

**Group Training Association of Victoria**

# **25<sup>th</sup> Annual Report**

**2009/10**

**Group Training  
Association of Victoria**

**ABN**  
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A0008667D

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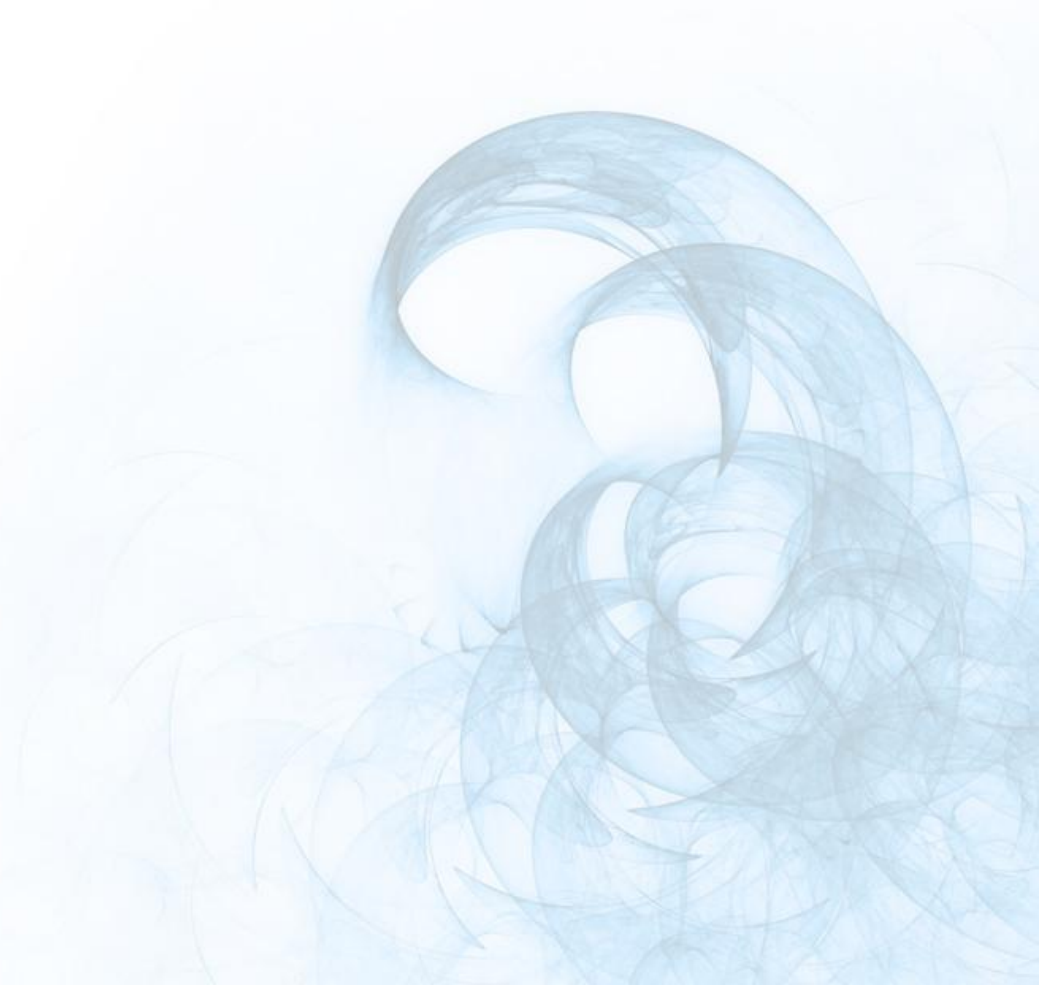
**Web**  
[www.gtavic.asn.au](http://www.gtavic.asn.au)



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Welcome to the 2009/2010 GTAV Annual Report. As many of you are aware this has been a year of substantial change heralded by the retirement of our former CEO John Glover. John retired in December with a stellar career at the helm of the Association. Over 12 years he established the Association as a sound spokesperson and research arm for the Group Training membership with all the major stakeholders.

The appointment of Gary Workman as the new CEO was the result of a vigorous recruitment campaign with a list of excellent candidates. The Board were delighted to appoint Gary and as many of the membership have commented he has introduced a raft of new age membership services and e-services. Many of our member companies are taking advantage of his and Nik Mavrommatis's extensive IT capabilities.

Any new appointment results in a reflection of existing procedures and this year has resulted in a vigorous and more transparent financial reporting system overseen by the Audit Committee chaired by Mike O'Brien, John Ackland, Gary Workman and Marisa Martini the GTAV Financial Controller.

Early attention was given to review the strategic goals of the organisation to establish a clear direction and an action plan for 2010. The 3 essential aims were to:

- Strengthen the capacity of members and the GTAV network
- Strengthen the profile of group training
- Strengthen the financial position of GTAV

The Action Plan arising from these aims has been implemented and we are on or ahead of schedule on all items.

Pam Jonas the Association's Research officer took up a new appointment. Our very best wishes went with Pam and although missed we understood her need for professional growth.

After a review of the needs of the organisation in line with our Action Plan we appointed Nik Mavrommatis in a new role of Communications and Marketing Manager and Toni Hewitt as the new Administration and Events Manager. Both have fitted in very well and quickly launched themselves into their new roles sometimes under extreme time pressures. All of the success to date is a result of the combined efforts of the staff and their willingness to support each other. This includes Helen Glab, Ralph Gwynne and Barry Rickard. A Sincere thanks to you all.

The primary goal of the current Board of Directors is to consolidate the success of the Association in representing the membership and continuing to offer and extend the range of services that will most benefit them. I think we have been very successful in improving our offer and the number of companies that have taken them up and are currently working closely with the association is very pleasing.

Gary Workman addresses in his report that approximately 8% of the Association funding comes from our membership fees and the remainder from membership services and State or Federal funding. The Association must become financially independent and sustainable in its own right to avoid the vagaries of the state and national funding process without burdening our members with major fee increases. To this end work has begun in the strategic plan to look for alternatives with our stakeholders.

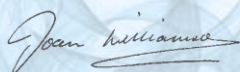
There has been some success with corporate sponsorship but our long term aim must be to build an administrative reserve to enable us to develop membership services and respond to opportunities. As you will know new products and services require an investment and to date many of these initiatives have been funded by individual companies.

We will endeavour as an Association to be transparent and accountable and welcome the support of our membership in providing information that will allow us to represent you more effectively.

It is an exciting time to be part of the Board and even more challenging with the retirement of John Ackland and Mike O'Brien. Both Directors have served the Board over many terms. John Ackland for over 12 years and Mike O'Brien for 8 years. We also have a casual vacancy as a consequence of the resignation of Gerrie Mitra who took up a new position in South Australia late last year. Maurice Graham has filled this vacancy until the AGM.

Many of you will know of the long commitment Mike and John have to the Association and the major contribution they have made. It is with sincere thanks that I acknowledge the great service they have offered to the Association and the membership. They have generously offered to make themselves available for the wealth of knowledge they currently hold to allow new Directors to settle into their roles and we value their friendship and will keep in regular contact.

Substantial change can result in new initiatives and reinvigoration and I believe we are seeing the benefit of both these things at the end of our reporting year. I thank the Board for the opportunity to Chair the Board through this transition. It has been a privilege.



Joan Williamson  
GTAV Chair



It has been an enjoyable but steep learning curve over the past 6 months in my new role with the Association. One of my first goals in 2010 was to visit every member, introduce myself, and hear first hand the good things our members are doing, how the Association has assisted in the past and how we can improve our service to you in the future.

The release of the National report "Future of Group Training" earlier this year highlights the diverse business model many of our members are moving towards, the challenges that this will bring, and the important role the Association has to play.

During this initial consultation with members, a number of consistent themes emerged, which has formed part of the Association's strategic goals for 2010-11 under 3 main areas.

- Strengthen the capacity of members and the GTAV network
- Strengthen the profile of group training
- Strengthen the financial position of GTAV

The association staff have worked hard to establish a range of new services that were launched at the 2010 midyear state conference.

