

# GROUP TRAINING

ASSOCIATION OF VICTORIA

## 2010-11 26<sup>th</sup> Annual Report

Group Training Association of Victoria



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# Table of Contents

Table of Contents .....	1
Chair's Report .....	2
Executive Director's Report .....	3
National Report .....	4
Corporate Governance .....	5
Board of Directors .....	6
Committees .....	7
Sustainability Report .....	8
Industry Statistics .....	9
Key Achievements 2010/11 .....	13
GTAV Events .....	15
GTAV Fellowships .....	16
Priorities for 2011/12 .....	17
Organisational Chart .....	18
Staff .....	19
Network Members .....	20
Financial Report 2010/2011 .....	21
Notes to the Financial Statements 2010/2011 .....	24
Statement by Members of the Committee .....	36
Independent Auditor's Report to the Members of GTAV .....	37

# Chair's Report

Welcome to the 2010/2011 GTAV Annual Report.

This year has presented many challenges and some opportunities. As a result of the change of state government and a minority federal government there has been some adjustments and analysis of future directions. The Association through the leadership of Gary Workman has continued to look at every opportunity and be proactive. The review of the Victorian Group Training Industry in February 2011 highlighted to governments that members have achieved a 30% growth over the past 10 years. GTAV continues to encourage the Victorian Government to work closely with the GTO network.

The transition to a new state government was seamless due in large part to the good working relationship Gary had achieved with the new Minister for Education and Training, Peter Hall MLC when Peter was the shadow Minister. Peter continues to be a strong supporter of Group Training and the Association and the Board have appreciated his commitment to good communication and consultation. Excellent Department relationships also allowed work to continue uninterrupted.

Attention by the Board was given to review the strategic goals of the organization as a result of the changing political landscape to establish a clear direction and an action plan for 2010/11. 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.

The primary goal of the current Board of Directors was 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 in 2010/11 and are currently working closely with the Association is very pleasing.

The Certificate IV Business (Group Training Operations) was successfully piloted in 2010 with further groups participating in 2011 in Victoria and South Australia.

The GTAV and HSTOL are working on changes to the OH&S training resources to meet the new National Workplace Harmonisation Act which commences in 2012.

A very successful conference at Creswick earlier in the year highlighted to me the continued commitment of the membership to professional development and the industry. Good robust discussions and debate, excellent accommodation and food made the conference one of the best and thanks must go to Toni Hewitt who has taken the GTAV events program to a new level of professionalism. I particularly look forward to the GTA National Conference on the 23<sup>rd</sup> November and the wrap up day by GTAV and our Annual General Meeting at the Melbourne Zoo.

## At the 2010 Annual Dinner Fellowships were awarded to the following:

**Geoff Foster** – over 30 years within the Victorian government assisting apprentices and the formation of Group Training Policy

**Mike O'Brien** – over 20 years to G-Force and the wider industry

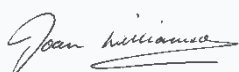
This is the highest award bestowed by GTAV with only 7 awarded over the past 26 years Congratulations to both recipients.

25 years service award to	Miles Coverdale	CEO Westvic staffing Solutions
	Geoff Carson	CEO Murray Mallee Group Training
	Kevin Kennedy	CEO Australian Group Apprentices (AGA)
20 years service awards	Jan Clarke G-Force	
20 years service awards	Cheryl Luscombe – BGT	

Congratulations to all.

New Directors on the GTAV Board in Janette Etherington, Dean Luciani and Rob Birch have settled in and made excellent contributions to the discussion and decision making. It is a strong Board which we hope to strengthen with two Independent Directors positions becoming vacant at the AGM in November. We have already had a number of enquiries. It is satisfying that the Association is held in high regard and last year when we had 3 elected Director vacancies the nominations exceeded the number of candidates.

Once again I would like to thank the staff for their outstanding contributions throughout the year and congratulate Gary on his continued hard work and vision for the Association. I thank the Board for their contribution throughout the year and the opportunity to Chair the Board on behalf of the Association.



Joan Williamson  
GTAV Chair

# Executive Director's Report

Welcome to the 26<sup>th</sup> Annual General Meeting for the Group Training Association of Victoria.

It has been a busy 12 months within the Group Training / VET sector, with the association responding to a number of discussion papers on ways to improve outcomes for apprentices and trainees, and reforming the VET sector.

This has been an anxious time for our sector with many government funded contracts/ policies being reviewed, and GTO's now operating in a far greater competitive environment.

With support of the National and other State associations, GTAV have responded to a number of Government led discussion papers including;

- Skills Australia – Skills for prosperity
- Skills Australia – Creating a future direction for Australian vocational education and training
- Victorian Governments investment into Group Training
- Victorian Government review of apprenticeships
- DEECD - Youth Transitions discussion paper
- GTAN – A shared responsibility – Apprenticeships for the 21<sup>st</sup> Century Report
- GTAN – National Cadetships
- GTAN – 4 pillars model

One pleasing aspect of these reviews in Victoria has demonstrated to governments the important role GTO's have played over the past 10 years, and with little to no increase in government funding during this period, GTO's have increased apprenticeship commencements and completions by 30% since 2000.

The GTO industry has continued to support small business and provide a safe and flexible employment solution that has real benefits for industry and the wider community.

The challenge ahead for the association will be to capture information on our sector and participants, and to create innovative ways that the well established GTO network can continue to support government priorities.

As you will see from the 2010/11 financial report, membership fees account for approximately 12% of total revenue for the association, and to this point the association relies heavily on tendering and securing government projects. In 2010-11 the Association worked on a range of projects including;

- Out of Trade Register – Skills Victoria DEECD
- Out of Trade Apprentice Completion Program – Skills Victoria DEECD  
[www.needanapprentice.com.au](http://www.needanapprentice.com.au)
- Review of GTO Innovation Projects – Skills Victoria DEECD
- Industry Skills Council (ISC) Prison Program – Corrections Victoria
- GreenSkills Project-based Learning – Sustainability Victoria (e-learning platform)
- Australian Youth Forum – Australian Apprenticeship review
- Upgrading the e-wise OH&S online training resources to new National Harmonisation Act.

Many of these projects will continue in 2011-12

2011-12 will continue to be an interesting time with both Federal and Victoria State Governments finalising their strategies for the VET sector. The association will continue to focus our energies on promoting the benefits of the group training network, and how governments can better utilise this strong Victoria-wide resource.

I would like to take this opportunity to personally thank our members, the GTAV Board and staff for their support during 2010-11, 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  
Group Training Association of Victoria



# National Report

The board and staff of GTA National have had a busy year, successfully delivering all of the annual events of the calendar, managing many changes and challenges, plus they have developed a number of discussion papers and participated on many important steering committees and advisory groups throughout the year.

Today's Skills Tomorrow's Leaders again presented a wonderful opportunity for growth and development to 19 of our top apprentices and trainees from across Australia. Reports from this year's event indicate that the cancellation of the launch at Government House did not detract from the success of the program.

The MAD (Member Advocacy Day) also proved to be successful with a large number of government ministers, members of the opposition and independents making themselves available to the team. The focus of MAD this year was on ensuring that the unique and critical contribution that the group training network makes to national skills formation is recognised and that all parties commit to continued financial support for the network. Topics included skills shortages, school to work transition and the government's proposed National Trade Cadetship, mentoring for better completions and the key messages of the **Looking Ahead** report.

