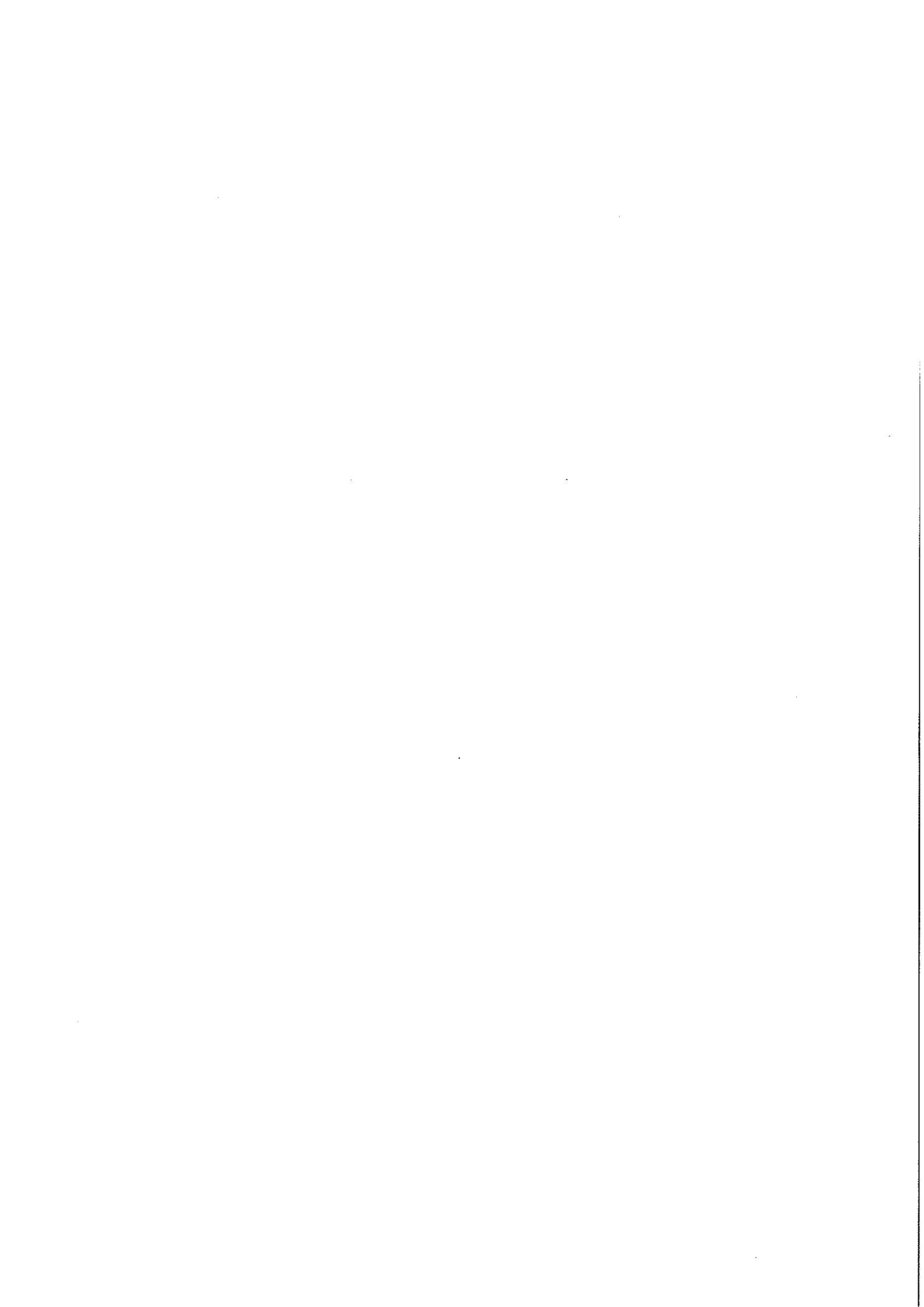




**15<sup>th</sup> Annual Meeting – Wednesday 26<sup>th</sup> October 2016**

**AGENDA**

1. Open AGM
2. Welcome
3. Apologies
4. Confirmation of 2014-2015 AGM minutes
5. Appointment of Auditor for 2016/2017
6. Reports: **Chairperson**  
**Treasurer**  
**Manager**
7. Returning Officer's Report
8. Introduction of Guest Speaker  
**Paul Huggett – Maryborough Police**
9. Close AGM for refreshments





**Goldfields  
Employment &  
Learning Centre**

# 15TH ANNUAL GENERAL REPORT

1 JULY 2015—30 JUNE 2016

*"Working for our community"*



Adult, Community and  
Further Education



NATIONALLY RECOGNISED  
TRAINING



Learn  
Local



Victoria



**Goldfields Employment and Learning Centre**

**Address:** 88-90 Burke Street  
PO Box 56, Maryborough VIC 3465

**Phone:** (03) 5461 3185

**Facsimile:** (03) 5461 4887

**Website:** [www.gelc.org.au](http://www.gelc.org.au)

10

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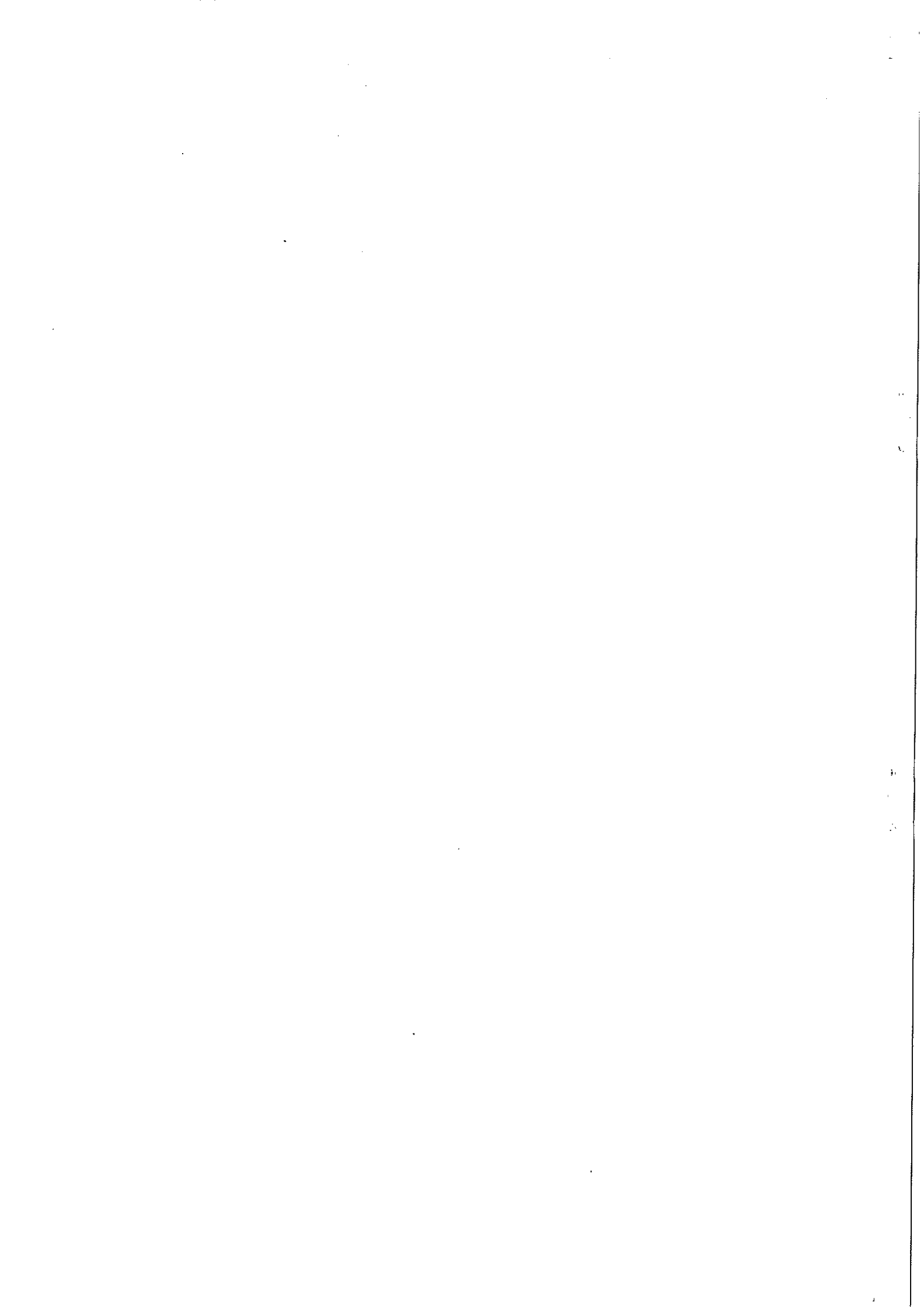
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## INDEX OF REPORTS

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- Index of Reports
- Appreciation from Goldfields Employment & Learning Centre
- GELC Mission Statement
- GELC Funding Bodies
- Industries and Businesses
- Scope of Registration
- Organisational Chart
- Management & Administration
- Minutes of the 2014-2015 Annual General Meeting
- Chairperson's Report
- Treasurer's Report
- Audited Financial Statement
- Manager's Report
- **Program Reports:**
- Neighbourhood House ACFE / Pre Accredited Report
- Education and Training Report
- Statistics Report
- Short Course Report
- Administration Report
- Returning Officer's Report