New member services established in 2010:

- Extended fuel card service providers
- Business credit reporting service
- Extended insurance products
  - Apprentices / trainee accident and illness policy
  - Work experience policy for RTO's
- New member website
- Online / SMS, email, fax service
- Certificate IV Business – Group Training Field Officers
- CareerOne online advertising
- New e-newsletter
- Website and graphic design
- New network meeting groups
  - Financial Controllers (re-established)
  - Job Services
  - Australian Apprentices Centres
  - Communications

As you will see from the Financial Report, membership fees account for approximately 8% of total revenue for the Association, and to this point the Association relies heavily on tendering and securing government projects. In 2009-10 the Association worked on a range of projects including;

- Out of Trade Register – Skills Victoria DIIRD
- Out of Trade Apprentice Completion Program – Skills Victoria DIIRD
- Review of GTO Innovation Projects – Skills Victoria DIIRD
- ICS Prison Program – Corrections Victoria
- GreenSkills Project-based Learning – Sustainability Victoria

Many of these projects will continue in 2010-11

2010-11 will be an interesting time with both Federal and Victoria State Government elections being held during the later part of 2010. The association will have to focus our energies on establishing new relationships with various ministers and government officials, promoting the benefits of the group training network, and how governments can better utilise the strong Victoria-wide Group Training resource.

I would like to take this opportunity to personally thank the members, the GTAV Board and staff for their support during my first 6 months, and I look forward to working with you as we implement new initiatives that support the network and promote the benefits of group training to governments and the wider community.

Gary Workman  
Executive Director

It has been a busy year at GTA National. There has been a Federal election with all the lobbying and briefing work that such things generate, another highly successful National conference planned and presented, the Future of Group Training report has been released and most of the programs the association delivers have changed or finished.

The bigger and potentially most influential piece of work of the year has been of the National Institute of Economic and Industry Research (NIEIR) "The Future of Group Training". The recent release and personalised presentation of the report provides Group Training companies with information and analysis they can use when planning future developments and directions.

Building on this report the staff of GTAN developed and released the Group Training 2010 policy document which served as our election statement for the 2010 federal election. This document maps out what GTA National and its members can do for apprentices, trainees and the community and the assistance needed to support us in our endeavours.

A significant amount of efforts has gone into the lodging of submissions to official inquiries and bodies. These include submissions to the AIRC and Fair Work Australia on the award modernisation process and the annual wage review and to the Productivity Commission on the laws governing the not-for-profit sector. There has also been ongoing work relating to the review of Group Training Standards which may yet get to see the light of day.

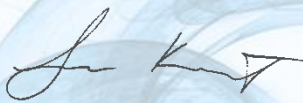
The Group Training National Conference, "Skill2Work" and the 2010 Group Training National Awards at the Adelaide Hilton in April were once again an outstanding achievement of the team. The range of speakers, information and entertainment presented provided everyone with plenty of thoughts and ideas to take back to the office. Of course, a significant highlight of the conference was the awarding of Life Membership to two outstanding members of the Group Training family, John Winsor from Queensland and David Windridge from Victoria. Both very deserving recipients of this significant honour for their contribution to group training.

At a significant moment in Australian political history the 6th annual Today's Skills: Tomorrow's Leaders program was presented in Canberra. Due to the political turmoil of that week our 22 outstanding apprentices and trainees were not able to meet with as many government leaders as is normally the case. However, I am sure that being able to tell their grandchildren that they were presented at Government House to the Governor General on August 24th, 2010 will more than make up for this.

Throughout the year many changes have taken place with the programs administered and delivered by the staff of GTAN. Some programs such as the Indigenous Employment Program are providing new opportunities for the association and its member and other programs such as ACCESS and the Group Training in the Trades Programme (GTTP) are being significantly changed or phased out. These changes present real challenges to GTAN which the board and staff are working on.

The year to come will present many challenges to us all. The "Future of Group Training" report will hopefully be able to assist many companies with ideas and confidence to move forward. It is also hoped that this report will also provide government and its agencies with evidence that Group Training is a significant player in the skill development and employment arena and can be part of the solution to the many issues the county will face over the next decade.

Finally I would like to thank the staff of GTA National for their dedication and hard work throughout the year. Thanks also go to my fellow Board members who contribute to the smooth running of the association through generous donations of time, energy and expertise and especially to Iain McDougal as chair. Finally, thank you to Michael O'Brien who has stood in for me on occasions throughout the year which I have been unable to attend meeting.



Sue Kent  
GTAV Victorian Representative for GTAN

During the 2009/10 period the GTAV Board met on eight (8) occasions.

#### GTAV Board Directors - Meeting Attendance

Director Name	Total number of GTAV Board meetings available.	Total number of attendances
Joan Williamson (Chair) Independent Director	8	8
John Ackland	8	8
Mike O'Brien	8	8
John Glover GTAV Executive Director – Public Officer (Retired 31 <sup>st</sup> December 2009)	5	5
Gary Workman GTAV Executive Director – Public Officer (Commenced 21 <sup>st</sup> December 2009)	5	5
Sue Kent	8	7
Anna Hancock Independent Director	8	7
Matthew Miller Independent Director	8	7
Gerrie Mitra (Resigned from GTAV Board December 2009)	4	4
Maurice Graham (filled vacancy February 2010)	4	4

During this period, one new director commenced on the Board, with Mr Maurice Graham being appointed to the vacant external director vacancy left by Ms Gerri Mitra in December 2009. This position is for a one year term, and will be advertised along with other board positions available in November 2010. The retirement of John Glover also occurred during this period, with a hand over meeting in December 2009 to Gary Workman.

The Audit Committee met a total of nine (9) times. The role of the Audit Committee includes risk management in addition to standard corporate and financial compliance. As well as a detailed monthly analysis of financial reports the Committee maintains a scheduled review of all risks identified in the Risk Management Framework. As a matter of course the Audit Committee has met with the Association's auditors and discussed the process of the audit.

The Nominations Committee met on two occasions. The business included the filling of the external director vacancy, addressing approaches to succession within the Board and to further investigate the development of a "Friends of Group Training" network.

Sustainability has now become the subject of intense community and social interest. It is also emerging as a significant issue to the economy and to the productive capacity of industry and business. In its most obvious form the debate around green skills and green jobs is very relevant to the Group Training industry.

As an industry association GTAV has a small environmental footprint.

The below list highlights several initiatives which have been undertaken to reduce our impact on the environment:

- Instituted and promoted awareness of sustainability issues
- Encouraged staff to use public transport within the CBD
- Introduced sustainability as a State Conference agenda topic
- Established a new website for greater access to resources and services online
- Purchases 100% green electricity from renewable sources
- Visy paper and cardboard recycling program has been in place for a number of years
- Printer toner recycling commenced this month
- Up to 80% recycled paper is used for the photocopy/printer most of the time
- Double sided printing is encouraged where possible
- Office machinery/computers are switched off overnight and on weekends
- Lighting in the office is turned off after hours
- Natural light is utilised in the office when possible
- Office desk tops are being replaced with laptops where possible
- Manual heating/cooling systems only switched on when necessary
- Environmental impact of office cars offset through Greenfleet
- Paper usage at conferences organised by GTAV is minimised through use of USB to provide documents to attendees
- Development of a GTAV Environmental Policy

GTAV believes it has made substantial progress on improving its sustainability practices during the past year. The ongoing challenge will be to identify targets which are realistic and within our means.