The 2011 National conference "Looking Ahead" has also been a big event for the year. I am sure you all agree that the conference has been a great success with lots interesting and informative presentations plus great entertainment. Melbourne put on a great display and Toni Hewett deserves a vote of thanks for her work helping with the conference. Of course, a significant highlight of the conference was the awarding of Life Membership to three outstanding members of the Group Training family; John Ackland from Victoria, Janice Paget from South Australia and Milton Morris from New South Wales. All are very deserving recipients of this significant honour for their contribution to group training.

Working with the Minister and the department is an important role of GTAN staff and board. As you are all aware, there has been the removal of several programs, reviews established into existing programs and the introduction of new programs and proposals generated throughout the year. GTAN have kept Group Training at the forefront of influence and represented the interests of the members on panels and advisory groups and developed many submissions and discussion papers. The main areas of involvement of these activities include indigenous employment, the National Trade Cadetship, the national Mentoring Program, the National Apprenticeship Program, submissions to Fair Work Australia and in relation to the Apprenticeships for the 21<sup>st</sup> Century report.

The **Looking Ahead –the future for group training** report continues to be an important document for all Group Training Organisations. This year GTAN developed a communications strategy to make sure the key findings of the report reach the relevant people, part of which is of course the theme of the national conference. Individual companies are encouraged to work with the NIEIR team to develop company specific reports and a company specific workshop for staff and board to assist with strategic planning.

Working Partnerships; A memorandum of Understanding; 2011 – 2013; was developed during the year in consultation with the State Associations. This MOU endeavours to assist the state and national associations support each other on national and state issues. Another very helpful document distributed to all GTOs is the revised Corporate Governance Manual.

Brokerage of the ACCESS program continues and there are now a number of programs focussing on indigenous employment underway or being developed. These programs continue to be beneficial for the association and individual companies. Unfortunately the GTTP program has finished, reducing the opportunities for young people to access apprenticeships and traineeships. Removal of programs and the associated brokerage opportunities is a serious concern for GTAN and the individual companies which use the programs to support their local communities.

The coming year is promising to be an interesting one. Already the national mentoring program has been withdrawn from tender and some of the funds redirected into the Skills Connect program. The National Trade Cadetship program to be introduced to schools in 2012 is not yet developed. We will all need to be on our toes so we don't miss any opportunities and I know that the team at GTA National are up to the task.

Finally I would like to thank the staff of GTA National for their dedication and hard work throughout the year. They continue to do a great job. 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.



Sue Kent,  
GTA Victorian Representative for GTAN

During the 2010/11 period the GTAV Board met on eight (8) occasions.

GTAV Board Directors - Meeting Attendance

Director Name	Total number of GTAV Board meetings.	Total number of attendances
Joan Williamson (Chair) Independent Director	8	8
Dean Luciani Chair Audit Committee <i>(Commenced Jan 2011)</i>	3	3
Robert Birch Director <i>(Commenced Jan 2011)</i>	3	2
Janette Etherington Director <i>(Commenced Jan 2011)</i>	3	2
Gary Workman GTAV Executive Director – GTAV Public Officer	8	8
Sue Kent National GTA Representative	8	7
Anna Hancock Independent Director	8	7
Matthew Miller Independent Director	8	6
Proxy – Franklin O’Carroll		1
John Ackland Director <i>(Completed role Dec 2010)</i>	5	5
Mike O’Brien Director <i>(Completed role Dec 2010)</i>	5	5
Maurice Graham Director <i>(Completed role Dec 2010)</i>	5	5

## 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>Dean Luciani</b> Workco Tel: (03) 53 816 200 Email: dean.luciani@workco.com.au	Director	November 2010 – 2013
<b>Robert Birch</b> G- Force Tel: 03 5226 2223 Email: rbirch@gforce.org.au	Director	November 2010 – 2013
<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 Email: mathew.miller@rmit.edu.au	Independent Director	November 2008 – 2011
<b>Anna Hancock</b> Tru Energy Strategic Planning Email: anna.hancock@truenergy.com.au	Independent Director	November 2008 – 2011
<b>Janette Etherington</b> APlus Tel: 03 9481 5999 Email: Janette.e@aplus.org.au	Director	November 2009 – 2012

## GTAV Board nominations 2012-2014

The nominations committee and GTAV Board approved the 2 nominations for the 2 independent director positions and will present the new Board members at the AGM on 23 November 2011.

**Franklin O'Carroll – RMIT Manager New Industry Programs**  
**Anna Hancock – TruEnergy (existing GTAV Board member)**

The GTAV Board welcomes Anna and Franklin to the GTAV network, and look forward to working with them over the next 3 years. Both Anna and Franklin come with strong capabilities, and will be valuable members as the board continues to support the needs of the Group Training industry.

# Committees

## GTAV Audit Committee

Name	Position	Term
Dean Luciani	Chair	1 year term
Gary Workman	Director	n/a
Robert Birch	Director	1 year term

The Audit Committee met a total of ten (10) 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 2010-11 audit and financial reporting.

## GTAV Nominations Committee

Name	Position	Term
Matt Miller	Chair (1 year term)	1 year term
Gary Workman	Director	n/a
Mark Dunphy	Independent Director	1 year term
Joan Williamson	Independent Director	1 year term

## GTA National Board Representatives

Name	Position	Term
Sue Kent	Victorian State Representative	1 year term
John Ackland	National Representative (independent)	n/a

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

Name	Position	Term
Dean Arundell	GTAV Representative	1 year term
Gary Workman	GTAV Representative	n/a

## GTAV Communications & Marketing Committee

Name	Position	Term
Joan Williamson	Chair (1 year term)	1 year term
Gary Workman	Director	n/a
Janette Etherington	Director	1 year term



# Sustainability Report

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.



Gary Workman  
Executive Director

# Industry Statistics

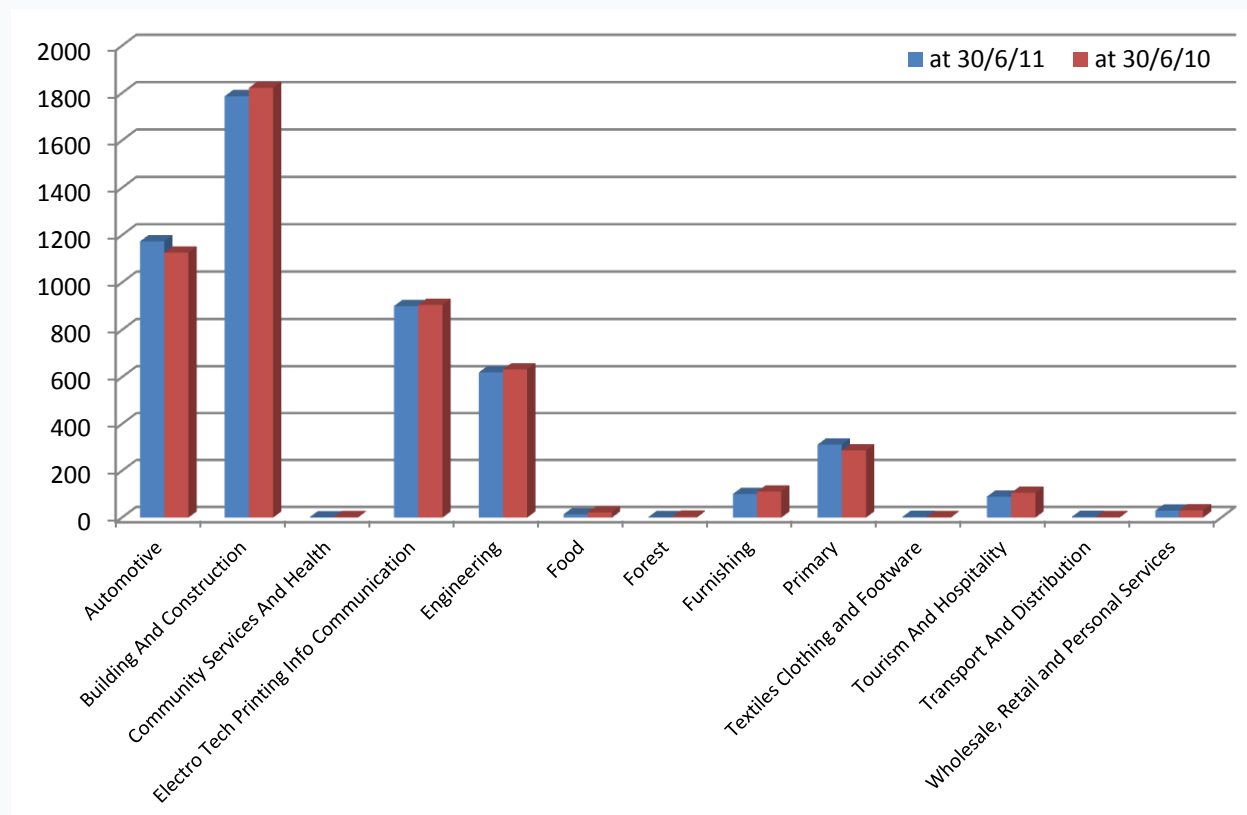
## Victorian Statistics - Total in Group Training *(including existing employees)*