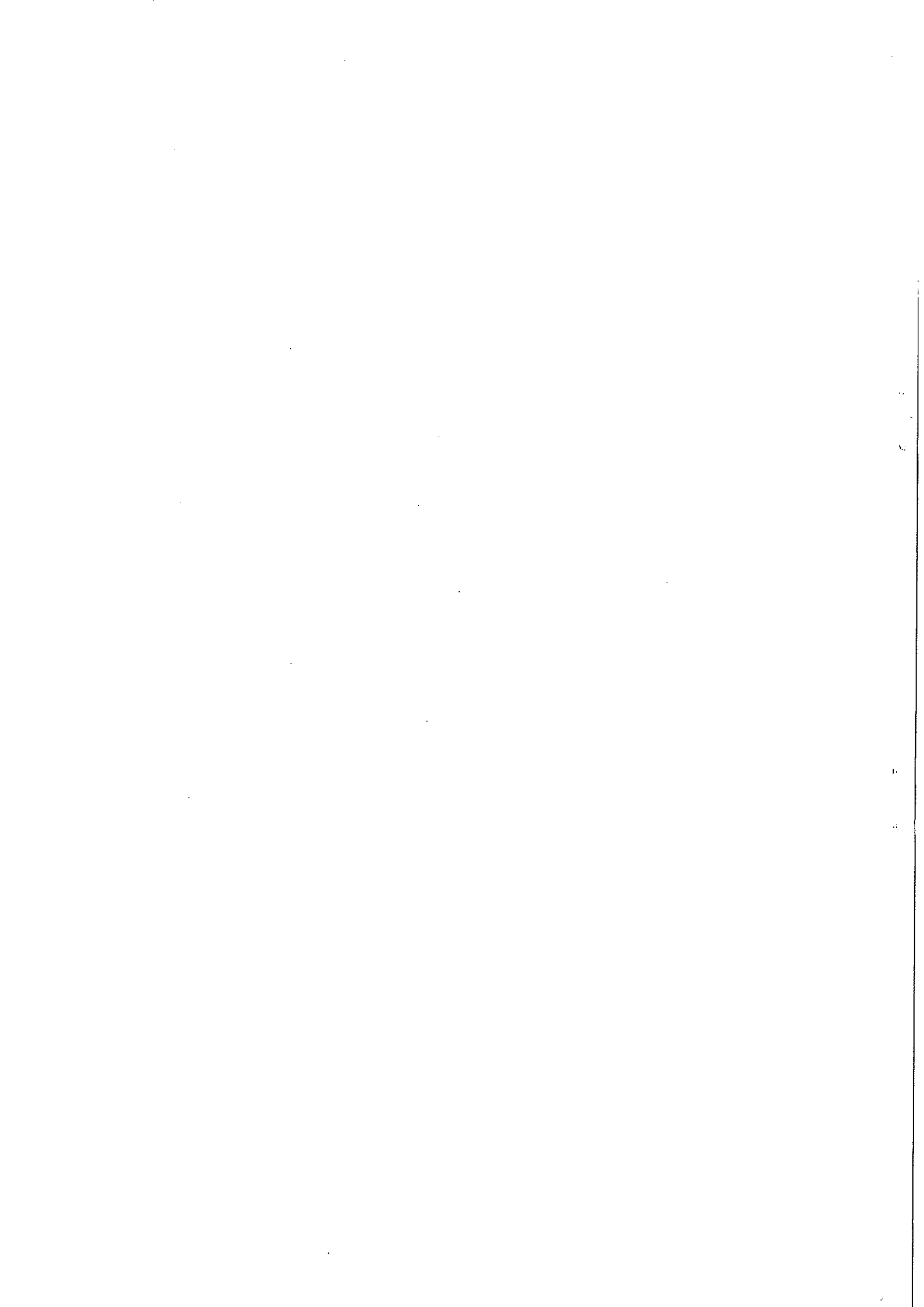




~

*The staff and committee of Goldfields  
Employment and Learning Centre would like  
to thank the various local, state and federal  
government departments, local businesses and the  
people of the Central Goldfields Shire for their  
support this year.*

~





# Goldfields Employment and Learning Centre

## Our Mission

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To build a vibrant inclusive and strong community through the provision of quality services in the fields of education, training and employment.

To these ends we will employ a fully trained staff dedication to the Mission of G.E.L.C

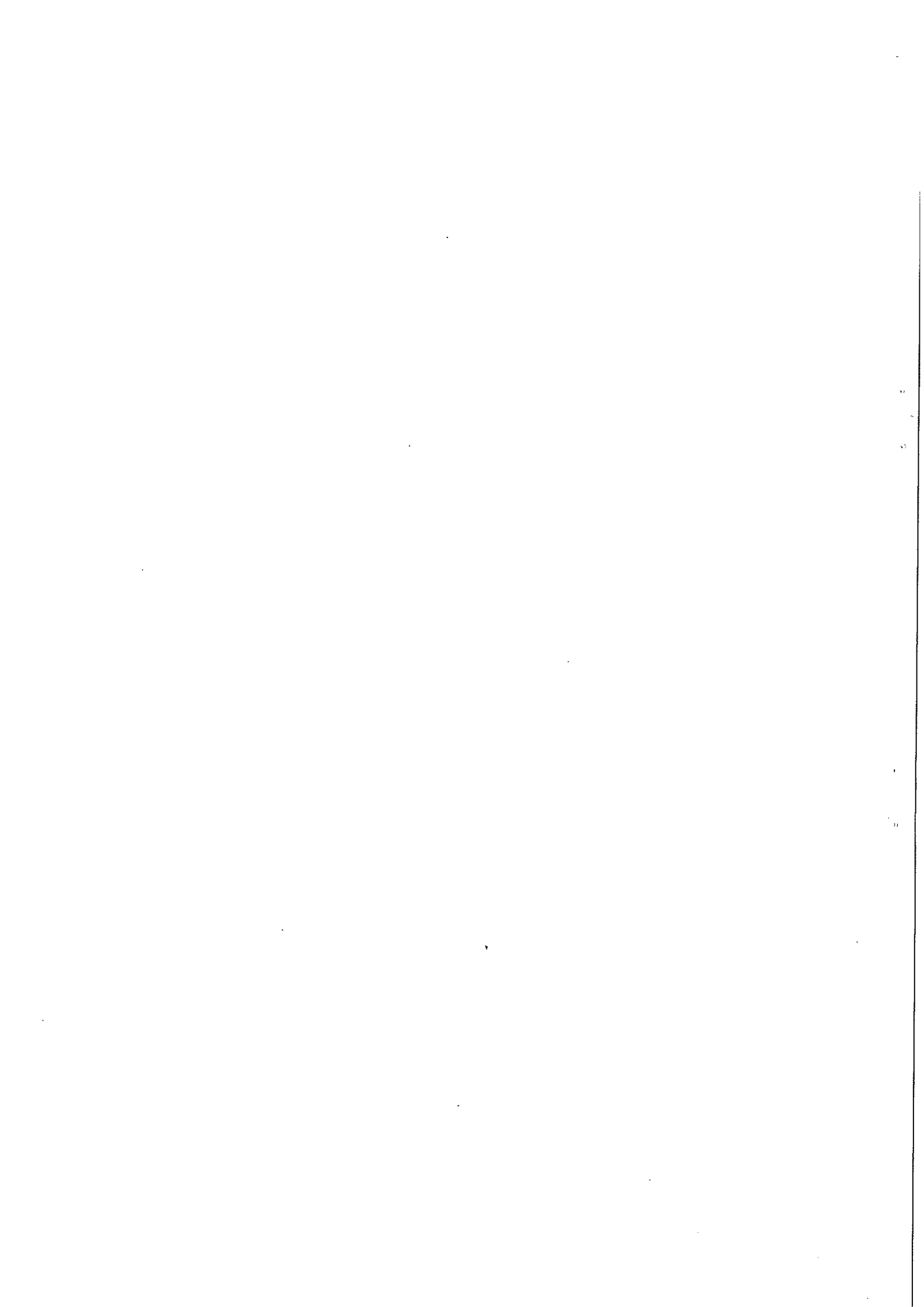
We will forge links in a co-operative pattern with all regional organisations which pursue or support aspects of our aims.

We have a special interest in the provision of assistance to young people who are for one reason or another have had reduced success in the various formal educational organisations.

It is our intention to maintain and develop close positive relations with the appropriate departments of Government, Federal, State and Regional.

The management of G.E.L.C is and will remain in the hands of a Committee of Management dedicated to the aims here recorded and operating through a Committed Manager.

*"Working for our Community"*



## **GELC FUNDING BODIES**

---

### **~ GOVERNMENT FUNDING BODIES ~**

#### **VICTORIAN GOVERNMENT FUNDING**



Adult Education  
in the Community

- ACFE (ADULT COMMUNITY AND  
FURTHER EDUCATION)