Gary Workman  
Executive Director



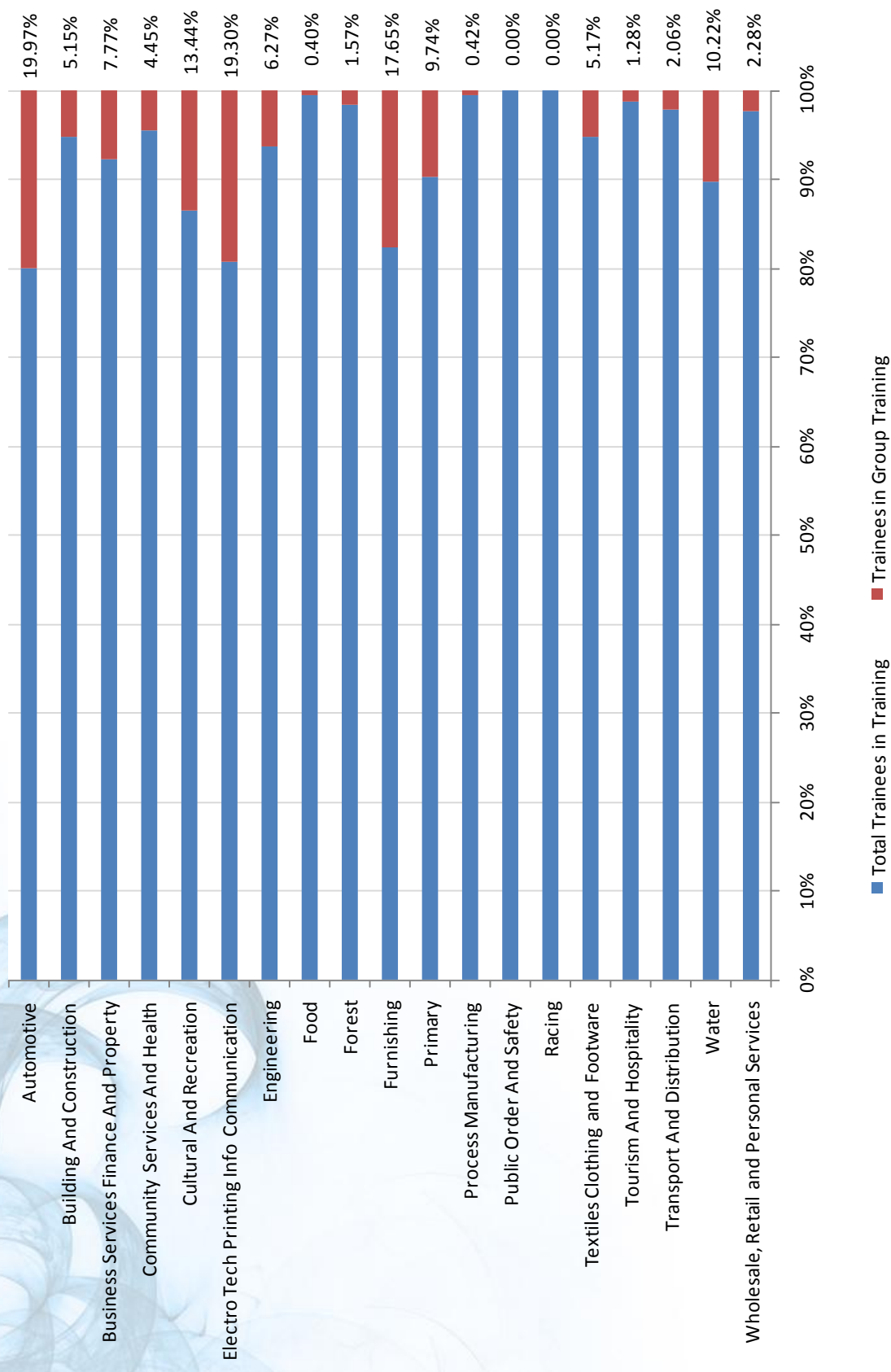
Industry	Trainees In Training at 30/6/10	Trainees in Group Training at 30/6/10	Apprentices In Training at 30/6/10	Apprentices In Group Training at 30/6/10	Total In Training at 30/6/10*
Automotive	681	136	6820	1129	7501
Building And Construction	427	22	19201	1824	19628
Business Services Finance And Property	13641	1060	-	-	13641
Community Services And Health	9626	428	138	2	9764
Cultural And Recreation	2038	274	-	-	2038
Electro Tech Printing Info Communication	1207	233	8741	998	9948
Engineering	1181	74	6032	634	7213
Food	2760	11	1892	22	4652
Forest	254	4	33	4	287
Furnishing	17	3	1972	112	1989
Primary Industries	2290	223	2034	286	4324
Process Manufacturing	4559	19	-	-	4559
Public Order And Safety	62	0	-	-	62
Racing	166	0	66	0	232
Textiles Clothing and Footwear	58	3	129	2	187
Tourism And Hospitality	7832	100	3373	103	11205
Transport And Distribution	6934	143	102	2	7036
Water	186	19	-	-	186
Wholesale, Retail and Personal Services	15784	360	2836	30	18620
<b>TOTAL</b>	<b>69703</b>	<b>3112</b>	<b>53369</b>	<b>5148</b>	<b>123072</b>

**Source: Statistics provided by Skills Victoria (DIIRD)**

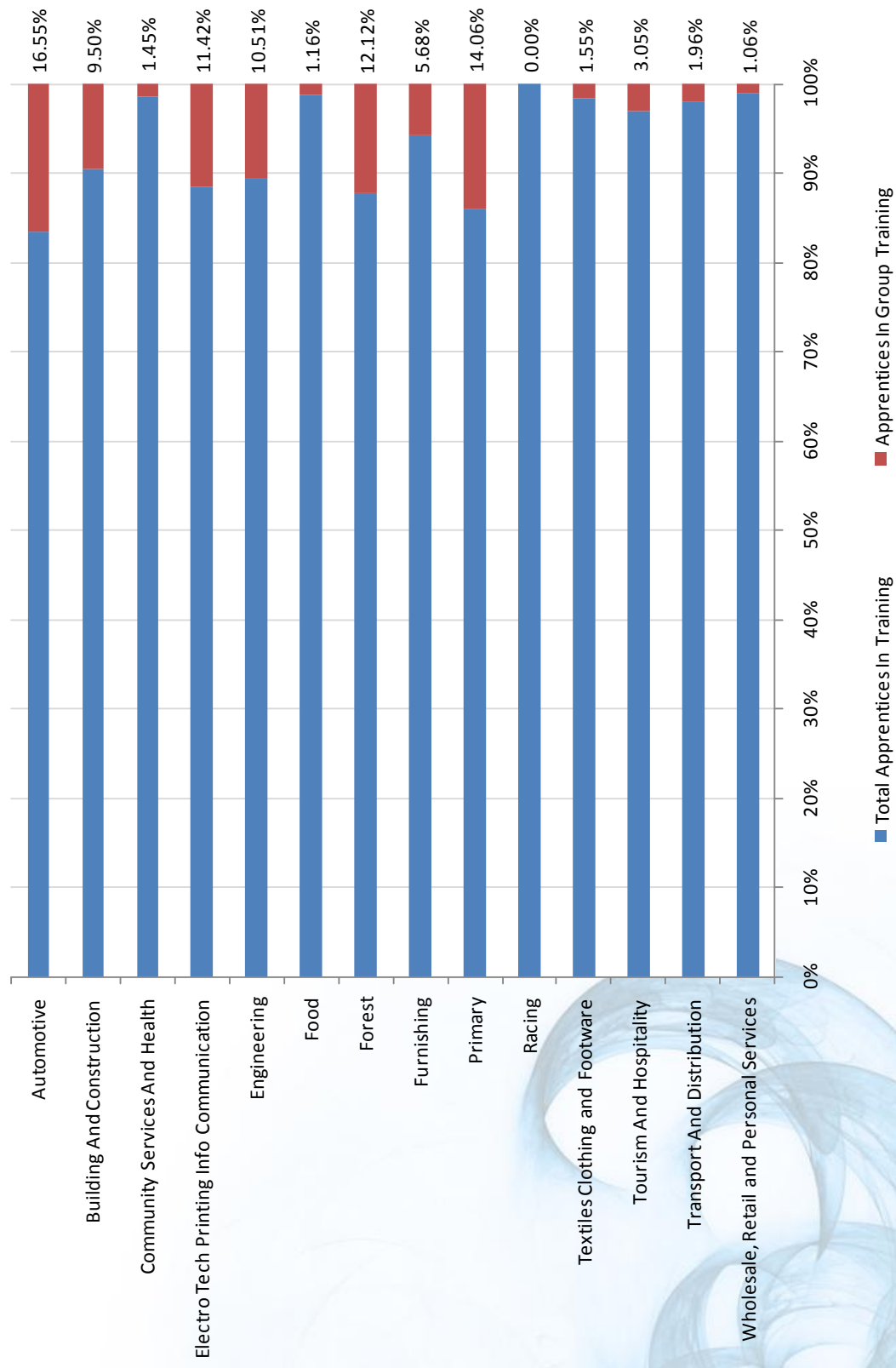
\*Total in Training = Trainees in Training + Apprentices in Training