Type	Industry	at 30/6/11	at 30/6/10
Apprenticeship	Automotive	1174	1126
Traineeship	Automotive	112	138
Apprenticeship	Building and Construction	1787	1822
Traineeship	Building and Construction	42	25
Traineeship	Business Services Finance and Property	1220	1109
Apprenticeship	Community Services and Health	1	2
Traineeship	Community Services and Health	519	483
Traineeship	Cultural and Recreation	269	276
Apprenticeship	Electro Tech Printing Info Communication	901	906
Traineeship	Electro Tech Printing Info Communication	244	245
Apprenticeship	Engineering	620	633
Traineeship	Engineering	54	75
Apprenticeship	Food	14	22
Traineeship	Food	2	11
Apprenticeship	Forest	2	4
Traineeship	Forest	1	4
Apprenticeship	Furnishing	101	111
Traineeship	Furnishing	5	3
Apprenticeship	Primary	312	287
Traineeship	Primary	252	230
Traineeship	Process Manufacturing	9	19
Traineeship	Racing	1	0
Apprenticeship	Textiles Clothing and Footware	3	2
Traineeship	Textiles Clothing and Footware	0	3
Apprenticeship	Tourism and Hospitality	90	106
Traineeship	Tourism and Hospitality	117	103
Apprenticeship	Transport and Distribution	3	2
Traineeship	Transport and Distribution	158	157
Traineeship	Water	14	19
Apprenticeship	Wholesale, Retail and Personal Services	30	31
Traineeship	Wholesale, Retail and Personal Services	181	360
	<b>Totals</b>	<b>8238</b>	<b>8314</b>
	Total Apprenticeships	4153	4392
	Total Traineeships	4085	3922

Source: Statistics provided by Skills Victoria (Department of Education and Early Childhood Development)

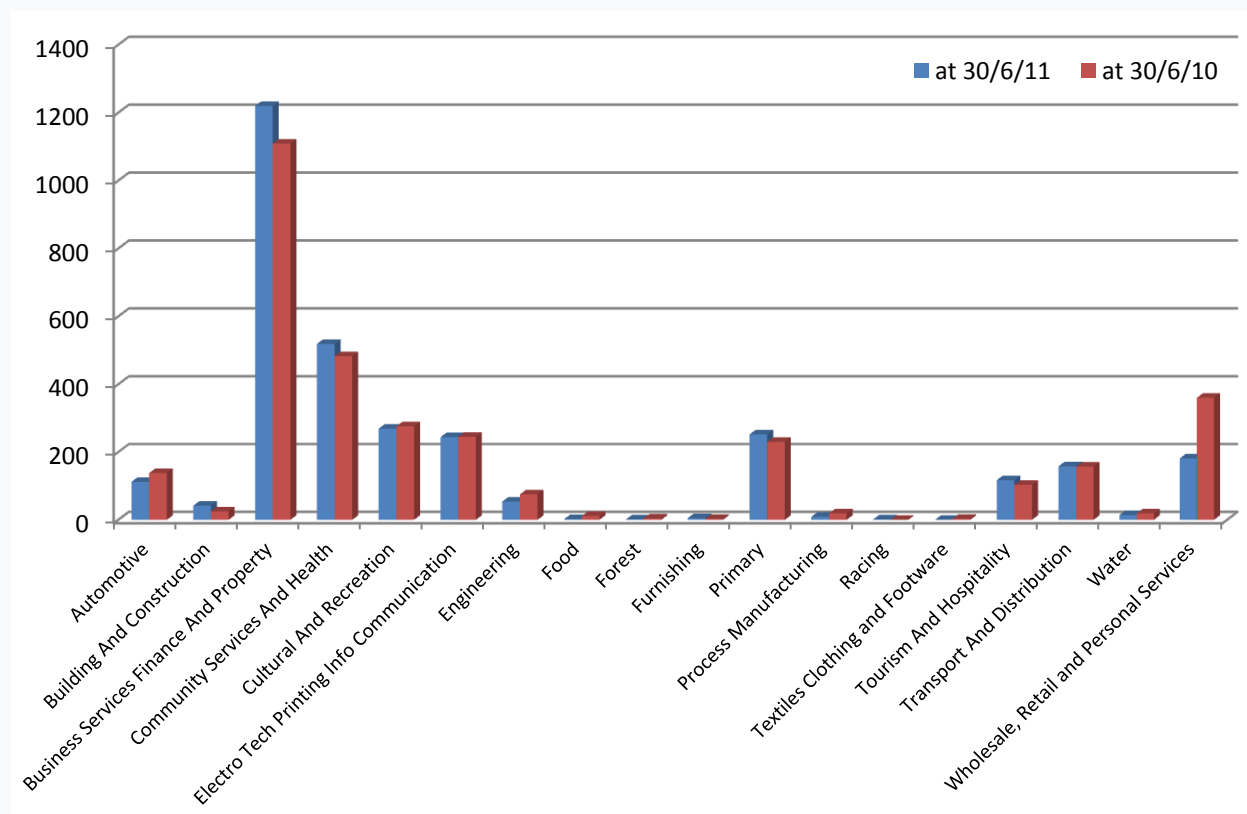
## Victorian Statistics - Total Apprenticeships in Group Training

(including existing employees)