Department of Education and  
Early Childhood Development

- DEPARTMENT OF EDUCATION AND EARLY  
CHILDHOOD DEVELOPMENT



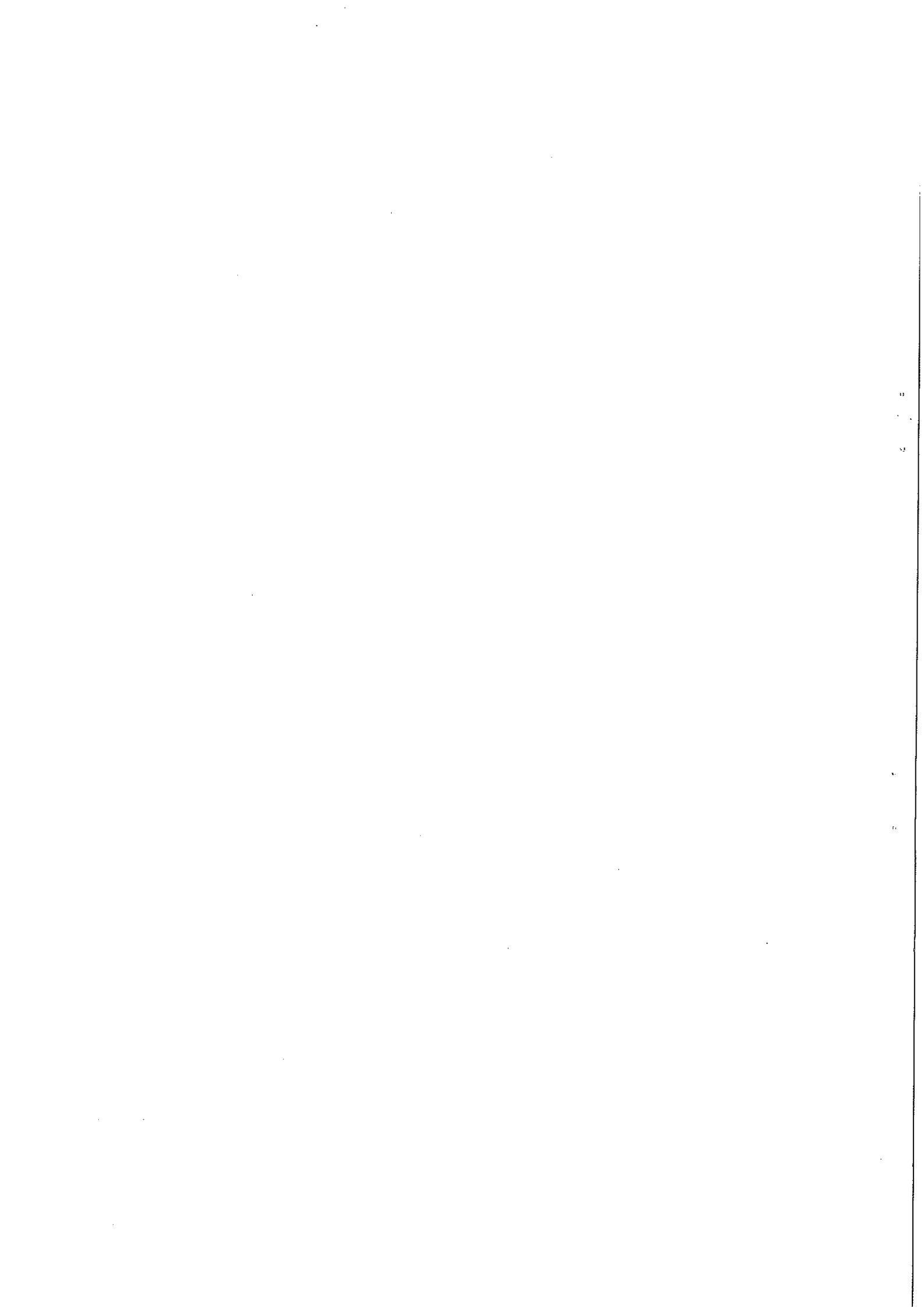
- DEPARTMENT OF JUSTICE  
- DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)  
- DEPARTMENT OF PREMIER AND CABINET

#### **AUSTRALIAN GOVERNMENT FUNDING**



Funded by the Australian Government

- BROADBAND FOR SENIORS



**GELC ARE PROUD MEMBERS OF:**



Neighbourhood Houses  
The heart of our community

- NEIGHBOURHOOD HOUSES VICTORIA



- LEARN LOCAL



- GO GOLDFIELDS



- GOLDFIELDS LOCAL LEARNING AND EMPLOYMENT NETWORK

**GELC SOCIAL ENTERPRISES**



- GELC ONLINE



## **INDUSTRIES AND BUSINESSES**

---

Goldfields Employment and Learning Centre would like to send a big thankyou to all of the industries and businesses in town who allowed our students to complete their work placements at:

### **Aged Care Facilities:**

- ❖ Havilah Hostel Inc.

Also, Goldfields Employment and Learning Centre would like to thank local and rural businesses for their cooperation to help make our courses more successful.

- ❖ Centacare Employment
- ❖ PeoplePlus
- ❖ A4e
- ❖ Western District Employment Agency
- ❖ St Laurence
- ❖ Asteria Services
- ❖ G Force
- ❖ Access Australia
- ❖ Bendigo Axis Employment

We look forward to continue working with local businesses to help make our courses more successful in the future.



## SCOPE OF REGISTRATION

Note: This is a list of training products that the RTO has approval to deliver training and/or assessment in. It is not an indication of what training products the RTO is actually delivering. Individuals should contact the relevant RTO to confirm all delivery details of different training products.

### Qualifications

Code	Title	Extent	NSW	VIC	QLD	SA	WA	TAS	NT	ACT
AHC21010	Certificate II in Conservation and Land Management	Deliver and assess		<input checked="" type="checkbox"/>						
CHC30208	Certificate III in Aged Care	Deliver and assess		<input checked="" type="checkbox"/>						
CHC30212	Certificate III in Aged Care	Deliver and assess		<input checked="" type="checkbox"/>						
CHC30312	Certificate III in Home and Community Care	Deliver and assess		<input checked="" type="checkbox"/>						
CHC30712	Certificate III in Children's Services	Deliver and assess		<input checked="" type="checkbox"/>						
ICA20111	Certificate II in Information, Digital Media and Technology	Deliver and assess		<input checked="" type="checkbox"/>						
SIR10112	Certificate I in Retail Services	Deliver and assess		<input checked="" type="checkbox"/>						
SIR20212	Certificate II in Retail Services	Deliver and assess		<input checked="" type="checkbox"/>						
SIR30212	Certificate III in Retail Operations	Deliver and assess		<input checked="" type="checkbox"/>						

### Units of competency

Code	Title	Extent	NSW	VIC	QLD	SA	WA	TAS	NT	ACT
HLTAID003	Provide first aid	Deliver and assess		<input checked="" type="checkbox"/>						

(\*): Scope is implicit

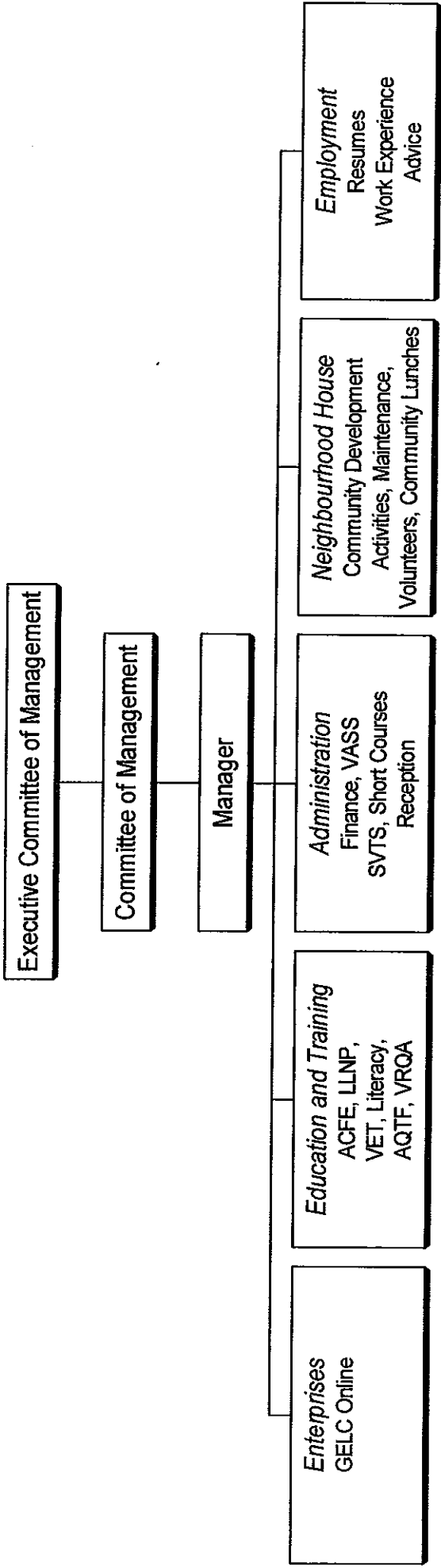
Code	Title	Extent	NSW	VIC	QLD	SA	WA	TAS	NT	ACT
22012VIC	Certificate I in Vocational Preparation	Deliver and assess		<input checked="" type="checkbox"/>						
22128VIC	Certificate I in Work Education	Deliver and assess		<input checked="" type="checkbox"/>						
22129VIC	Certificate I in Transition Education	Deliver and assess		<input checked="" type="checkbox"/>						
22234VIC	Course in Initial General Education for Adults	Deliver and assess		<input checked="" type="checkbox"/>						
22235VIC	Certificate I in General Education for Adults (Introductory)	Deliver and assess		<input checked="" type="checkbox"/>						
22236VIC	Certificate I in General Education for Adults	Deliver and assess		<input checked="" type="checkbox"/>						
22237VIC	Certificate II in General Education for Adults	Deliver and assess		<input checked="" type="checkbox"/>						
22238VIC	Certificate III in General Education for Adults	Deliver and assess		<input checked="" type="checkbox"/>						
22301VIC	Certificate I in Transition Education	Deliver and assess		<input checked="" type="checkbox"/>						