# Industry Statistics

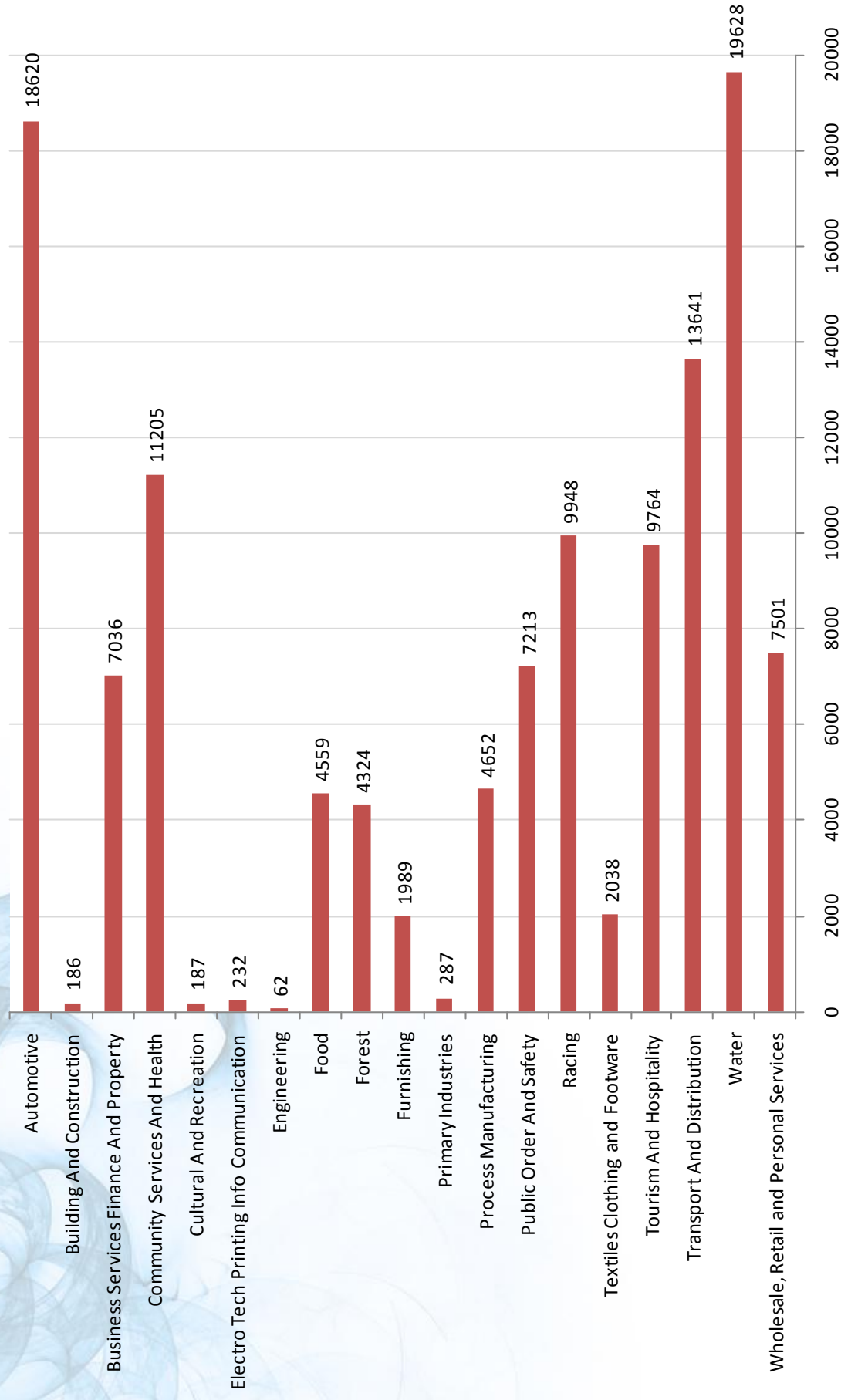
2009/10 Trainees in Training by Industry



## 2009/10 Apprentices in Training by Industry

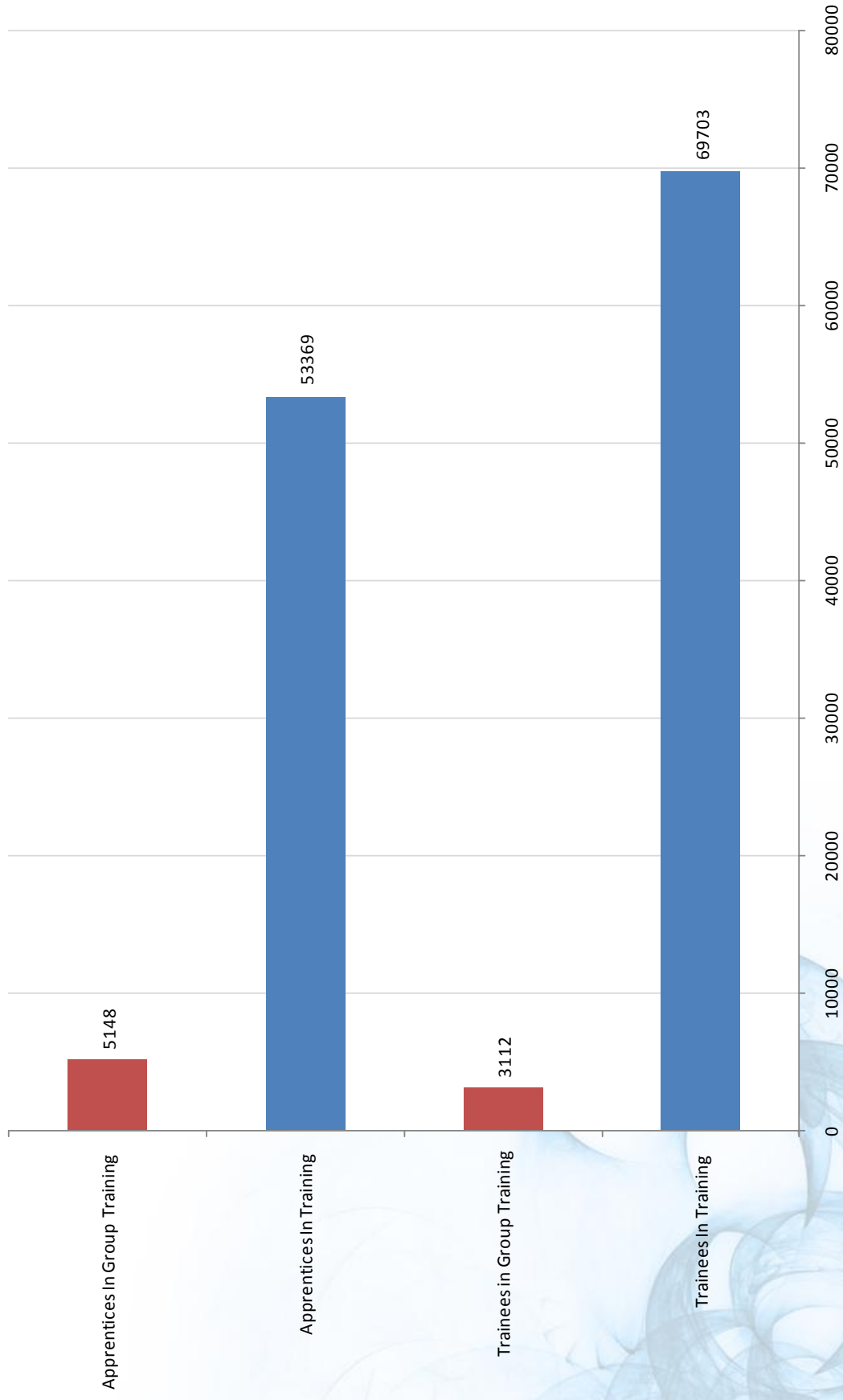


2009/10 Total in Training by Industry





## 2009/10 Total in Training



## Out of Trade Apprentices program – Skills Victoria (DIIRD)

GTAV worked with the Department of Innovation, Industry and Regional Development (Skills Victoria) to establish an apprentice Out of Trade register, and to assist “out of trade” apprentices back into full time employment during the Global Financial Crisis.