## Victorian Statistics - Total Traineeships in Group Training

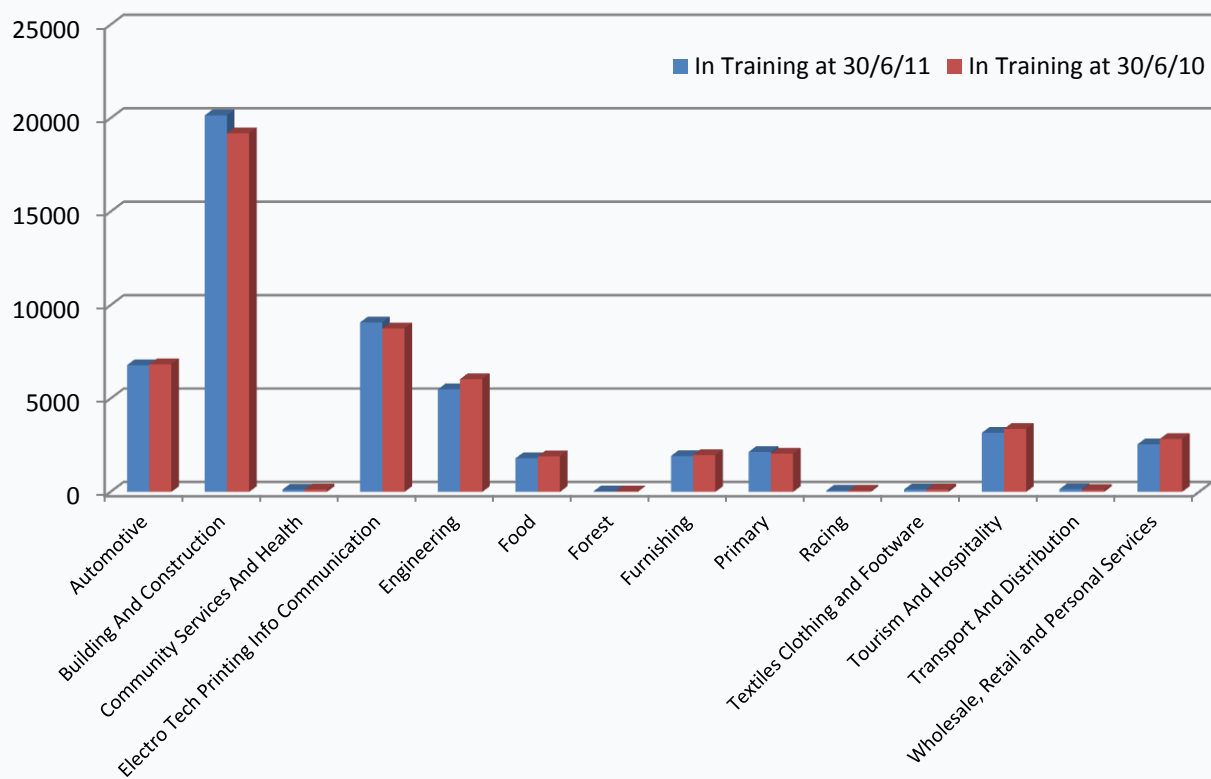
(including existing employees)



# Industry Statistics

## Victorian Statistics - Total Apprenticeships in Training (including existing employees)

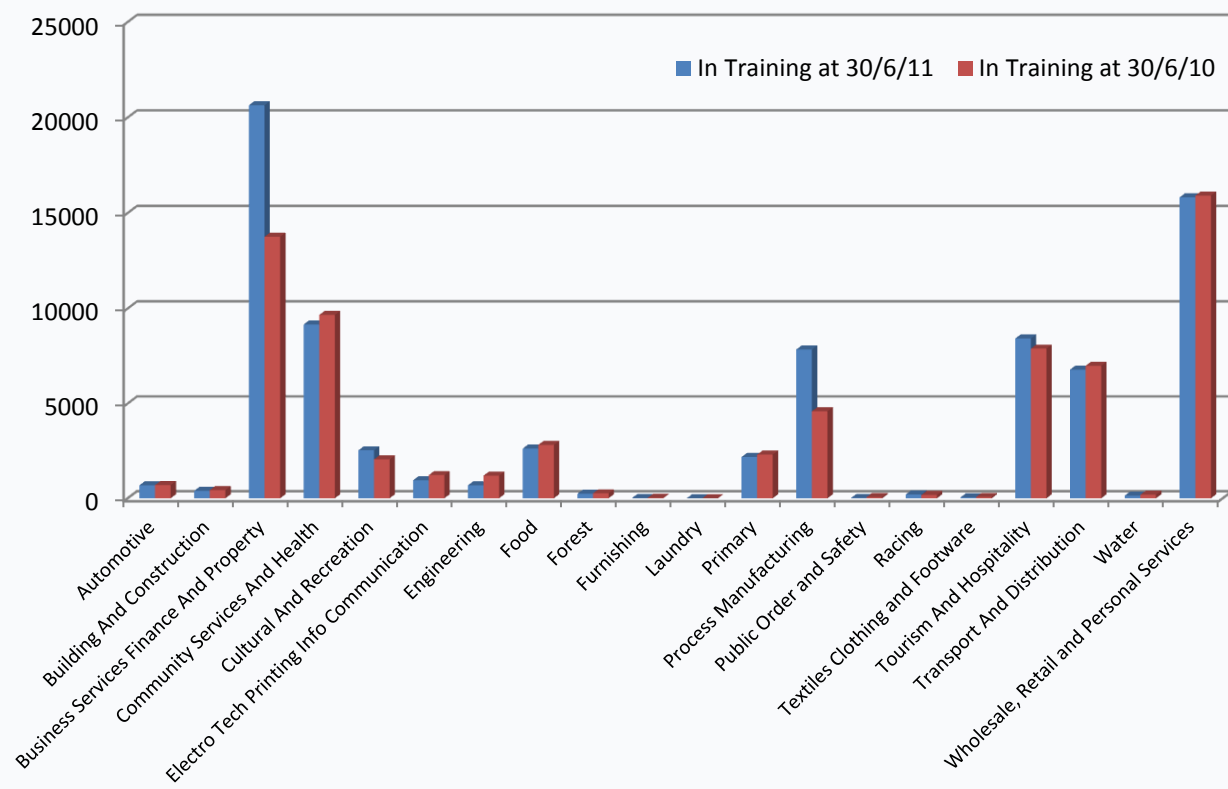
Industry	at 30/6/11	at 30/6/10
AUTOMOTIVE	6794	6837
BUILDING AND CONSTRUCTION	20153	19200
COMMUNITY SERVICES AND HEALTH	125	137
ELECTRO TECH PRINTING INFO COMMUNICATION	9085	8756
ENGINEERING	5499	6044
FOOD	1807	1906
FOREST	26	33
FURNISHING	1928	1979
PRIMARY	2147	2048
RACING	74	66
TCF	136	130
TOURISM AND HOSPITALITY	3169	3382
TRANSPORT AND DISTRIBUTION	153	108
WHOLESALE, RETAIL AND PERSONAL SERVICES	2555	2841
<b>TOTAL</b>	<b>53651</b>	<b>53467</b>



# Industry Statistics

## Victorian Statistics - Total Traineeships in training (including existing employees)

Industry	at 30/6/11	at 30/6/10
AUTOMOTIVE	684	693
BUILDING AND CONSTRUCTION	390	428
BUSINESS SERVICES FINANCE AND PROPERTY	20642	13753
COMMUNITY SERVICES AND HEALTH	9159	9660
CULTURAL AND RECREATION	2525	2046
ELECTRO TECH PRINTING INFO COMMUNICATION	950	1219
ENGINEERING	678	1190
FOOD	2616	2811
FOREST	233	256
FURNISHING	12	18
PRIMARY	2175	2302
PROCESS MANUFACTURING	7847	4588
PUBLIC ORDER AND SAFETY	14	62
RACING	197	168
TCF	44	66
TOURISM AND HOSPITALITY	8423	7892
TRANSPORT AND DISTRIBUTION	6781	6987
WATER	138	186
WHOLESALE, RETAIL AND PERSONAL SERVICES	15815	15909
<b>TOTAL</b>	<b>79323</b>	<b>70234</b>





# Key Achievements 2010/11

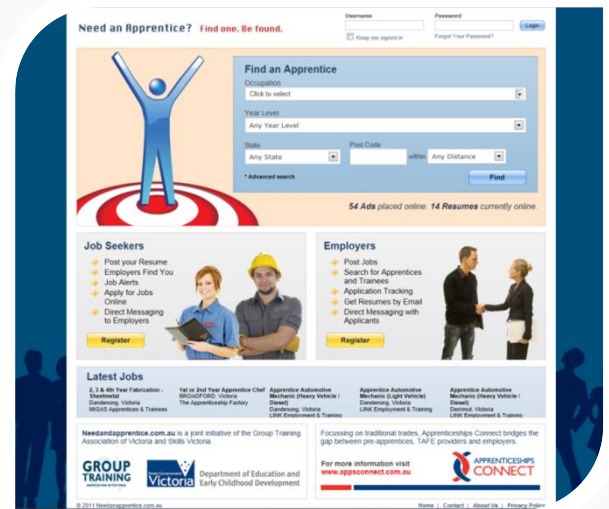
## Out of Trade Apprentice program – Skills Victoria (DEECD)

Over the past 2 years GTAV has worked with the Department of Education & Early Childhood 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.

