## Compilation Report

COMPILATION REPORT TO  
National Utilities Locating Contractors Association of Australia Ltd



We have compiled the accompanying special purpose financial statements for the client which comprise the Balance Sheet as at 30 June 2022 and the Profit and Loss Statement for the year then ended 30 June 2022, a summary of significant accounting. There were no significant financial information that needed to be further disclosed in explanatory notes.

### *The Responsibility of those charged with Governance.*

Those charged with Governance of the client are solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial statements were prepared.

### *Our Responsibility*

On the basis of information provided by the management and those charged with Governance we have compiled the accompanying special purpose financial statements in accordance with the financial reporting framework/basis of accounting as described in Note 1 to the financial statements and *APES 315 Compilation of Financial Information*.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the financial reporting framework/basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of *APES 110 Code of Ethics for Professional Accountants*.

### *Assurance Disclaimer*

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion<sup>1</sup> on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of those Charged with Governance who are responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, these special purpose financial statements may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial statements.



Angela Martin  
2 Namatjira St Paradise Point 4216

22/08/2022