Over the past 12 months the OOT program has identified over 800 apprentices and found new employment for 200+. Many OOT apprentices have recommenced through the support of Group Training Organisations.

**This program will continue in 2010/11.**



## Certificate IV Business – Group Training Field Officer Qualification

GTAV with support from RMIT University and Workplace Learning Initiatives commenced the initial pilot group in the Certificate IV in Business (Group Training Field Officer) Qualification in June 2010.

This program has been fully customised to reflect the work and knowledge required to work effectively within the Group Training sector. The early feedback from the initial group has been extremely positive. GTAV believe this course will become the industry standard for working within the industry over the coming years.

## GTAV New Member Services

New member services established in 2010

- Extended fuel card service providers
- Business credit reporting service
- Extended insurance products
  - Apprentices / trainee accident and illness policy
  - Work experience policy for RTO's
- New member website
- Online / SMS, email, fax service
- Certificate IV Business – Group Training Field Officers
- CareerOne online advertising
- New e-newsletter
- Website and graphic design
- New network meeting groups
  - Financial Controllers (re-established)
  - Job Services
  - Australian Apprentices Centres
  - Communications



## GTAV Website - [www.gtav.com.au](http://www.gtav.com.au) Friday File E-newsletter.

GTAV established a new website and weekly Electronic newsletter (Friday File) during 2009/10. The aim of the website is to provide information on the benefits of Group Training, and to provide information to members of GTAV.

The website provides information to prospective employers and job seekers on the benefits of working with a Group Training Member, and provides a searchable database for wider community to search for a member by location and industry sector.

The website also promotes all of the association's events and services.

GTAV Members are encouraged to forward good news stories for both the weekly e-newsletter and website to assist in the wider promotion of group training.



## Industry Skills Centres – Corrections Victoria

GTAV continued to work with Corrections Victoria through the Industry Skills Centres in 2009/10.

Barry Rickard worked within 5 Prisons across Regional Victoria, to assist “soon to be released” participants with in-house training and finding employment once released. The program found placements for 18 participants during 2009/10.

**This program will continue in 2010/11.**



## Try-a-Trade Careers Expo April 2010

The Trade-A-Trade stands at this year's careers expo at the Melbourne Convention Centre were extremely popular. 13 Members supported this event by providing a “hands-on” experience and career advice within a specific trade area.

**Thousands of school aged children and parents attended the 2 day event.**



## **1. Strengthen the capacity of members and the GTO network**

- Identify current and new member services
- Facilitate professional development
- Identify and encourage communication & marketing

## **2. Strengthen the profile of group training**

- Continue to develop group training policy and position with Governments
- Develop new GTAV website
- Establish wider network group

## **3. Strengthen the financial position and reporting of GTA**

- Identify and tender for new projects (priority)
- Strengthen partnerships with government
- Develop corporate partner offer (affiliate membership / sponsorship)



GTAV Board of Directors		
Name & Contact Details	Position	Term
<b>Joan Williamson</b> M: 0448 397 700 Email: joanwilliamson@hotmail.net.au	Chair (1 year term) Independent Director	November 2009 – 2012
<b>Gary Workman</b> Tel: 03 9639 3955 M: 0425 736 036 Email: gary@gtavic.asn.au	Executive Director GTAV Public Officer – Director	n/a
<b>John Ackland</b> Skillinvest Group Tel: 03 5381 6200 M: 0419 825 322 Email: john.ackland@skillinvest.com.au	Director	November 2007 – 2010
<b>Mike O'Brien</b> G- Force Tel: 03 5229 9144 Email: mobrien@g-force-recruitment.com.au	Director	November 2007 – 2010
<b>Sue Kent</b> MEGT Tel: 03 9879 5222 Email: sue_kent@megt.com.au	Director	November 2009 – 2012
<b>Matthew Miller</b> RMIT University – Global Business Development Tel: 03 9925 5699 M: 0414 390 423 Email: mathew.miller@rmit.edu.au	Independent Director	November 2008 – 2011
<b>Anna Hancock</b> Tru Energy Strategic Planning Tel: 0418 960 400 Email: anna.hancock@truenergy.com.au	Independent Director	November 2008 – 2011
<b>Maurice Graham</b> 370 Degrees Tel: 03 9381 1922 M: 0419 132 810 Email: Maurice.graham@370degrees.com.au	Director	Temporary position until AGM Nov 2010.

## GTAV Audit Committee

Name	Position	Term
Mike O'Brien	Chair	1 year term
Gary Workman	Public Officer - Director	n/a
John Ackland	Director	1 year term

## GTAV Nominations Committee

Name	Position	Term
Matt Miller	Chair (1 year term)	1 year term
Gary Workman	Public Officer - Director	n/a
Mark Dunphy	Independent Director	1 year term
Mike O'Brien	Director	1 year term
Joan Williamson	Independent Director	1 year term

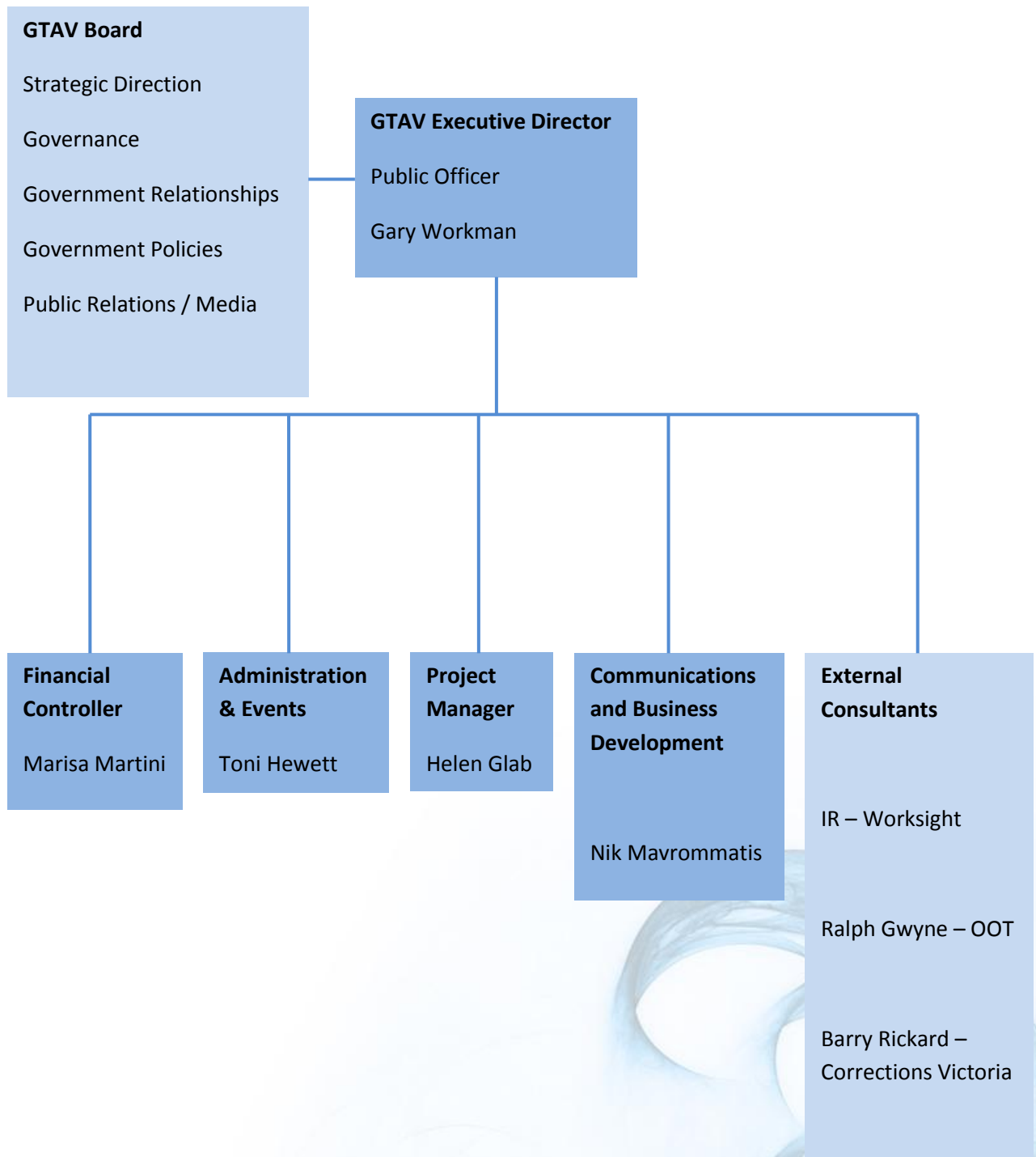
## GTA National Board Representative

Name	Position	Term
Sue Kent	Victorian State Representative	1 year term
John Ackland	National Representative	n/a
Proxy - for Sue Kent's Position	Mike O'Brien	