This OOT program has identified over 800 apprentices and found new employment for 500+. Many OOT apprentices have recommenced through the support of Group Training Organisations.

As part of the Government exit strategy for this project, GTAV established an online website to assist OOT apprentices list their experience and to register their interest to continue in their trade.

The website [www.needanapprentice.com.au](http://www.needanapprentice.com.au) aims to match employer vacancies with OOT participants and will automatically find matches based on location, trade sector and year level.



## Certificate IV Business – Group Training Field Officer Qualification

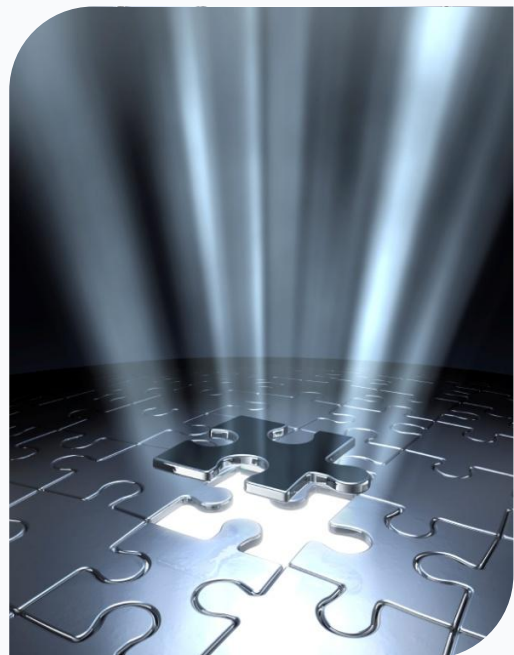
GTAV with support from RMIT University delivered its second training program for field officers in 2011 the Certificate IV in Business (Group Training Field Officer)

This program has been fully customised to reflect the work and knowledge required to work effectively within the Group Training sector. The feedback from the group has been extremely positive. GTAV believe this course will become the industry standard for working within the industry over the coming years, and will seek government assistance to support the further participation of GTO staff, and increasing the capacity of our industry.

## GTAV Member Services

### Member services in 2010-11:

- Extended fuel card service providers
- Business credit reporting service
- Extended insurance products
  - Apprentices / trainee accident and illness policy
  - Work experience policy for RTO's
- Online / SMS, email, fax service
- Professional Development
  - Certificate IV Business – Group Training Field Officers
  - Certificate IV OH&S
  - Auditing training
  - Vet Track
- CareerOne online advertising
- Website and graphic design
- IR/ HR support – Worksight
- Software solutions
  - GTAV E-learning platform
  - Job Ready
  - Novacore



# Key Achievements 2010/11

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

There were a number of improvements made to the GTAV website over the past 12 months. 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



## GTAV Social Media



Facebook, Twitter, You Tube, Flickr

GTAV established a range of social media platforms during 2010-11 to assist the sharing of information and promotion of Group Training. GTAV members are encouraged to build linkages with these sites and share good news stories.

## Industry Skills Centres – Corrections Victoria

GTAV continued to work with Corrections Victoria through the Industry Skills Centres in 2010/11.

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 over 50% of participants during 2010/11.

*GTAV was awarded with a new 3 year (1+1+1) contract during 2011.*

## Sustainability 101 – 12 environmentally focused workplace projects

### ***Environmental awareness projects aimed at students that can be applied to any industry sector.***

GTAV through support of Sustainability Victoria has developed a series of 12 environmental projects that students can complete whilst in a workplace, where this environmental knowledge could be shared with the business, and assist the student to better understand the environmental sustainability improvements that could be implemented within their industry and/or workplace.

Currently many training packages in Australia have limited competencies aimed specifically at environmental sustainability. **The 12 environmental projects have been developed “holistically” so they can be applied to any industry sector**, and have been mapped against various communication and project units of competencies across various training packages / industry sectors.

The 12 environmental projects can be undertaken individually, or students can progressively work through the projects to increase their knowledge. As you can see from the table below, the projects increase in their complexity as they progress through to the higher AQTF Certificate levels.

These resources will be available on the GTAV e-learning platform (free of charge) in January 2012.

## Field Officer Conference Mornington, October 7 & 8 2010



*The Field Officers in discussion*



*Nick Chiam – Skills Victoria giving his keynote address*

## End of Year State Conference Melbourne, 23 & 24 November 2010



*Conference delegates listening intently to an update from ASQA*



*The GTAV Fellows and 25 Year Service Award winners*

## Mid Year State Conference Creswick, 19 & 20 May 2011



*Gary Workman and Joan Williamson with Hon. Peter Hall MLC, Minister for Higher Education and Skills*



*Minister Peter Hall giving his keynote address to conference delegates*



# GTAV Fellowships

GTAV Fellowships were awarded to Geoff Foster & Mike O'Brien during 2010 for acknowledgement of their outstanding support of the GTO industry over many years.



**Geoff Foster**

*Department of Education & Early Childhood  
Development (Skills Victoria)*



**Mike O'Brien**

*Gforce*

GTAV Register of Fellows	Company	Year
John Ackland	Workco Limited	2008
Kevin Kennedy	Gippsland Group Training (GGT) (AGA)	2008
David Windridge	Melbourne Eastern Group Training (MEGT)	2008
Miles Coverdale	Westvic Staffing Solutions	2009
John Glover	Group Training Association of Victoria Inc.	2009
Geoffrey Foster	Department of Education & Early Childhood Development (Skills Victoria)	2010
Mike O'Brien	G-Force	2010

A GTAV Fellowship is the highest recognition that can be bestowed by the association, on an individual or organisation, for their contribution to vocational education and training and the advancement of Group Training in Victoria