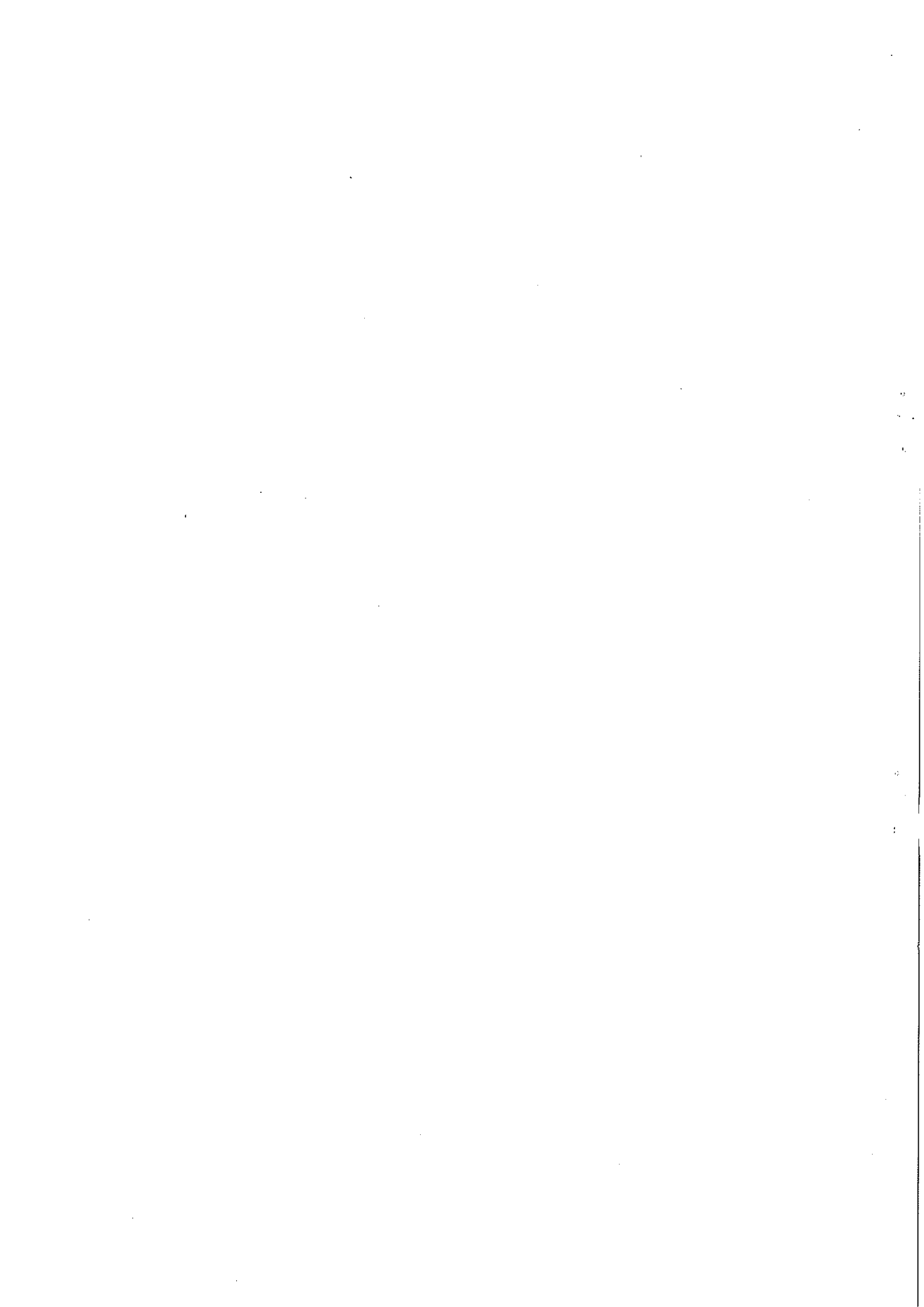




# Goldfields Employment and Learning Centre

## Organisational Chart





## MANAGEMENT AND ADMINISTRATION

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### Committee of Management

**Chairperson:** *John Williamson*

**Treasurer:** *Rod Nielsen*

**COM Members:**

<i>Jeanne Hart</i>	<i>Sally Wren</i>
<i>Beverley Watkins</i>	<i>Hilary Hunt</i>
<i>Frances Clarke (Manager)</i>	<i>Matt Broad</i>

### Staff

**Management** *Frances Clarke (Manager)*

**Administration & Program**

<i>Carolyn Eldridge</i>	<i>Jan Coghlan</i>
<i>Aaron Coghlan</i>	<i>Kenny O'Connor</i>
<i>Tim Le Lievre</i>	

**Training and Teaching:**

<i>Eileen Matthews</i>	<i>Tracy Doherty</i>
<i>Brydie Rowland</i>	<i>Lynette Kellogg</i>
<i>Kristian Barber</i>	<i>Bernice Czajkowski</i>
<i>Judi McKail</i>	<i>Colin Possamai</i>
<i>Barbara Hilder</i>	

**Volunteers:**

<i>Miriam Lambert</i>	<i>James Bathurst</i>
<i>Wayne McKail</i>	<i>Suzanne Goodwin</i>
<i>Leonie Mackay</i>	<i>Leneta Scot-Dalgleish</i>
<i>Priscilla Wickham</i>	<i>Chris Hillier</i>
<i>Paul Turner</i>	



Wednesday 29<sup>th</sup> October 2015

14<sup>th</sup> Annual General Meeting 2015 Minutes

1. Meeting Open: 5.35pm

*Minutes taken by Aaron Coghlan*

2. John Williamson, Chairperson of the Committee of Management for Goldfields Employment and Learning Centre welcomes everyone for attending the Annual General Meeting for 2015 for Goldfields Employment and Learning Centre for the 2014-2015 financial year.

**Present:** Rod Nielsen, Frances Clarke, Brydie Rowland, Barbara Hilder, John Williamson, Annie Constable (Asteria), Shane Bicknell (Bicknells Accountants), Kenny O'Connor, Jan Coghlan, Aaron Coghlan, Sharon Fraser (Go Goldfields), James Bathurst, Sally Wren, Beverly Watkins, Tim Le Lievre, Dale Martin (Microblast Computers), Jeanne Hart, Hilary Hunt

3. **Apologies:** Tabatha Morley (Bendigo Access Employment), Jan White (Bendigo Access Employment), Terry Hillier, (MEC), Renae Kurzke (MEC), Louise Staley (Local Member), Tracey Wilson (MDHS), Bill Drummond (Go Goldfields), Sandra Hamilton (Go Goldfields), Neale Chandler (DHHS), Vickianne Martin (Microblast Computers)

- Moved Jeanne Hart
- Seconded Hilary Hunt

4. **Confirmation of the 2013-2014 AGM Minutes**

- Moved Beverly Watkins
- Seconded Kenny O'Connor

5. **Appointment of Auditor for 2015/2016**

- Appointed RyeCrofts Pty Ltd for Financial auditor for next financial year.
- Moved Rod Nielsen
- Seconded Hilary Hunt

6. **Reports**

**Chairperson – delivered by John Williamson**

- We mourn the passing of one of our late Managers' Drina Andrews. Drina was with GELC for a number of years during which GELC student numbers did increase. Drina also had an input into such programs such as "Go Goldfields", Study Circles, "Maryborough Dialogue to Change Program" and "Pigswillfly".
- Jane gave notice regarding her intention to resign and Jan did a very good job as Acting Manager.
- Welcome to Frances Clarke, appointed as GELC's new manager (March 2015). We look forward to working with her, with her long experience with RTO's and understanding of all aspects of GELC.
- We would like to thank all staff, trainers and volunteers for their efforts and contributions to GELC.
- Thankyou to all COM members for attending meeting month after month and making the hard decisions for GELC to thrive.

#### **Treasurer – delivered by Rod Nielsen**

- GELC made a net profit this past financial year.
- We would like to thank all staff, trainers and volunteers for their efforts and contributions to GELC.
- Nomination for Financial Auditor - appointed RyeCrofts Pty Ltd for Financial auditor for next financial year.

Hilary Hunt – Would like to thank the treasurer and manager for a wonderful result this year.

- Moved Sally Wren
- Seconded Beverley Watkins

#### **Managers' Report – delivered by Frances Clarke**

GELC is many things to the people of Maryborough and district. GELC;

- is a Registered Provider of VCAL courses
- delivers Accredited courses
- delivers Pre-accredited courses
- delivers Short courses
- delivers Hobby courses
- is a Neighbourhood house

GELC is in a healthy financial position at the moment and is building stronger relationships between businesses and the Australian Government along with Go Goldfields, to support our relevance and viability.

"I would like to thank all the COM for giving me the opportunity to be part of Maryborough's Institution and to assist the foundation for the future. Thankyou to our permanent staff, our trainers and tutors which are crucial to our future. Thankyou to Barbara Hilder and Brydie Rowland who have created a strong team to deliver our VCAL program following in the footsteps of Martin and Peter who have previously left to pursue other projects."

"Also, a big thankyou to Carolyn who has now moved on and for all her hard work throughout her service to GELC. Also, to our wonderful volunteers for their support to any visitors' queries."

#### **All reports are correct:**

- Moved Jeanne Hart
- Seconded Kenny O' Connor

#### **7. Returning Officer's Report – delivered by Frances Clarke**

As required, GELC advertised the date and format of our 14th Annual General Meeting and that there were vacancies for positions on the Committee of Management, in the Maryborough Advertiser on the 6th October 2015.

This year there are six incumbent members:

- John Williamson
- Jeanne Hart
- Hilary Hunt
- Sally Wren
- Rod Nielsen
- Beverley Watkins

John Williamson's three year term as a committee member ends tonight. He has been nominated again. Rod Nielsen's three year term as a committee member ends tonight. He has been nominated again.

Andrina Andrews's position has become vacant. Matthew Broad has been nominated for a vacancy on the Committee of Management and will fill a casual vacancy until the next AGM.

Moved that all three nominations to the GELC Committee of Management be elected for a period of three years.

#### **8. Introduction to Guest Speaker – Sharon Fraser Central Goldfields Shire - Go Goldfields**

Go Goldfields Programs

- Outcome for all to be happy, healthy and to meet their full potential
- All family violence is unacceptable
- To help people think deeply and sort through differences/issues

Go Goldfields is working together to help this community move forward and make things better and focus on delivering solutions to different social issues affecting children, youth and adults. Ideas and decision making are shared between businesses, the clients themselves, networks and families. As such, Go Goldfields needs to be aware which things that need to be done. The general community need to help get the word out there.

Four years into the journey so far, Go Goldfields is trying to make a social change for the community and to work together with the community to make things better.