## HSTOL Board (Health and Safety Training On Line) GTAV Representative

Name	Position	Term
John Ackland	GTAV Representative	1 year term
Gary Workman	GTAV Representative	n/a

# Organisational Chart



Name	Experience
<b>Mr Gary Workman</b> Executive Director  Tel: 03 9639 3966 Email: gary@gtavic.asn.au Mobile: 0425 736 036	<p>Gary assumed the role in December 2009 and leads GTAV and its members on public policy and research activities, including overseeing relationships with a wide range of industry and government stakeholders.</p> <p>He also serves as director on the Health and Safety Training On Line (HSTOL) board, which has developed a range of OH&amp;S training resources.</p> <p>Gary brings over 15 years experience in the Vocational Education and Training sector, and has worked on numerous government and industry projects including in the areas of workforce development, OH&amp;S and the environment.</p> <p>Prior to this role with GTAV Gary worked with the Master Plumbers and Mechanical Services Association of Australia and as Executive Officer established the Australian Rainwater Industry Development group in 2004. He was instrumental in the development of the international greenplumbers training program which has accredited over 10,000+ plumbing practitioners in North America, Asia, New Zealand and Australia.</p>
<b>Mrs Helen Glab</b> Project Manager Tel: 03 9639 3966 Email: helen@gtavic.asn.au	<p>With over 15 years experience working in various training, education and LL&amp;N projects with GTAV. Helen has also worked on various projects including the WELL project “you’re not on your own” 2008/09. Helen is currently the project manager for GTAV.</p>
<b>Mr Nik Mavrommatis</b> Business Development and Communications Manager Tel: 03 9639 3966 Email: nik@gtavic.asn.au	<p>Nik has worked in the TAFE and VET sectors for over 8 years. During that time he has worked on a number of training resource development projects and brings with him extensive experience in the design and implementation of e-learning platforms, and successful learning and assessment strategies.</p>
<b>Ms Marisa Martini</b> Financial Controller Tel: 03 9639 3966 Email: marisa@gtavic.asn.au	<p>Marisa brings 10 years experience in finance, financial reporting, budgetary and cash management, acquisition, post-acquisition integration, commercial debt facilities, corporate asset/liability management, taxation, insurance, accounting, software conversions, human resources and IT.</p>
<b>Ms Toni Hewett</b> Administration and Events Co-ordinator Tel: 03 9639 3966 Email: admin@gtavic.asn.au	<p>Toni oversees the Association’s network meetings and conferences as well as the administration of member services. Toni has worked in events and project management for the past 8 years.</p>
<b>Barry Rickard</b> ISC Project coordinator Tel: 03 9639 3966 Email: barry@gtavic.asn.au	<p>Corrections Victoria ISC – Employment Liaison Officer            Barry has a wealth of experience both within the group training (employment) and correctional services industries. Barry has worked for GTAV over the past 2 years on the Industry skills centre (ISC) project across 5 regional Victoria prisons.</p>
<b>Ralph Gwynne</b> Out of Trade Project Coordinator Tel: 03 9639 3966 Email: ralph@gtavic.asn.au	<p>Ralph has over 20 years experience working within the group training industry, and has worked as a consultant with GTAV on the Out of Trade apprentice program. This program is supported by Skills Victoria (DIIRD) with the primary aim of contacting apprentices that have been cancelled out of their training and employment contracts and assisting them back into their apprenticeship.</p>



Member Company Name	Address Details
AFL SportsReady	GPO Box 4337 Melbourne VIC 3001
Apprenticeships Group Australia	PO Box 627 Morwell VIC 3840
ATEL Employment Services	2 Michael Drive Wodonga VIC 3690
Apprenticeships Plus	Level 1 192-198 High Street Northcote VIC 3070
Australian Industry Group Training Services	PO Box 7622 Melbourne VIC 8004
BGT Employment	PO Box 308 Ballarat VIC 3353
CVGT Employment and Training	PO Box 473 Bendigo VIC 3550
G-Force Recruitment	PO Box 1987 Geelong VIC 3220
Link Employment & Training	PO Box 234 Dandenong VIC 3175
MEGT Australia	29 Ringwood Street Ringwood VIC 3134
Murray Mallee Training Company	PO Box 254 Swan Hill VIC 3585
Plumbing Industry Group Training Scheme (Melbourne)	525 King Street West Melbourne VIC 3003
Southern Suburbs Group Training	Suite 2 / 12 Jamieson St Cheltenham VIC 3192
Brotherhood of St Laurence	288 Brunswick St Fitzroy VIC 3065
Sunraysia Murray Group Training	146a Eighth Street Mildura VIC 3500
The Apprenticeship Factory	PO Box 6092 Shepparton VIC 3632
370 Degrees Group	PO Box 187 Carlton VIC 3053
Westvic Staffing Solutions	PO Box 933 Warrnambool VIC 3280
Workco Ltd.	PO Box 930 Horsham VIC 3402
WPC Group	440 William Street West Melbourne VIC 3003

Affiliate Member Company	Address Details
Box Hill Institute of TAFE	853 Whitehorse Road Box Hill Victoria 3128
RMIT TAFE	Swanston Street & LaTrobe Street Melbourne Victoria 3000
Skilled Group	Level 15, 380 St Kilda Road, Melbourne 3004
Australian Brick and Blocklaying Training Foundation	Suite 24B/ 249 Warrigal Rd Moorabbin VIC 3189
Skills Plus	PO Box 1162 Frankston Victoria 3199

**Group Training Association of Victoria**

# **Financial Report**

**2009/10**

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## Income and Expenditure Statement

For the Year Ended 30 June 2010

	Note	2010 \$	2009 \$
Revenue	2	2,130,614	2,801,498
Cost of sales	3	(1,188,619)	(1,285,614)
Employee expenses		(463,329)	(466,775)
Project expenses		(214,303)	(705,421)
Other expenses from ordinary activities		(53,607)	(56,929)
National membership levy		(51,200)	(51,200)
Occupancy expenses		(49,780)	(49,112)
Depreciation	3	(9,538)	(11,041)
Auditor expenses	3	(6,900)	(7,700)
Motor vehicle expenses		(6,179)	(5,222)
<b>Profit for the Year</b>	3	<b>87,159</b>	<b>162,484</b>
Other Comprehensive income for the year		-	-
<b>Total comprehensive income for the year</b>		<b>87,159</b>	<b>162,484</b>

## Balance Sheet

As at 30 June 2010

	Note	2010 \$	2009 \$
<b>Current Assets</b>			
Cash Assets	7	602,371	562,441
Receivables	8	86,038	448,131
Other	10	58,896	66,606
<b>Total Current Assets</b>		<b>747,305</b>	<b>1,077,178</b>
<b>Non Current Assets</b>			
Property Plant & Equipment	12	29,042	37,035
Receivables - Bond		2,000	2,000
<b>Total Non-Current Assets</b>		<b>31,042</b>	<b>39,035</b>
<b>Total Assets</b>		<b>778,347</b>	<b>1,116,213</b>
<b>Current Liabilities</b>			
Payables	13	111,474	130,239
Provisions	13	9,223	15,277
Other	14	327,059	686,157
<b>Total Current Liabilities</b>		<b>447,757</b>	<b>831,673</b>
<b>Non Current Liabilities</b>			
Provisions		14,942	56,050
<b>Total Non-Current Liabilities</b>		<b>14,942</b>	<b>56,050</b>
<b>Total Liabilities</b>		<b>462,698</b>	<b>887,723</b>
<b>Net Assets</b>		<b>315,649</b>	<b>228,490</b>
<b>Equity</b>			
Retained Earnings	15	274,728	187,569
Association Reserve	16	40,921	40,921
<b>Total Equity</b>		<b>315,649</b>	<b>228,490</b>