### **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**

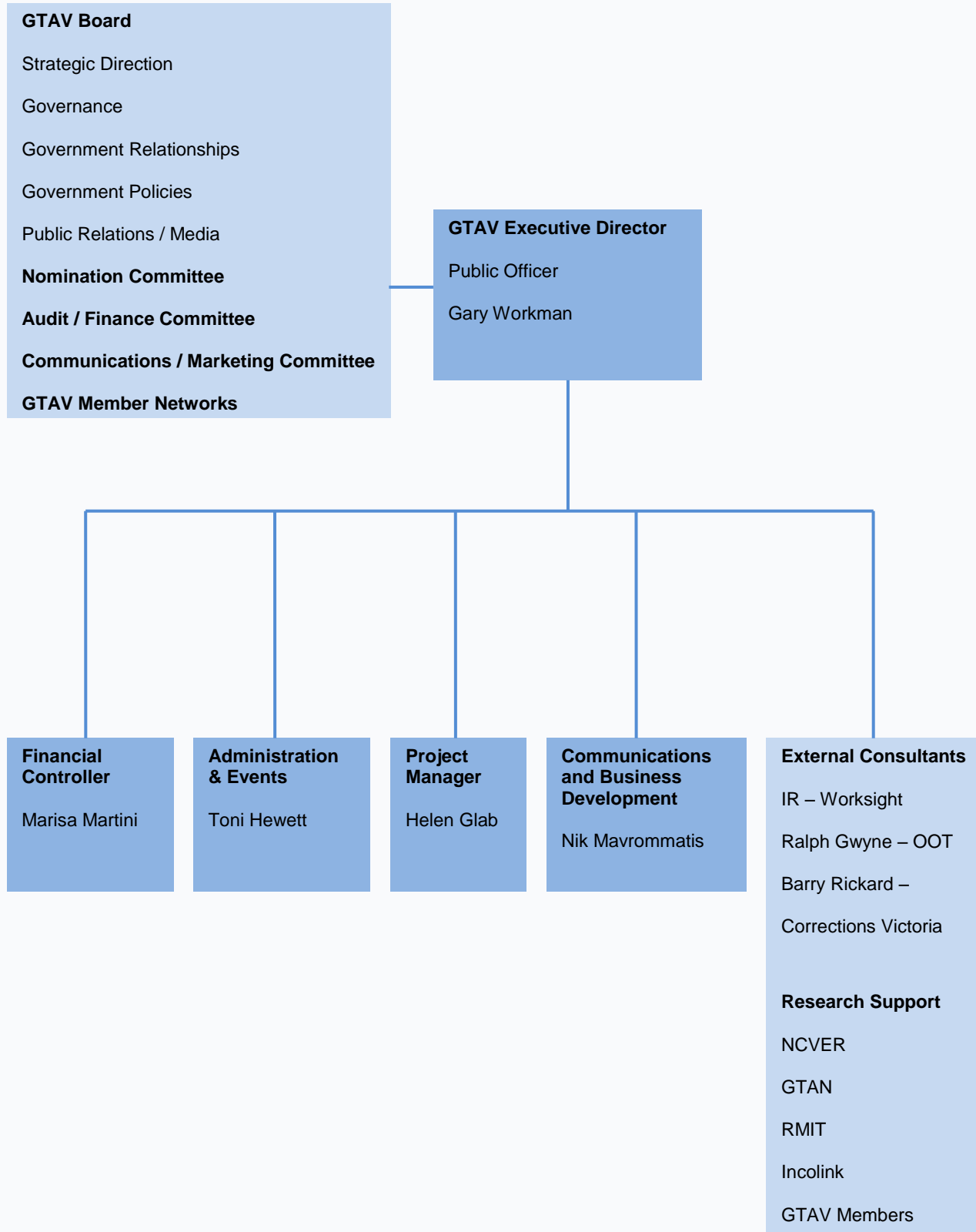
- Continue to develop group training policy and position with Governments
- Establish wider network group

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

- Identify and tender for new projects (priority)
- Strengthen partnerships with government



# Organisational Chart



Name	Experience
<b>Mr Gary Workman</b> Executive Director  Tel: 03 9639 3966 Email: <a href="mailto:gary@gtavic.asn.au">gary@gtavic.asn.au</a> 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>
<b>Mrs Helen Glab</b> Project Manager Tel: 03 9639 3966 Email: <a href="mailto:19alph@gtavic.asn.au">19alph@gtavic.asn.au</a>	<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.</p> <p>Helen is currently the project manager for GTAV.</p>
<b>Mr Nik Mavrommatis</b> Business Development and Communications Manager Tel: 03 9639 3966 Email: <a href="mailto:nik@gtavic.asn.au">nik@gtavic.asn.au</a>	<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: <a href="mailto:marisa@gtavic.asn.au">marisa@gtavic.asn.au</a>	<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 Coordinator Tel: 03 9639 3966 Email: <a href="mailto:admin@gtavic.asn.au">admin@gtavic.asn.au</a>	<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: <a href="mailto:barry@gtavic.asn.au">barry@gtavic.asn.au</a>	<p>Corrections Victoria ISC – Employment Liaison Officer</p> <p>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: <a href="mailto:19alph@gtavic.asn.au">19alph@gtavic.asn.au</a>	<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 (DEECD) 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>

# Network Members

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
ATEP Apprenticeships and Traineeship Employment Partners	Suite 2 / 12 Jamieson St, Cheltenham VIC 3192
APLus Apprentice and Trainee Services	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
Brotherhood of St Laurence	288 Brunswick St, Fitzroy VIC 3065
CVGT Employment and Training	PO Box 473, Bendigo VIC 3550
G-Force Recruitment	PO Box 1987, Geelong VIC 3220
HTN Hospitality Employment Solutions	Level 4, 55 Swanston St, Melbourne VIC 3000
Independence Australia	208 Wellington Street, Collingwood VIC 3066
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
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
Australian Brick and Blocklaying Training Foundation	Suite 24B/ 249 Warrigal Rd, Moorabbin VIC3189
Box Hill Institute of TAFE	853 Whitehorse Road, Box Hill VIC 3128
Careers Australia	196 Flinders Street, Melbourne VIC 3000
RMIT TAFE	Cnr Swanston & LaTrobe Street, Melbourne VIC 3000
Skilled Group	Level 15, 380 St Kilda Road, Melbourne VIC 3004

# Financial Report 2010/2011

## STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2011

	Note	2011 \$	2010 \$
Revenue	2	2,069,408	2,130,614
Cost of member sales	3	(1,166,755)	(1,188,619)
Employee expenses		(429,915)	(463,329)
Project expenses		(281,086)	(214,303)
Other expenses from ordinary activities		(51,857)	(53,607)
National Membership Levy		(57,000)	(51,200)
Occupancy expenses	3	(56,129)	(49,780)
Depreciation and amortisation expenses	3	(11,308)	(9,538)
Audit fees	3	(5,400)	(6,900)
Motor vehicle costs		(5,968)	(6,179)
<b>Profit for the year</b>		<b>3,990</b>	<b>87,159</b>
<b>Other comprehensive income</b>			
Other		-	-
<b>Total comprehensive income for the year attributable to members of the entity</b>		<b>3,990</b>	<b>87,159</b>

The accompanying notes form part of these financial statements.

# Financial Report 2010/2011

## STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2011

	Note	2011 \$	2010 \$
<b>ASSETS</b>			
CURRENT ASSETS			
Cash and cash equivalents	5	530,455	602,371
Trade and other receivables	6	112,653	86,038
Other current assets	7	43,013	58,896
TOTAL CURRENT ASSETS		686,121	747,305
NON-CURRENT ASSETS			
Other receivables	8	2,000	2,000
Property, plant and equipment	9	52,330	29,042
TOTAL NON-CURRENT ASSETS		54,330	31,042
TOTAL ASSETS		740,451	778,347
<b>LIABILITIES</b>			
CURRENT LIABILITIES			
Trade and other payables	10	123,097	111,474
Provisions for employee entitlements	11	24,489	9,223
Other liabilities	12	273,226	327,059
TOTAL CURRENT LIABILITIES		420,812	447,756
NON-CURRENT LIABILITIES			
Provisions	11	-	14,942
TOTAL NON-CURRENT LIABILITIES		-	14,942
TOTAL LIABILITIES		420,812	462,698
NET ASSETS		319,639	315,649
<b>EQUITY</b>			
Reserves	15	40,921	40,921
Retained earnings	14	278,718	274,728
TOTAL EQUITY		319,639	315,649

The accompanying notes form part of these financial statements.