HATCH needs 45 people to join for support. It is made up of a collaborative table, action groups and the general community.

Go Goldfields is here to support change within families such as;

- o Reading to your kids
- o Playing with each other
- o Creating non-threatening environments
- o Parenting skills

Go Goldfields has previous successes for change in different environments such as: kindergartens, schools, child groups and Childhood Victoria.

Go Goldfields is here to make a positive difference. "We should be able to support things within our shire AT our shire. Go Goldfields is a platform for change. We are not a silver bullet"

Thankyou to Frances for her help so far with her experience and knowledge on the collaborative table.

- Sharon Fraser.

Thankyou to Sharon Fraser for taking the time to deliver the information. We were very interested as to what was happening with the Go Goldfields and their delivery. – John Williamson

Go Goldfields – What was the biggest hurdle? – Sally Wren

- Initially tricky to start and then current organisations to work together

Thankyou all for attending the 2015 14<sup>th</sup> Annual General Meeting and please stay for light refreshments.

#### **9. Meeting Close: 6.27pm**

## **CHAIRPERSON'S REPORT**

---

*Chair: John Williamson*

I am pleased to present this annual report for the 2015-2016 year.

Frances Clarke will be leaving us after 18 months as the Manager of GELC guiding us through the financial challenges of the RTO world. She has left us in a good financial position and we wish her luck with her future endeavours.

Red Cat Relics Opportunity Shop was opened by GELC Neighbourhood House in April this year. Red Cat Relics is named after the Leo the Office Cat and provides work experience opportunity for our VCAL students and increases the public profile of GELC Neighbourhood House. Proceeds from Red Cat Relics are divided equally between Beyond Blue and GELC Neighbourhood House. The work experience in Red Cat Relics contributes to the student's VCAL Work Skills units while building their employability skills. Brydie Rowland our VCAL teacher works hard to ensure the students are ready for the next stage of their lives.

As you can see from the financial reports, Goldfields Employment and Learning Centre (GELC) achieved an operating profit for the 2015-2016 Financial Year and will build on that success in the coming years.

I would like to thank the GELC staff, trainers and volunteers for their efforts to make GELC a warm and caring environment for our students. The staff and trainers provide excellent learning opportunities for our students and provide employment and educational pathways.

Kenny O'Connor provides resume and employment services for all GELC clients as well as the ENGAGE Program for youth 16 – 24. Kenny is coming up for his 21<sup>st</sup> year with us and we thank him for his hard work and commitment.

I would like to thank each and every member of the Committee for attending meetings month after month and making the hard decisions that allow GELC to continue to support the most disadvantaged people in the region.

## **TREASURER'S REPORT**

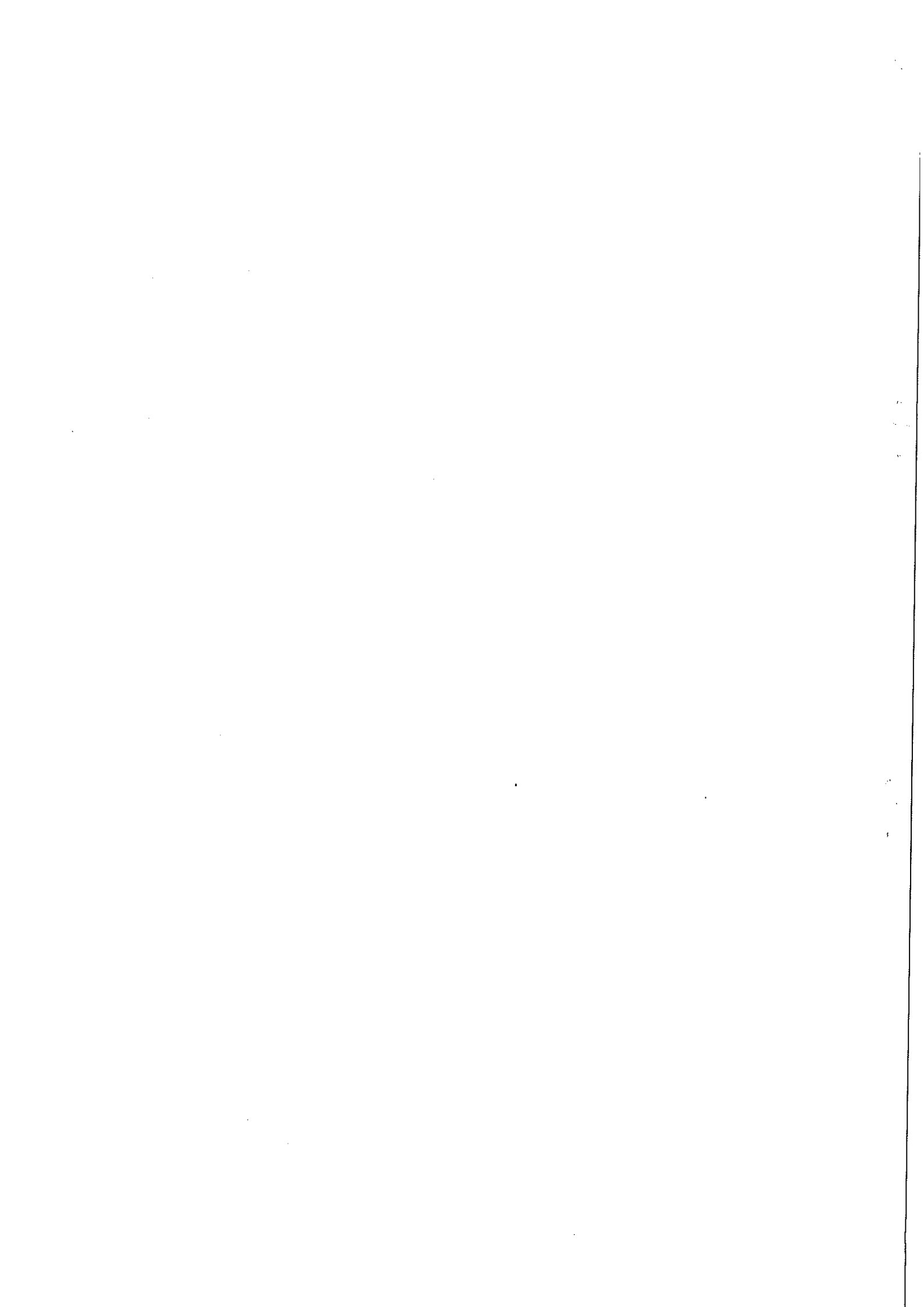
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*Treasurer: Rod Nielsen*

It is pleasing to report a operating profit of some \$57,000. This will help to provide funding for some sorely needed building maintenance.

I would like to thank Frances, for her continued efforts in ensuing we deliver the best possible service, as efficiently as possible.

Special thanks is due to Tim, our Bookkeeper and also to Shane Bicknell, for his excellent professional accounting services.



**GOLDFIELDS EMPLOYMENT & LEARNING CENTRE INC ABN 59 149 634 975****INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
GOLDFIELDS EMPLOYMENT & LEARNING CENTRE INC****Report on the financial report**

We have audited the accompanying financial report, being a special purpose financial report, of Goldfields Employment & Learning Centre Inc which comprises the Statement of Comprehensive Income, Statement of Financial Position, Statement of Cash Flows, Statement of Changes in Equity, accompanying notes to the financial statements, and Statement by the Members of the Committee for the year ended 30 June 2016.

**Committee of Managements' responsibility for the financial report**

The Committee of Management of Goldfields Employment & Learning Centre Inc is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Reform Act 2012 (Victoria) and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a 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 have 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 association'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 association'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.

## Goldfields Employment and Learning Centre Inc Committee's Report

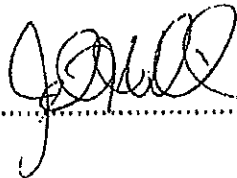
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In the opinion of the Committee, the financial report as set out on the preceding pages:

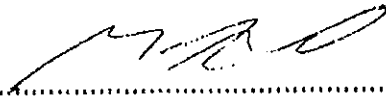
1. Presents a true and fair view of the financial position of Goldfields Employment & Learning Centre Inc. as at 30 June 2016 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement there are reasonable grounds to believe that Goldfields Employment & Learning Centre 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:

President.....



Committee Member.....



Dated this 22 day of June, 2016

**Goldfields Employment & Learning Centre Inc**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2016**

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**12. Events Subsequent to Reporting Date**

Since 30 June 2016, no events have occurred which would affect the financial position as at 30 June 2016  
Or any other matters disclosed in these financial Statements

**13. Contingent Liabilities and Contingent Assets**

The committee is unaware of any contingent assets and liabilities not already disclosed elsewhere in this  
Report as at 30 June 2016.

**14. Related Parties**

There have been no related party transactions during the year ended 30 June 2016

**15. Segment Reporting**

The Association operates mainly in one business and geographical area, being in the business of  
providing educational and associated support services to persons in the Maryborough area.