## Statement of Changes in Equity

For the Year Ended 30 June 2010

	Retained Earnings	Association Reserve	Total
	\$	\$	\$
<b>Balance at 1 July 2009</b>	25,085	40,921	66,006
Profit attributable to the association	162,484	-	162,484
<b>Balance at 30 June 2009</b>	<b>187,569</b>	<b>40,921</b>	<b>228,490</b>
Profit attributable to the association	87,159		87,159
<b>Balance at 30 June 2010</b>	<b>274,728</b>	<b>40,921</b>	<b>315,649</b>

## Cash Flow Statement

For the Year Ended 30 June 2010

	Note	2010 \$	2009 \$
<b>Cash Flows From Operating Activities</b>			
Receipts From Members		1,732,275	1,349,896
Operating Grant Receipts		100,000	91,667
Receipts From Project Funding		279,707	1,101,511
Payments To Suppliers And Employees		(2,092,134)	(2,591,739)
Interest Received		21,627	16,963
<b>Net Cash Provided (used) By Operating Activities</b>	21(b)	<b>41,475</b>	<b>(31,702)</b>
<b>Cash Flows From Investing Activities</b>			
Payments For Plant, Property & Equipment		(1,545)	(19,050)
<b>Net Cash Provided (Used) By Investing Activities</b>		<b>(1,545)</b>	<b>(19,050)</b>
Net Increase In Cash Held		39,930	(50,752)
Cash At The Beginning Of The Financial Year		562,441	613,193
<b>Cash At The End Of The Financial Year</b>	21(a)	<b>602,371</b>	<b>562,441</b>



## Notes to the Financial Statements

For the Year Ended 30 June 2010

### Note 1: Statement of Significant Accounting Policies

This financial report covers Group Training Association of Victoria Inc. as an individual entity. Group Training Association of Victoria Inc. as an association incorporated in Victoria under the Associations Incorporations Act 1981.

#### Basis of Preparation

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the Associations Incorporations Act 1981.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Material accounting policies adopted in the preparation of this financial report are presented below. They have been consistently applied unless otherwise stated.

The financial report has been prepared on an accruals basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

#### a) Income Tax

The association is an eligible Group Apprenticeship scheme and is exempt from income tax under Section 23g(III) of the Income Tax Assessment Act.

#### b) Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost, less, where applicable, any accumulated depreciation and impairment losses.

#### Plant and Equipment

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the Association 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 which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

#### Depreciation

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

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

Class of Fixed Asset	Depreciation Rate
Office equipment – computers	50%
Office equipment – other	33%
Motor Vehicle	15%

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

#### c) Financial Instruments

##### Recognition and Initial Measurement:

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the association becomes a party to the contractual provisions of the instrument.

##### Derecognition:

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the association no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire. The difference between the carrying value of the financial liability extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed is recognised in the profit or loss.

##### Classification and Subsequent Measurement:

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost using the effective interest rate method.

#### d) 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 that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in values.

## Notes to the Financial Statements

For the Year Ended 30 June 2010

### Note 1: Statement of Significant Accounting Policies Cont'd

#### e) Trade and Other Payables

Trade payables and other payables are carried at amortised cost and represent liabilities for goods and services provided to the Group prior to the end of the financial year that are unpaid and arise when the Group becomes obliged to make future payments in respect of the purchase of these goods and services.

#### f) Employee Benefits

Provision is made for the Associations liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled plus on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. These cashflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cashflows.

#### g) Revenue

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed.

Revenue is recognised from the provision of goods and services upon delivery to customers.

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

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

#### 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 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 of investing and financing activities, which are disclosed as operating cash flows.

Recognition and application of income from Government Grants and member companies for services provided

Income received from government grants and member companies for services provided is treated as advances and unearned income in the Statement of Financial Position and is applied to revenue throughout the financial year when the economic benefit has occurred.

#### Comparatives

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

	2010 \$	2009 \$
<b>Note 2: Revenue and Other Income</b>		
<b>Operating Revenue</b>		
Project fees	631,796	1,088,473
Member sales	1,151,277	1,356,732
Member fees	218,905	234,625
Operating grants	100,000	91,667
Other	1,008	3,898
Try-a-trade	6,000	9,140
<b>Other Revenue</b>		
Interest received	21,627	16,963
<b>Total Revenue</b>	<b>2,130,614</b>	<b>2,801,498</b>

## Notes to the Financial Statements

For the Year Ended 30 June 2010

	2010	2009
	\$	\$

**Note 3: Profit for the year***Profit has been determined after:***Expenses**

Cost of sales	1,188,619	1,285,614
Rental expense on operating lease	26,004	26,004
Remuneration of auditor: audit services	6,900	5,700
Other services	-	2,000
Depreciation of plant & equipment	9,538	11,041

**Note 5: Key Management Personnel Compensation**

2010	2009
\$	\$

**Transactions with key management personnel***The key management personnel compensation included in 'employee expenses' are as follows:*

Short-term employee benefits		
Other long term benefits	275,890	199,427
Post-employment benefits	-	-
Termination benefits	106,601	86,241
	-	-
	<b>382,491</b>	<b>285,668</b>

**Note 7: Cash and Cash Equivalents**

2010	2009
\$	\$

Cash at bank		
Cash on deposit	449,084	429,424
	153,287	133,017
	<b>602,371</b>	<b>562,441</b>

**Note 8: Trade and Other Receivables**

2010	2009
\$	\$

**Current**

Trade Debtors		
Provision For Doubtful Debts	86,038	447,595
GST	-	(353)
		889

**Non-Current**

Rental Bond	<b>86,038</b>	<b>448,131</b>
	<b>2,000</b>	<b>2,000</b>

**Receivables Breakdown**

Gross Amount	
Past Due And Impaired	<b>86,038</b>
<30	0
31-60	86,437
61-90	17
>90	-
Within Initial Trade Terms	-416

**Note 10: Other Assets**

2010	2009
\$	\$

Prepayments	<b>58,896</b>	<b>66,606</b>
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**Notes to the Financial Statements***For the Year Ended 30 June 2010*

	2010	2009
<b>Note 12: Property, Plant &amp; Equipment</b>		
Plant & Equipment	11,897	16,300
Less Accumulated Depreciation	(11,793)	(14,382)
<b>Total Plant &amp; Equipment</b>	<b>104</b>	<b>1,918</b>
Motor Vehicle	37,028	37,028
Less Accumulated Depreciation	(8,090)	(1,912)
<b>Total Motor Vehicle</b>	<b>28,938</b>	<b>35,116</b>
<b>Total Property, Plant &amp; Equipment</b>	<b>29,042</b>	<b>37,034</b>

**(A) Movements in carrying amounts**

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

	Office Equipment	Motor Vehicles	Total
Balance at beginning of year	1,918	35,116	37,034
Additions	1,546	-	1,546
Depreciation Expense	(3,360)	(6,178)	(9,538)
Disposals	-	-	-
Carrying amount at the end of the year	<b>104</b>	<b>28,938</b>	<b>29,042</b>

	2010 \$	2009 \$
<b>Note 13: Trade and Other Payables</b>		
Trade creditors and accruals	<b>111,474</b>	<b>130,239</b>
<b>Current</b>		
Provisions for employee entitlements (Annual Leave)	9,223	15,277
Provisions – other	-	-
	<b>9,223</b>	<b>15,277</b>
<b>Non-Current</b>		
Provisions for employee entitlements (LSL)	14,942	56,050
Number of employees at year end	6	7

	2010 \$	2009 \$
<b>Note 14: Other Liabilities</b>		
<b>Current</b>		
Advances - member services	150,510	86,004
Advances - project funding	159,941	301,962
Advances - try-a-trade	16,608	2,608
GST	-	-
Unearned income	-	295,583
	<b>327,059</b>	<b>686,157</b>

	2010 \$	2009 \$
<b>Note 15: Retained earnings</b>		
Retained profits at the beginning of the financial year	187,569	25,085
Net profit attributable to the association	87,159	162,484
Retained profits at the end of financial year	<b>274,728</b>	<b>187,569</b>

	2010 \$	2009 \$
<b>Note 16: Association Reserve</b>		
The Association Reserve is made up of contributions from member companies to be used to specifically highlight key issues to policy makers, government and other key stakeholders.		
Opening balance at the beginning of the financial year	40,921	40,921
Transfer from reserves	-	-
Transfer to reserves	-	-
Closing balance at the end of financial year	<b>40,921</b>	<b>40,921</b>



## Notes to the Financial Statements

For the Year Ended 30 June 2010

	2010	2009
	\$	\$

### Note 17: Capital and Leasing Commitments

#### (B) Operating Lease Commitments

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

Payable — minimum lease payments:	26,004	26,004
— not later than 12 months	-	-
— between 12 months and five years	-	-
— greater than five years	-	-
	<u>26,004</u>	<u>26,004</u>

The property lease commitment is a non-cancellable operating lease with a four-year term, with rent payable monthly in advance. Contingent rental provisions within the lease agreement require that the minimum lease payments shall be increased by CPI.