# Financial Report 2010/2011

## STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 30 JUNE 2011

	Retained Earnings \$	Association Reserve \$	Total \$
<b>Balance at 1 July 2009</b>	187,569	40,921	228,490
Profit attributable to members	87,159		87,159
<b>Balance at 30 June 2010</b>	<b>274,728</b>	<b>40,921</b>	<b>315,649</b>
<b>Balance at 1 July 2010</b>	274,728	40,921	315,649
Profit attributable to members	3,990		3,990
<b>Balance at 30 June 2011</b>	<b>278,728</b>	<b>40,921</b>	<b>319,639</b>

The accompanying notes form part of these financial statements.

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2011

	Note	2011 \$	2010 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from members		1,476,363	1,732,275
Operating grants receipts		100,000	100,000
Receipts from project funding		439,367	279,707
Payments to suppliers and employees		(2,079,636)	(2,092,134)
Interest received		27,063	21,627
Net cash provided by operating activities	19	(36,843)	41,475
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of property, plant and equipment		6,794	-
Purchase of property, plant and equipment		(41,867)	(1,545)
Net cash used in investing activities		(35,073)	(1,545)
Net increase in cash held		(71,916)	39,930
Cash and cash equivalents at beginning of financial year		602,371	562,441
Cash and cash equivalents at end of financial year	19	530,455	602,371

The accompanying notes form part of these financial statements.

# Notes to the Financial Statements 2010/2011

The financial statements cover Group Training Association of Victoria Inc as an individual entity.

Group Training Association of Victoria Inc is an association incorporated in Victoria under the *Associations Incorporation Act 1981*.

## ***Note 1: Summary of Significant Accounting Policies***

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### **Basis of Preparation**

Group Training Association of Victoria Inc has elected to early adopt the pronouncements AASB 1053: Application of Tiers of Australian Accounting Standards and AASB 2010–2: Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements to the annual reporting period beginning 1 July 2010.

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements of the Australian Accounting Standards Board and the *Associations Incorporation Act 1981*.

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

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

### **Accounting Policies**

#### **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. Plant and Equipment**

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by directors 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 assets' employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

The cost of fixed assets constructed within the association includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the association and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the statement of comprehensive income during the financial period in which they are incurred.

### **Depreciation**

The depreciable amount of all fixed assets, including buildings and capitalised lease assets, is depreciated on a straight-line basis over the asset's useful life commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

## **Note 1: Summary of Significant Accounting Policies**

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

<b>Class of Fixed Asset</b>	<b>Depreciation Rate</b>
Motor Vehicles	33%
Office equipment	50%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation relating to that asset are transferred to retained earnings.

### **c. Leases**

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.

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

### **d. Financial instruments**

#### **Initial recognition and measurement**

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the association commits itself to either purchase or sell the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs except where the instrument is classified "at fair value through profit or loss" in which case transaction costs are expensed to profit or loss immediately.

#### **Classification and subsequent measurement**

Financial instruments are subsequently measured at either fair value, amortised cost using the effective interest rate method or cost. *Fair value* represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted

*Amortised cost* is calculated as:

- (i) the amount at which the financial asset or financial liability is measured at initial recognition;
- (ii) less principal repayments;
- (iii) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest method; and
- (iv) less any reduction for impairment.

## *Note 1: Summary of Significant Accounting Policies*

The *effective interest method* is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

The association does not designate any interests in subsidiaries, associates or joint venture entities as being subject to the requirements of Accounting Standards specifically applicable to financial instruments.

(i) *Financial assets at fair value through profit or loss*

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking, where they are derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personnel on a fair value basis in accordance with a documented risk management or investment strategy. Such assets are subsequently measured at fair value with changes in carrying value being included in profit or loss.

(ii) *Loans and receivables*

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.

Loans and receivables are included in current assets, except for those which are not expected to mature within 12 months after the end of the reporting period, which will be classified as non-current assets.

(iii) *Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the association's intention to hold these investments to maturity. They are subsequently measured at amortised cost using the effective interest rate method.

Held-to-maturity investments are included in non-current assets, except for those which are expected to mature within 12 months after the end of the reporting period, which will be classified as current assets.

If during the period the association sold or reclassified more than an insignificant amount of the held-to-maturity investments before maturity, the entire category of held-to-maturity investments would be tainted and would be reclassified as available-for-sale.

(iv) *Available-for-sale financial assets*

Available-for-sale financial assets are non-derivative financial assets that are either not capable of being classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

Available-for-sale financial assets are included in non-current assets, except for those which are expected to be disposed of within 12 months after the end of the reporting period, which will be classified as current assets.

(v) *Financial liabilities*

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

## **Note 1: Summary of Significant Accounting Policies**

### **Fair value**

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine the fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing models.

### **Impairment**

At the end of each reporting period, the association assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the statement of comprehensive income.

### **Derecognition**

Financial assets are derecognised where the contractual right to receipt of cash flows expires or the asset is transferred to another party whereby the entity 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 profit or loss.

### **e. Impairment of Assets**

At the end of each reporting period, the association reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value-in-use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the statement of comprehensive income.

Where it is not possible to estimate the recoverable amount of an individual asset, the association estimates the recoverable amount of the cash-generating unit to which the asset belongs.

### **f. Employee Benefits**

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. 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. 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. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash outflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

### **g. 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 within borrowings in current liabilities in the statement of financial position.

### **h. Revenue and Other Income**

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. Any consideration deferred is treated as the provision of finance and is discounted at a rate of interest that is generally accepted in the market for similar arrangements. The difference between the amount initially recognised and the amount ultimately received is interest revenue.



## **Note 1: Summary of Significant Accounting Policies**

Revenue from the sale of goods is recognised at the point of delivery as this corresponds to the transfer of significant risks and rewards of ownership of the goods and the cessation of all involvement in those goods.

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 from the provision of membership subscriptions is recognised on a straightline basis over the financial year.

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

### **i. 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. The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the statement of financial position.

Cash flows are included in the statement of cash flows on a gross basis, except for the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the ATO. The GST component of financing and investing activities which is recoverable from, or payable to, the ATO is classified as a part of operating cash flows. Accordingly, investing and financing cash flows are presented in the statement of cash flows net of the GST that is recoverable from, or payable to, the ATO.

### **j. 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 association 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.

### **k. Provisions**

Provisions are recognised when the association 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 reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

### **l. Key Judgments**

#### **(i) Provision for impairment of receivables**

Included in trade receivables and other receivables at the end of the reporting period are amounts receivable from members in relation to unpaid subscriptions from 2011 amounting to \$0. Therefore no provision for impairment has been deemed necessary.

### **m. Comparative Figures**

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

The financial statements were authorised for issue on 26 October 2011 by the members of the association.

# Notes to the Financial Statements 2010/2011

## Note 2: Revenue and Other Income

	2011 \$	2010 \$
<b>Revenue</b>		
Sales revenue:		
• Project Income	439,367	631,796
• Member Sales	1,233,577	1,151,277
• Member Fees	252,316	218,905
• Operating Grants	100,000	100,000
• interest received (on financial assets not at fair value through profit or loss)	27,063	21,627
• Try-a-Trade	16,608	6,000
• Profit/loss on sale of assets	477	-
• Other	-	1,008
Total revenue	2,069,408	2,130,614

## Note 3: Profit for the Year

	2011 \$	2010 \$
a. <b>Expenses include the following:</b>		
Cost of member sales	1,166,755	1,188,619
Rental expense on operating lease	26,004	26,004
Remuneration of Auditor: Audit of accounts	5,400	6,900
Depreciation of plant and equipment	11,308	9,538

## Note 4: Key Management Personnel Compensation

The totals of remuneration paid to key management personnel (KMP) of the association during the year are as follows:

	2011 \$	2010 \$
Key management personnel compensation	168,861	382,491

## Note 5: Cash and Cash Equivalents

	2011 \$	2010 \$
Cash at bank and in hand	369,172	449,084
Short-term bank deposits	161,283	153,287
	530,455	602,371

The effective interest rate on short-term bank deposits was 5.18% (2010: 4.5%); these deposits have an average maturity of 90 days.