**16. Association Details**

The principal place of business of the association is:

Goldfields Employment and Learning Centre Inc.  
88 Burke Street  
Maryborough VIC 3465

*The accompanying notes form part of these financial statements and should be read in  
conjunction with the attached Compilation Report.*

**Goldfields Employment & Learning Centre Inc**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2016**

	2016	2015
	\$	\$
<b>9. Provisions</b>		
<b>Current</b>		
901 Provision for Maintenance - Bourke Street	-	-
903 Provision for Annual Leave	70,318	67,086
905 Provision for Long Service Leave	25,380	35,620
906 PAYG Liability	4,326	6,436
907 Superannuation Liability	3,041	4,371
	<u>103,065</u>	<u>113,513</u>
<b>10. Reserves</b>		
Asset Revaluation Reserve	217,844	217,844
	<u>217,844</u>	<u>217,844</u>
<b>11: Cash Flow Information</b>		
a) Reconciliation of Cash Flow from Operations with Profit		
Profit(Loss)		
Cash flows excluded from profit attributable to operating activities:	57,300	85,517
Non-cash flows in profit:		
Depreciation	1,520	6,402
Provision for Doubtful Debts	(10,206)	12,582
Profit on Sale of Assets	(500)	(5,151)
Prior Year Adjustment	-	-
Changes in assets and liabilities:		
Decrease (Increase) in trade and term debtors	12,214	13,041
Decrease (Increase) in prepayments	(135)	850
Increase (Decrease) in trade and other payables	(5,862)	(1,547)
Increase (Decrease) in GST Provisions	(1,493)	(3,833)
Increase (Decrease) in provisions for employee benefits	(7,009)	(14,530)
Increase (Decrease) in sundry provisions	-	(10,000)
<b>Net Cash from Operating Activities</b>	<u>45,829</u>	<u>83,331</u>
b) Reconciliation of cash		
Cash at the end of the financial year as shown in the statements of cash flows is reconciled to the related items in the Statement of Position as follows:		
Cash at Bank		
Cash on Hand	382,395	344,952
Short-Term Bank Deposits	215	312
	<u>382,610</u>	<u>345,264</u>

*The accompanying notes form part of these financial statements and should be read in conjunction with the attached Compilation Report.*

**Goldfields Employment & Learning Centre Inc**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2016**

	2016	2015
	\$	\$
<b>Plant and Equipment</b>		
742 Photocopier	11,935	11,935
743/01 Less Accumulated Impairment	(11,935)	(11,935)
744 Motor Vehicles	-	-
745/01 Less Accumulated Impairment	-	-
	<u>          </u>	<u>          </u>
746 Air Conditioning	44,010	44,010
747/01 Less Accumulated Impairment	(44,010)	(44,010)
	<u>          </u>	<u>          </u>
750 Plant & Equipment	71,082	62,099
751/01 Less Accumulated Impairment	(63,307)	(61,787)
	<u>7,775</u>	<u>312</u>
<b>Total Plant and Equipment</b>	<u>7,775</u>	<u>312</u>
<b>Total Property, Plant and Equipment</b>	<u>347,775</u>	<u>340,312</u>
<b>7. Trade and Other Payables</b>		
<b>Current</b>		
883 Trade Creditors	699	3,121
908 Provision for GST	11,014	12,509
	<u>11,714</u>	<u>15,630</u>
<b>Total Trade and Other Payables</b>	<u>11,714</u>	<u>15,630</u>
<b>8. Financial Liabilities</b>		
<b>Current</b>		
680 Bank Overdraft	-	2
879 Accrued Wages	-	-
	<u>          </u>	<u>2</u>
<b>Total Financial Liabilities</b>	<u>          </u>	<u>2</u>

*The accompanying notes form part of these financial statements and should be read in conjunction with the attached Compilation Report.*

**Goldfields Employment & Learning Centre Inc**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2016**

	2016	2015
	\$	\$
<b>Remuneration of the Auditor:-</b>		
307/01 - Audit remuneration - Audit Services	2,800	2,800
	<u>2,800</u>	<u>2,800</u>
<b>4. Cash and Cash Equivalents</b>		
640 Cheque Account	15,676	21,049
642 VW Account	513	512
643 Cash Management Account	225,051	184,045
644 Business Maxi Direct Account	141,155	139,347
646 Float	50	50
648 Petty Cash	165	262
	<u>382,610</u>	<u>345,265</u>
<b>Reconciliation of Cash</b>		
Cash and Cash Equivalents	382,610	345,265
Bank Overdrafts	-	(2)
	<u>382,610</u>	<u>345,263</u>
<b>5. Trade and Other Receivables</b>		
<b>Current</b>		
662 Trade Debtors	22,377	34,592
663 Less Provision for Doubtful Debts	(10,844)	(21,050)
	<u>11,533</u>	<u>13,542</u>
<b>Total Trade and Other Receivables</b>	<u>11,533</u>	<u>13,542</u>
<b>6. Property, Plant and Equipment</b>		
<b>Land and Buildings</b>		
<b>Buildings</b>		
740/01 Building - Bourke Street	340,000	340,000
740/05 Building - Men's Shed	6,783	6,783
740/06 Less Accumulated Depreciation	(6,783)	(6,783)
	<u>340,000</u>	<u>340,000</u>
<b>Total Land and Buildings</b>	<u>340,000</u>	<u>340,000</u>

*The accompanying notes form part of these financial statements and should be read in conjunction with the attached Compilation Report.*

**Goldfields Employment & Learning Centre Inc**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2016**

	2016	2015
	\$	\$
<b>2. Profit</b>		
<b>Expenses</b>		
Employee Benefits Expense	366,529	437,578
Depreciation and Amortisation Expenses	1,520	6,402
302 Advertising	1,303	2,115
309 Bank Charges	5	183
381 Insurance	2,340	3,364
391 Light & Power	9,474	10,754
411 Postage	684	1,221
414 Printing & Stationery	2,413	2,634
422 Rates & Taxes	3,877	4,047
Rent- Photocopier	2,207	2,323
Repairs & Maintenance	2,271	(7,684)
Telephone	5,983	6,240
Other Expenses	27,404	83,181
	<u>426,010</u>	<u>552,358</u>

**3. Profit for the Year**

Profit before income tax expense from continuing operations includes the following specific expenses:

**Charging as Expense**

Cost of Goods Sold	-	-
Finance Costs	-	-

**Movements in Provisions**

Depreciation		
- Rental Property	-	-
- Property Improvement	-	5,796
- Motor Vehicles	-	452
- Office Furniture and Equipment	1,520	154
	<u>1,520</u>	<u>6,402</u>

Net Expenses Resulting from Movement in Provisions	<u>1,520</u>	<u>6,402</u>
--	--------------	--------------

**Bad & Doubtful Debts:-**

308 - Bad debts written off	2,296	2,820
347 - Movement in provision for doubtful debts	(10,206)	12,582
	<u>7,910</u>	<u>15,402</u>

*The accompanying notes form part of these financial statements and should be read in conjunction with the attached Compilation Report.*

**Goldfields Employment & Learning Centre Inc**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2016**

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**(g) Revenue and Other Income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied. Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

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

Sale of Goods

Revenue is recognised on transfer of goods to the customer as this is deemed to be the point in time when risks and rewards are transferred and there is no longer any ownership or effective control over the goods.

Interest Revenue

Interest is recognised using the effective interest method.

Rendering of Services

Revenue in relation to rendering of services is recognised depends on whether the outcome of the services can be measured reliably. If this is the case then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period.

If the outcome cannot be reliably measured then revenue is recognised to the extent of expenses recognised that are recoverable.

Subscriptions

Revenue from the provision of membership subscriptions is recognised on a straight line basis over the financial year.

**(h) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). 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 are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

*The accompanying notes form part of these financial statements and should be read in conjunction with the attached Compilation Report.*

**Goldfields Employment & Learning Centre Inc**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2016**

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**1. Summary of Significant Accounting Policies**

**(a) Basis of Preparation**

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (2012). The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

**(b) 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.

**(c) 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.

**(d) 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 have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

**(e) Property, Plant and Equipment**

Property, plant and equipment are carried at cost, independent or committees' valuation. All assets excluding freehold land, are depreciated over their useful lives to the association.

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

**(f) Leases**

**Finance Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that are transferred to the association are classified as finance leases.

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

Leased assets are depreciated on a straight-line basis over their estimated useful lives where it is likely that the association will obtain ownership of the asset or over the term of the lease.

*The accompanying notes form part of these financial statements and should be read in conjunction with the attached Compilation Report.*

**Goldfields Employment and Learning Centre Inc**  
**Statement of Cash Flows**  
**For the Year ended 30 June 2016**

	Notes	2016 \$	2015 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from Operations		493,676	628,048
Interest		1,849	2,531
Payments to suppliers and employees		(449,696)	(547,248)
Interest Paid		-	-
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	11a	45,829	83,331
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from Sale of Property, Plant & Equipment		500	11,445
Purchase of Property, Plant & Equipment		(8,983)	-
<b>NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>		(8,483)	11,445
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Proceeds from (Repayment of) Borrowings		-	-
<b>NET CASH PROVIDED, BY (USED IN) FINANCING ACTIVITIES</b>		-	-
<b>NET INCREASE/ (DECREASE) IN CASH HELD</b>		37,346	94,776
<b>CASH AND CASH EQUIVALENTS AT THE BEGINNING OF THE FINANCIAL YEAR</b>		345,264	250,488
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE FINANCIAL YEAR 12(b)</b>	11b	382,610	345,264

*The accompanying notes form part of these financial statements*

**Goldfields Employment and Learning Centre Inc**  
**Statement of Changes in Equity**  
**For the Year ended 30 June 2016**

	2016	2015
	\$	\$
<b>Retained Earnings</b>	354,322	268,805
<b>Profit Attributable to Members</b>	57,300	85,517
<b>Balance at 30 June 2015</b>	<u>411,622</u>	<u>354,322</u>
<b>Asset Revaluation Reserve</b>		
621/00 Balance at 1 July 2014	217,844	217,844
<b>Balance at 30 June 2015</b>	<u>629,466</u>	<u>572,166</u>