### Note 19: Events After the Reporting Period

There are no events which occurred post balance sheet date that have a material effect on these accounts.

### Note 20: Related Party Transactions

During the year ended 30 June 2010, Group Training Association acquired a 20% interest in Health & Safety Training Online Pty Ltd in consideration for in kind accounting and administration services to March 2010.

At this stage the value of the shares is Nil.

	2010	2009
	\$	\$

### Note 21: Cash Flow Information

#### (a) Reconciliation of Cash

Cash at bank	449,084	429,424
Cash on deposit	153,287	133,017
	<u>602,371</u>	<u>562,441</u>

#### (b) Reconciliation of Net Cash provided by Operating Activities to Profit from Ordinary Activities

Profit from ordinary activities	87,159	162,484
Non cash flows in profit from ordinary activities:		
Bad & doubtful debts	-	353
Depreciation	9,538	11,041
	-	-
Changes in assets and liabilities		
(Increase)/Decrease in receivables	362,093	(241,461)
(Increase)/Decrease in prepayments	7,710	104,419
(Increase)/Decrease in other assets	-	162,484
Increase/(Decrease) in payables	(18,765)	(28,993)
Increase/(Decrease) in other liabilities	(359,098)	(124,656)
Increase/(Decrease) in Employee Entitlements	(47,162)	(14,029)
	<u>41,475</u>	<u>(31,702)</u>



## Notes to the Financial Statements

For the Year Ended 30 June 2010

### Note 22: Financial Risk Management

(a) *Financial Risk Management Policies*

The Entity's financial instruments consist mainly of deposits with banks, accounts receivable and accounts payable.

The Entity does not have any derivative instruments as at 30 June 2010.

(i) *Treasury Risk Management*

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

(ii) *Financial Risk Exposures and Management*

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

*Liquidity Risk*

The Entity manages its liquidity risk by monitoring cash flow forecasts and ensuring that adequate cash or borrowing facilities are available.

*Credit Risk*

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements.

The Entity does not have any material credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the Entity.

There are no material amounts of collateral held as security at 30 June 2010.

Credit risk is managed by the Entity and is reviewed regularly by the Board of Directors. It arises from exposures to customers as well as through deposits with financial institutions.

The credit standing of counterparties is reviewed monthly for liquidity and credit risk.

The trade receivables balance at 30 June 2010 does not include any counterparties with external credit ratings.

*Interest Rate Risk*

The Entity's interest rate risk arises predominantly from assets bearing variable interest rates. Risk minimisation is achieved by depositing financial assets only with Australian banks.

## Notes to the Financial Statements

For the Year Ended 30 June 2010

## Note 22: Financial Risk Management (Cont'd)

The table below reflects the undiscounted contractual settlement terms for financial instruments of a fixed period of maturity, as well as the Director's expectations of the settlement period for all other financial instruments. As such, the amounts may not reconcile to the balance sheet:

The totals for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	Note	2010	2009
<b>Financial assets</b>			
Cash and cash equivalents	7	602,371	562,441
Loans and receivables	8	86,038	448,131
<b>Financial liabilities</b>			
Financial liabilities at amortised cost:			
— trade and other payables	13	111,474	130,239

	Within 1 Year		1 to 5 Years		Over 5 Years		Total	
	2010	2009	2010	2009	2010	2009	2010	2009
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Financial liabilities due for payment</b>								
Trade and other payables (excluding est. annual leave and grants receivable in advance)	111,474	130,239	-	-	-	-	-	-
Total contractual outflows	111,474	130,239	-	-	-	-	-	-
Total expected outflows	111,474	130,239	-	-	-	-	-	-
<b>Financial assets — cash flows realisable</b>								
Cash and cash equivalents	602,371	562,441	-	-	-	-	-	-
Loans and receivables	86,038	448,131	-	-	-	-	-	-
Total anticipated inflows	688,409	1,010,572	-	-	-	-	-	-
Net (outflow)/inflow on financial instruments	575,385	880,333	-	-	-	-	-	-

## Financial Assets

	Weighted ave. Effective interest rate		Floating interest		Non interest bearing	
	2010	2009	2010	2009	2010	2009
	%	%	\$	\$	\$	\$
Cash Assets	4.5	4.21	\$602,371	\$562,441	-	-
Loans and Receivables	-	-	-	-	\$86,038	\$448,131
Total Financial Assets			\$602,371	\$562,441	\$86,038	\$448,131

Financial assets		Net Carrying value		Net Fair Value	
Cash and cash equivalents	(i)	\$602,371	\$602,371	\$562,441	\$562,441
Loans and receivables	(i)	\$86,038	\$86,038	\$448,131	\$448,131
<b>Total financial assets</b>		\$688,409	\$688,409	\$1,010,572	\$1,010,572
<b>Financial Liabilities</b>					
<b>Trade and Other Payables</b>	(i)	\$111,474	\$111,474	\$130,239	\$130,239
Total Financial Liabilities	(ii)	\$111,474	\$111,474	\$130,239	\$130,239

The fair values disclosed in the above table have been determined based on the following methodologies:

- Cash and cash equivalents, trade and other receivables and trade and other payables are short term instruments in nature whose carrying value is equivalent to fair value. Trade and other payables excludes amounts provided for relating to annual leave which is not considered a financial instrument.
- For listed available-for-sale financial assets, closing quoted bid prices at reporting date are used.

In the opinion of the committee the financial report as set out

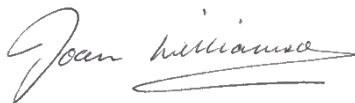
1. Presents a true and fair view of the financial position of Group Training Association of Victoria Inc. as at 30 June 2010 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australia Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that Group Training Association of Victoria Inc. will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the committee by:



Audit Committee Chair – Mike O'Brien

Date: 27 October 2010



GTAV Board Chair – Joan Williamson

Date: 27 October 2010

**Group Training Association of Victoria Incorporated.**

113 Drummond Street  
Carlton South Victoria 3053  
ABN: 79 996 874 017  
AN: A0008667D

## **INDEPENDENT AUDIT REPORT TO THE MEMBERS OF GROUP TRAINING ASSOCIATION OF VICTORIA INC.**

### **Report on the Financial Report**

We have audited the accompanying financial report of Group Training Association of Victoria Inc., which comprises the balance sheet as at 30 June 2010, income statement, statement of changes in equity and cash flow statement for the year then ended, the significant accounting policies, other explanatory notes and the directors' declaration.

### **Directors' Responsibility for the Financial Report**

The committee of the association is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Associations Incorporation Act Victoria (1981). This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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

### **Independence**

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

### **Auditor's Opinion**

In our opinion:

The financial report of Group Training Association of Victoria Inc is in accordance with the Associations Incorporation Act Victoria (1981) including:

- i. Giving a true and fair view of the Association's financial position as at 30 June 2010 and of their performance for the year ended on that date; and
- ii. Complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Associations Incorporation Act Victoria 1981.

WHK Horwath Melbourne

11 November 2010



M. D. Crossley  
Partner

Melbourne