# Notes to the Financial Statements 2010/2011

## *Note 6: Trade and Other Receivables*

	2011 \$	2010 \$
CURRENT		
Trade Debtors	112,653	86,038
Provision for doubtful debts	-	-
Total current trade and other receivables	112,653	86,038

## *Note 7: Other Current Assets*

	2011 \$	2010 \$
CURRENT		
Prepayments	43,013	58,896
Total current other assets	43,013	58,896

## *Note 8: Other Receivables*

	2011 \$	2010 \$
NON CURRENT		
Bond - Office Property Lease	2,000	2,000
Total other financial assets	2,000	2,000

## *Note 9: Property, Plant and Equipment*

	2011 \$	2010 \$
Office equipment:		
At cost	5,509	11,897
Accumulated depreciation	(5,019)	(11,793)
	490	104
Motor Vehicles:		
At cost	66,718	37,028
Less accumulated depreciation	(14,878)	(8,090)
Total Motor Vehicle	51,840	28,938
Total plant and equipment	52,330	29,042

# Notes to the Financial Statements 2010/2011

## *Note 9: Property, Plant and Equipment*

### **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:

	<b>Office Equipment</b>	<b>Motor Vehicles</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Balance at 1 June 2010	104	28,938	29,042
Additions	1,269	40,598	41,867
Disposals	-	(7,271)	(7,271)
Depreciation expense	883	10,425	11,308
Carrying amount at 30 June 2011	490	51,840	52,330

## *Note 10: Trade and Other Payables*

	<b>2011 \$</b>	<b>2010 \$</b>
Trade creditors and accruals	123,097	111,474
Total trade and other payables	123,097	111,474

## *Note 11: Provision for Employee Entitlements*

	<b>2011 \$</b>	<b>2010 \$</b>
<b>CURRENT</b>		
Provision for employee entitlements (Annual Leave)	24,489	9,223
Total current provision for employee entitlements	24,489	9,223
<b>NON CURRENT</b>		
Provision for employee entitlements (Long service leave)	-	14,942
Total non- current provision for employee entitlements	-	14,942
 Number of employees at year end	 5	 6

# Notes to the Financial Statements 2010/2011

## Note 12: Other Liabilities

	2011 \$	2010 \$
UNEARNED PROJECT INCOME		
Sustainability Victoria 101 Project	16,342	
DEEWR Youth Project	19,000	
OOT Completion	47,379	75,000
Industry Skills Project- Corrections Victoria	37,412	17,645
WELL Strategic		4,619
DIIRD Innovation		24,000
Skills Vic OOT Register		13,677
OOTR 2 <sup>nd</sup> round		25,000
Try a Trade	-	16,608
Total Unearned Project Income	120,133	159,941
Advances Member Services	155,143	150,510
Total other liabilities	273,226	327,059

## Note 13: Operating Lease Commitments

	2011 \$	2010 \$
<b>Operating Lease Commitments</b>		
Non-cancellable operating leases contracted for but not capitalised in the financial statements		
Payable – minimum lease payments:		
• not later than 12 months	26,004	26,004
• between 12 months and five years	84,421	
• greater than five years	-	
	110,425	26,004

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.

## Note 14: Retained Earnings

	2011 \$	2010 \$
<b>Retained Earnings</b>		
Opening balance at the beginning of the financial year	274,728	187,569
Profit for the year attributable to members	3,990	87,159
Closing balance at the end of financial year	278,718	274,728

## ***Note 15: Association Reserves***

	2011 \$	2010 \$
<b>Association Reserve</b>		
Opening balance at the beginning of the financial year	40,921	40,921
Transfer to/from reserves	-	-
Closing balance at the end of financial year	40,921	40,921

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.

## ***Note 16: Contingent Liabilities and Contingent Assets***

There are no contingent liabilities or contingent assets as at 30/06/2011.

## ***Note 17: Events After the Reporting Period***

There have been no significant events after the reporting period.

## ***Note 18: Related Party Transactions***

During the year ended 30 June 2011, Group Training Association maintained 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.



## Note 19: Cash Flow Information

	2011 \$	2010 \$
<b>(a) Reconciliation of Cash</b>		
Cash at bank	369,172	449,084
Cash on deposit	161,283	153,287
	<b>530,455</b>	<b>602,371</b>
<b>(b) Reconciliation of Net Cash provided by Operating Activities to Profit for year</b>		
Profit for year from ordinary activities	3,990	87,159
Non cash flows in profit from ordinary activities:		
Depreciation	11,308	9,538
Loss on sale of assets	477	-
Changes in assets and liabilities		
(Increase)/Decrease in receivables	(26,615)	362,093
(Increase)/Decrease in prepayments	15,883	7,710
(Increase)/Decrease in other assets	-	-
Increase/(Decrease) in payables	11,623	(18,765)
Increase/(Decrease) in other liabilities	(53,833)	(359,098)
Increase/(Decrease) in Employee Entitlements	324	(47,162)
	<b>(36,843)</b>	<b>41,475</b>

# Notes to the Financial Statements 2010/2011

## **Note 20: Financial Risk Management**

The association's financial instruments consist mainly of deposits with banks, local money market instruments, short-term investments, accounts receivable and payable, and leases.

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:

	<b>Note</b>	<b>2011</b> \$	<b>2010</b> \$
<b>Financial assets</b>			
Cash and cash equivalents	5	530,455	602,371
Trade and receivables	6	112,653	86,038
Other current assets			
Other:	8	2,000	2,000
<b>Total financial assets</b>		<b>645,108</b>	<b>690,409</b>
<b>Financial liabilities</b>			
Financial liabilities at amortised cost:			
• trade and other payables	10	123,097	111,474
• borrowings		-	-
<b>Total financial liabilities</b>		<b>123,097</b>	<b>111,474</b>

## **Note 21: Association Details**

The registered office of the association is  
113 Drummond Street  
Carlton Victoria 3053

The principal place of business is:  
113 Drummond Street  
Carlton Victoria 3053

# Statement by Members of the Committee

In the opinion of the committee the financial report as set out on pages twenty-one (21) to thirty-seven (37):

1. Presents a true and fair view of the financial position of Group Training Association of Victoria Inc as at 30 June 2011 and its performance for the year ended on that date in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) of the Australian 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 made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:



Audit Committee Chair \_\_\_\_\_  
Dean Luciani



GTAV Chair \_\_\_\_\_  
Joan Williamson

Dated this 26th day of October 2011

# Independent Auditor's Report to the Members of GTAV

## Report on the Financial Report

We have audited the accompanying financial report of Group Training Association of Victoria Inc. (the association), which comprises the statement of financial position as at 30 June 2011 and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended, notes comprising a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

### *Committee's 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 Australian Accounting Interpretations) and the *Associations Incorporation Act 1981*, and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

### *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. Those 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.

### *Auditor's Opinion*

In our opinion the financial report gives a true and fair view of the financial position of Group training Association of Victoria Inc. as at 30 June 2011 and of its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the *Associations Incorporations Act 1981*.

Crowe Horwath Melbourne



Margaret Crossley

Partner

Melbourne

Dated this 26th day of October 2011