*The accompanying notes form part of these financial statements.*

**Goldfields Employment and Learning Centre Inc**  
**Statement of Financial Position**  
**As at 30 June 2016**

	Note	2016 \$	2015 \$
<b>Current Assets</b>			
Cash and Cash Equivalents		382,610	345,265
Trade and Other Receivables	5	11,533	13,542
Other Current Assets		2,327	2,192
<b>Total Current Assets</b>		<u>396,470</u>	<u>360,999</u>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	6	347,775	340,312
<b>Total Non-Current Assets</b>		<u>347,775</u>	<u>340,312</u>
<b>Total Assets</b>		<u>744,245</u>	<u>701,311</u>
<b>Current Liabilities</b>			
Trade and Other Payables	7	11,714	15,630
Short-Term Financial Liabilities	8	-	2
Provisions	9	103,065	113,513
<b>Total Current Liabilities</b>		<u>114,779</u>	<u>129,145</u>
<b>Total Liabilities</b>		<u>114,779</u>	<u>129,145</u>
<b>Net Assets</b>		<u>629,466</u>	<u>572,166</u>
<b>Equity</b>			
Reserves	10	217,844	217,844
Retained Profits		411,622	354,322
<b>Total Equity</b>		<u>629,466</u>	<u>572,166</u>

*The accompanying notes form part of these financial statements.*

**Goldfields Employment and Learning Centre Inc**  
**Statement of Comprehensive Income**  
**For the Year ended 30 June 2016**

	Note	2016 \$	2015 \$
Revenue		483,310	637,875
Employee Benefits Expense		366,529	437,578
Depreciation and Amortisation		1,520	6,402
Other Expenses		57,961	108,378
<b>Profit before Income Tax</b>	2	<u>57,300</u>	<u>85,517</u>
<b>Total Comprehensive Income</b>		<u>57,300</u>	<u>85,517</u>

*The accompanying notes form part of these financial statements.*

## Goldfields Employment and Learning Centre Inc Committee's Report

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The committee members present their report on the association for the financial year ended 30 June 2016.

### Committee Members

The names of each person who has been a committee member during the year and to the date of this report are:

John Williamson  
Rod Nielsen  
Sally Wren  
Jeanne Hart  
Hilary Hunt  
Matt Broad  
Beverly Watkins  
Frances Clarke

### Principal Activities

The principal activities of the association during the financial year were the provision of educational and supporting service to persons in the Maryborough area.

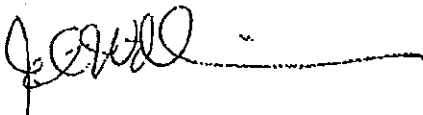
### Significant Changes

No significant changes in the nature of the association's activity occurred during the financial year.

### Operating Result

The profit of the association after providing for income tax amounted to \$57,300

Signed in accordance with a resolution of the Members of the Committee.

  
.....  
John Williamson

  
.....  
Matt Broad for Rod Nielsen

Dated  
22.9.2016

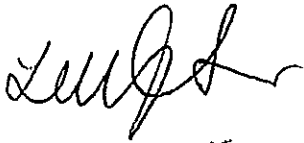
*The accompanying notes form part of these financial statements.*

## Opinion

In our opinion, the financial report gives a true and fair view of the financial position of Goldfields Employment & Learning Centre Inc as at 30 June 2016 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Reform Act 2012 (Victoria).

## Basis of Accounting and Restriction on Distribution

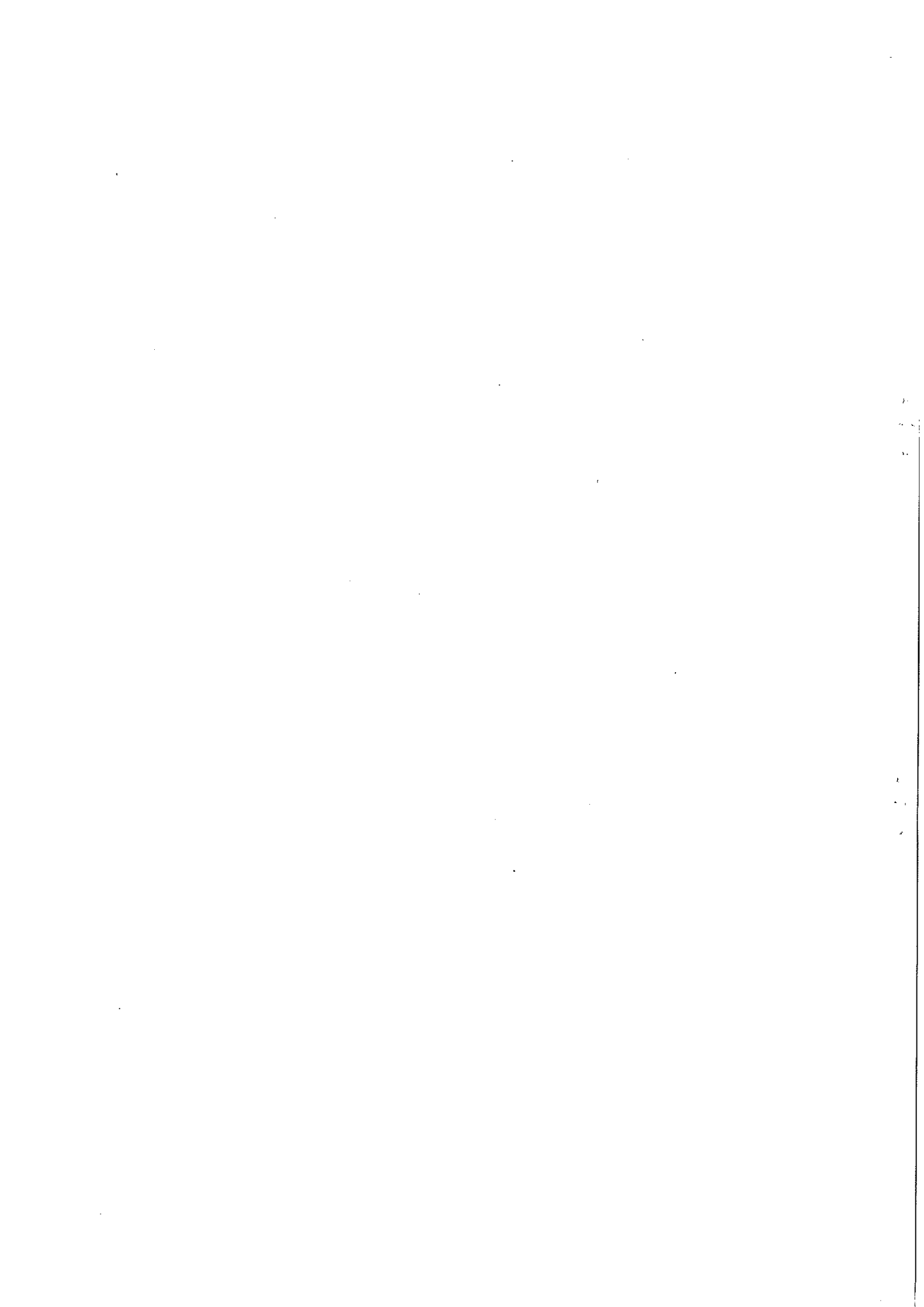
Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Goldfields Employment & Learning Centre Inc to meet the requirements of the Associations Incorporation Reform Act 2012 (Victoria). As a result, the financial report may not be suitable for another purpose.



Terry Vail  
RYECROFTS PTY LTD

Registered Company Auditor Number:

Dated this 23 day of September 2016



## **MANAGER'S REPORT**

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*Administration Staff: Frances Clarke, Jan Coghlan, Aaron Coghlan, Kenny O'Connor, Carolyn Eldridge.*

*Report written by Frances Clarke.*

Goldfields Employment and Learning Centre (GELC) is many things to the people of Maryborough and district. We are a Neighbourhood House. We provide Nationally Recognised qualifications. We are a Registered Provider of VCAL for Adults and Youth. We provide a wide range of Learn Local pre-accredited programs to support people's life and career aspirations. We provide hobby courses and one to one tutoring in computers and literacy. We write resumes and assist people to find jobs. We provide breakfast and lunches for our students. More than all of these things we have been part of the Maryborough community for 30 years, a place where people come for advice, to belong and to learn.

GELC is smaller and in a healthy financial position. The courses we deliver are all profitable and relevant to the people of Maryborough and district and the job opportunities in the area. We are building stronger relationships with business and government through our role with Go Goldfields to support our relevance and viability. Our future is bright and I would like to thank the Committee of Management for giving me the opportunity to be part of this Maryborough institution and assist in creating its foundation for the future.

It is in a healthy financial position that I end my time at GELC. The organisation is sustainable and in a position to take advantage of emerging government funding initiatives. John Williamson will step up to hold the role of RTO CEO while a replacement is found. My annual leave this year proved that the staff are autonomous and able to hold their own without a manager in the short term. I hope they support John so that GELC can continue its work in the community while a new manager is found.

Bernice Czajkowski has been an inspiration as patient and supportive teacher of our Certificate I in Transition Education students. Bernice is retiring this year and we thank her for her years of service and look forward to Barb Hilder taking the reins as the Transition Education teacher for 2017.

Our VCAL program is rigorous and supportive of the youth of Maryborough. Brydie Rowland is instrumental in the program's success and will continue in her role in 2017.

## NEIGHBOURHOOD HOUSE REPORT

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*Coordinator: Frances Clarke*

*Volunteers: Leneta Scot-Dalgleish, Paul Turner, Miriam Lambert, James Bathurst*

*Report Written by Frances Clarke*

GELC Neighbourhood House is funded by the Victorian Department of Health and Human Services and ACFE Board. This gives GELC the opportunity to provide community building activities for all of our students and users of our facilities.

Our community lunches have evolved into *All GELC User Lunches* on Tuesday, Thursday and Friday and adds to the sense of community in our centre. We also provide breakfast for students on those days. Miriam Lambert has formed a Knitting Group that is making an ANZAC quilt with beautiful poppies representing all of the fallen soldiers in the region. We look forward to the unveiling next year and thank Miriam for her creativity and commitment to the project.

Our 2016 suite of ACFE courses focused on Adult Language and Literacy and Computer Literacy. Enrolments have been steady and Job Actives are now encouraged to recommend clients to pre-accredited programs as part of their mutual obligation. Thank you to Barbara Hilder and Colin Possamai for their customised and passionate training of those programs.

Kenny O'Connor provides job search and resume services to our clients which forms a large part of GELC's Neighbourhood House activity each week. We also have a volunteer counsellor in Heiner Bauch who is working closely with the VCAL students and will be available for other Neighbourhood House users in the New Year.

## **EDUCATION AND TRAINING REPORT**

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*Funding: Victorian State Government through The Department of Education and Early Childhood Development (ACFE Learn Local and Skills Victoria);*

*Training Staff: Brydie Rowland, Barbara Hilder, Eileen Matthews, Bernice Czajkowski, Tracy Doherty, Lynnette Kellogg, Paul Turner, Kristian Barber, Martin Grogan, Tom Aczel*

*Report written by Jan Coghlan*

Goldfields Employment & Learning Centre (GELC), have successfully delivered a number of accredited and non-accredited courses over the last 12 months.

Our student numbers have remained constant from last year for our long term courses.

GELC delivers VCAL at three levels (Foundation, Intermediate and Senior) to students. Language and Literacy programs continue to be a major focus for GELC as well as Vocational Courses aimed at the major employment opportunities in the region.

### **ACCREDITED COURSES**

**Certificate II in Information, Digital Media and Technology** was delivered by Lynette Kellogg.

**Certificate III in Aged Care** was delivered by Eileen Matthews

**Certificate III in Home and Community Care** was delivered by Eileen Matthews

**Certificate I in Transition Education** was delivered by Bernice Czajkowski.

### **PROGRAM: THE VCAL PROGRAM**

*Funded by the Department of Education and Early Childhood Development (DEECD) through Skills Victoria*

*Staff: Brydie Rowland (VCAL Coordinator) and Barbara Hilder (2015)*

The Victorian Certificate of Applied Learning (VCAL) Program is a hands-on option for students wanting to complete a senior secondary qualification. VCAL gives the students practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills.

Like the Victorian Certificate of Education, VCAL is an accredited secondary certificate. Students also complete 200 hours of a vocational (VET) course to complete their certificate. VCAL offers three levels, Foundation, Intermediate and Senior, to cater for the different needs, abilities and experiences of students.

Our VCAL program aims to provide the skills and knowledge to enable students to make informed choices regarding pathways into work or further education.

In 2016, the VCAL course was delivered by GELC as a registered non senior secondary provider. Our youth course is directed at students who wish to complete their VCAL requirements in an adult education environment and is also aimed at reconnecting disengaged young people.

In 2016 the introduction of a pre-loved goods shop wholly set up, organised and run by our VCAL students has been a successful training addition, giving students the skills they will require to enter into the workforce.

VCAL continues to be a very successful program offered by GELC.

#### **PROGRAM: FEE FOR SERVICE – SHORT COURSES**

The following Fee for Service short courses were offered at GELC during the 2015/16 year:

**Provide First Aid** (incorporating Perform CPR). This course was delivered Tom Aczel

**Follow Basic Food Safety Practices** HLTFS207C This course was delivered by Tracy Doherty

**Responsible Service of Alcohol** This course was delivered by Tracy Doherty. The Responsible Service of Alcohol (RSA) program gives participants the skills and knowledge necessary to contribute to a safe, enjoyable environment in licensed premises.

#### **PROGRAM: ACFE LEARN LOCAL PRE-ACCREDITED COURSES**

*Funded by the Department of Education and Early Childhood Development (DEECD) through the Adult Community and Further Education Board (ACFE)*

*Staff: Martin Grogan, Lynn Kellogg, Paul Turner, Barbara Hilder, Colin Possamai and Judy McKail*

Learn Local organisations, including GELC, receive funding from ACFE to provide courses and pathways for students. These courses are planned and designed to improve student confidence and skills so that they may move into accredited training or employment.

In the last year, GELC has delivered Basic Computers, Intermediate Computers, Working with Word and Website Creation courses. Literacy courses delivered included a 'return to work' course helping to prepare people to re-enter the workforce and a literacy skills course addressing youth re-engagement delivered to students wishing to reconnect and learn life skills.

#### **THANK YOU**

I would like to thank all the trainers and tutors who have delivered and assessed at GELC during the 2015-2016 year.

A special thank you must be made to the reception/administration staff who have dealt with all tutor and student requests efficiently and expediently throughout the year and who are responsible for the enrolment processes in most courses.

Lastly we can't forget our students, without whom we would not be here.

## VETTRAK STATISTICS REPORT

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*VETtrak & VASS Manager: Jan Coghlan*

*VETtrak Data Assistant: Aaron Coghlan*

*Report written by Jan Coghlan*

### REPORT

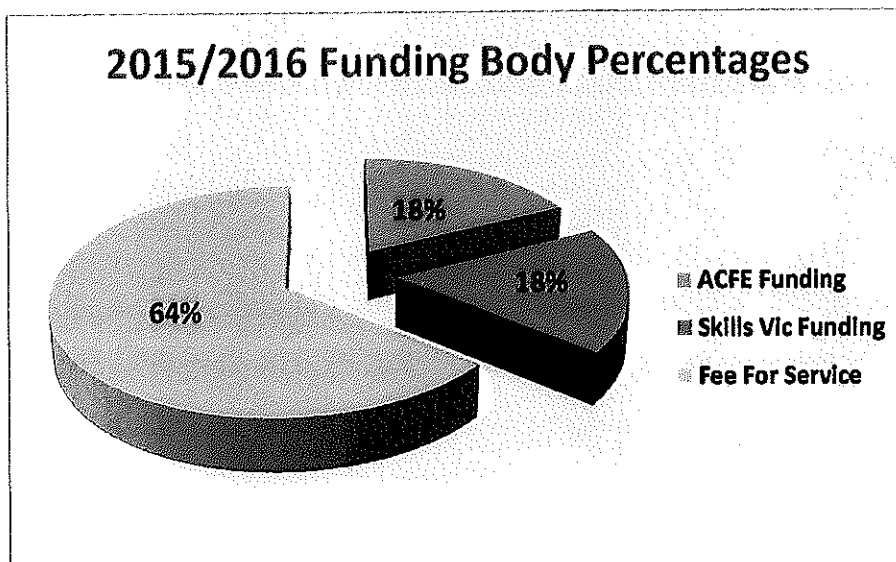
As part of its funding compliancy, Goldfields Employment & Learning Centre uses a Student Management System to ensure accuracy in reporting its monthly data. Victorian Government VTG funding and ACFE funding, as well as Fee for Service courses are all reported through GELC's VETtrak database program to the Victorian Government Skills Victoria Training System (SVTS). All client details, classes and results are recorded and reported monthly through this program.

During the 2015/2016 year, GELC had 346 student enrolments in a successful year of training. The details uploaded to Skills Victoria are accessed by a number of funding bodies.

### FUTURE

The State Government remains committed to improving the language, literacy, numeracy and work skills to some of the most vulnerable people in communities across Victoria.

Goldfields Employment and Learning Centre is a registered Foundation Skills Approved Provider and offers courses to students to help improve their personal, social, community and work skills.



## **SHORT COURSES REPORT**

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*Coordinator: Kenny O'Connor*

*Staff: Kenny O'Connor and Aaron Coghlan*

*Report written by Aaron Coghlan*

### **SHORT COURSES**

It has been a fairly steady period for short courses from July 2015 to June 2016. GELC has enrolled a total of 267 participants.

Responsible Service of Alcohol	149
Follow Basic Food Safety Practices	74
First Aid Level 2	15
Barista Basics	29

GELC have been continuing to work closely with Job agencies and various businesses around the district to help drum up more numbers so we are able to run more classes more often for the public. We hope to increase our numbers for the next financial year with our short courses.

## **ADMINISTRATION REPORT**

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*Administration Staff: Carolyn Eldridge, Jan Coghlan, Aaron Coghlan, Kenny O'Connor, Tim Le Lievre.*

*Volunteers: Leneta Scot-Dalgleish*

*Report written by Aaron Coghlan.*

In the 2015/2016 financial year, Goldfields Employment and Learning Centre have continued with changes that were made from the previous financial year.

All enrolment systems put in place last year by Administration Staff proved to be efficient and as a result our accredited short courses were very successful. New systems mean that students were aware of course dates well in advance. Our Policies and Procedures are continuously being updated to ensure that we meet all our requirements and continue to be compliant with government regulations.

GELC updated its Scope of Registration in 2015/2016 to include the updated Provide First Aid course.

GELC's enrolments showed an increase in the single unit hobby courses in the 2015/2016 year but we are looking to increase our course numbers and courses in the coming year. We have provided courses for all people in our Shire including the rural areas. Students have enrolled in accredited courses, short courses, hobby courses and foundation courses.

During the past financial year, all the COM, staff and volunteers worked together to make Goldfields Employment and Learning Centre a positive and enjoyable environment to work and learn in.

GELC would like to thank all staff and volunteers for all their efforts and hard work they put in over the past financial year to help keep us running efficiently and effectively. We look forward to continuing improving our systems to keep our organisation running smoothly in the future.

## RETURNING OFFICER'S REPORT

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*Returning Officer: Frances Clarke*

In accordance with the Goldfields Employment and Learning Centre Incorporated Constitution and Statement of Purpose, I submit the Returning Officer's Report for 2014/2015.

As required, GELC advertised the date and format of our 15<sup>th</sup> Annual General Meeting and that there were vacancies for positions on the Committee of Management, in the Maryborough Advertiser on the 23<sup>rd</sup> of September 2016.

This year there are seven incumbent members:

- John Williamson
- Jeanne Hart
- Hilary Hunt
- Sally Wren
- Rod Nielsen
- Beverley Watkins
- Matt Broad

All members were nominated for a period of three years at the 2015 AGM.