

ACT
Building and Construction Industry
Training Fund Authority

Statement of Intent

2015-16

The ACT Building and Construction Industry Training Fund Authority

The ACT Building and Construction Industry Training Fund Authority (the Authority) is a Territory Authority established under the Building and Construction Industry Training Levy Act 1999 which came into effect on 21 May 1999.

The attached 2015-16 Statement of Intent has been prepared in accordance with Section 61 of the Financial Management Act 1996 (the FMA).

The responsible Minister, Ms Joy Burch MLA, was consulted during the preparation of the Statement of Intent.

The Statement of Intent, which focuses on the 2015-16 Budget year, has been developed in the context of a four year forward planning horizon to be incorporated, as far as practicable, into the Authority's strategic and business planning processes.

The Authority's 2015-16 Statement of Intent has been agreed between:

Mr James Service
Chairman

May 2015

Mr Andrew Barr MLA
Treasurer

May 2015

Ms Joy Burch MLA
Minister for Education and Training

May 2015

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PURPOSE

The Authority's mission is to improve the culture, level and access to training and to support the entry of new people into the building and construction industry.

The Authority's objectives are to:

- promote increased productivity, career opportunities, personal satisfaction and a Workplace Health and Safety (WHS) culture within the building and construction industry;
- ensure an equitable distribution of training funds to employers and employees in the building and construction industry;
- allocate funds against priorities and outcomes for training delivery, not capital or administrative costs; and
- encourage employment and skills development in the building and construction industry.

The Authority has the power to do all things necessary to be done for, or in connection with, the performance of its functions.

The major corporate objectives of the Authority relevant to this Statement of Intent are:

- to operate as a customer service oriented entity along business like lines;
- to use benchmarking to operate at least as efficiently as alternative service providers and to provide quality, value for money services in all aspects of the Authority's operations;
- to use financial practices and maintain accounts and records which satisfy the requirements of the FMA, including the associated ACT Accounting Policy modelled on the requirements of Australian Accounting Standards, and which fairly present the Authority's financial position and operational and cash flow results for planning and reporting purposes;
- to adopt high standard operating practices to safeguard the environment and health and safety of staff; and
- to provide a productive and satisfying working environment for staff, and a commitment to high standards of human resource management based on the principles of equal employment opportunity.

This Statement of Intent reflects the objectives and plans of both the Authority's board and management over the term of the Statement, within the context of past performance and existing Government policy. It does not represent purchase or other funding commitments by the clients of the Authority, including the Government.

The Government's ownership interests in the Authority covered by this Statement relate to:

- efficient and effective management of the Authority's expenses and revenues in order to achieve at least its planned operating result;
- efficient and effective utilisation of assets employed and liabilities managed by the Authority;
- the Government's interests as an employer including staffing profiles, staff turnover and occupational health and safety;
- efficient cash management of the Authority's current position with consequential maximisation of returns on investment;
- the Authority's longer term financial stability and viability together with its continuing capacity to provide services; and
- the optimal level of investment in the Authority.

This Statement of Intent does not exclude, and is in addition to, the continuation of other Government wide policies including customer focus policies (commitment to service) and Government employment policies such as equal employment opportunities.

NATURE AND SCOPE OF ACTIVITIES

The Authority's functions are to:

- administer the Training Fund, the income of which is obtained by a Training Levy of 0.2 per cent on the value of work in respect of which the Training Levy is payable by the Project Owner; and
- make payments, or direct that payments be made, from the Fund in accordance with the Training Plan.

The key strategies that the Authority intends to employ in enabling it to achieve its objectives, efficiency measures and manage business and financial risks are to:

- prepare the Authority's annual Training Plan for approval by the Minister;
- the Authority, through its Annual Training Plan, will undertake extensive consultation with industry stakeholders to determine any additional training priorities required by industry relating to the *Getting Home Safely* report;
- the Authority will continue working with the ACT Government to support the *Getting Home Safely* report and its recommendations related to training;
- ensure the income of the Fund is sufficient to meet the annual Training Plan objectives;
- ensure the funding available is sufficient for the approved training programs; and
- maintain the Authority's profile among its stakeholders.

The management of the Authority's current and future directions is reflected in the following five programs described below:

- Program 1: Entry Level Training - continue to support apprentices and trainees employed in trades and vocations. Continue to promote the building and construction industry as a rewarding career choice.
- Program 2: Existing Worker Training and Professional Development - continue to support and fund existing worker training and professional development for those persons employed within the ACT building and construction industry. Monitor the quality and effectiveness of training programs funded by the Authority.
- Program 3: Promotion and Marketing - continue to review and revise promotional activities to support the Authority's strategies. Implement cost effective promotional activities to encourage an increase in the uptake of training programs. In all promotional activity, emphasise the building and construction industry as a positive, rewarding, meaningful and worthwhile life-long career.
- Program 4: Research and Development - continue to support the development of new training programs and the extension of existing training programs. Continue the involvement of all building and construction industry organisations, stakeholders and individuals.

- Program 5: Access and Equity - ensure that the Authority continues to address and support persons who have special training needs.

Risks

A risk to the Authority may arise from any change in market conditions of the construction industry. The scope of the Authority's activities may also change in conjunction with the demands from the construction industry. The construction industry is currently stable within the ACT region although activity is expected to slow, expectations are that the industry will remain steady in the forward years as indicated by the budgeted levy income. Delivery of training funds to employers and employees in the building and construction industry will continue to be fully funded by the Authority, whilst maintaining a strong liquidity position into the future.

PERFORMANCE MEASURES AND TARGETS

The performance of the Authority can be measured by the indicators below:

2015-16 to 2018-19 Key Performance Indicators (KPIs)

Objectives	Performance Measures	KPI 2015-16	KPI 2016-17	KPI 2017-18	KPI 2018-19
Ensure that the training programs funded by the Authority are conducted in accordance with the functions of the Authority and Authority's funding agreements.	The Authority will conduct audits of Authority funded training programs.	Conduct 25 audits.	Conduct 25 audits.	Conduct 25 audits.	Conduct 25 audits.
Ensure the funding available for its approved training programs is sufficiently budgeted.	The Authority will have the funds available to fund its approved training programs.	The Authority expects to fund \$2.850 million in training program expenses consistent with the approved training program.	The Authority expects to fund \$2.850 million in training program expenses consistent with the approved training program.	The Authority expects to fund \$2.850 million in training program expenses consistent with the approved training program.	The Authority expects to fund \$2.850 million in training program expenses consistent with the approved training program.
Ensure the ongoing funding of entry level apprentices at Group Training Organisations (GTO). ¹	The Authority will continue to fund entry level placements each year at GTOs.	Funding provided for 350 entry level placements at GTOs each year.	Funding provided for 350 entry level placements at GTOs each year.	Funding provided for 325 entry level placements at GTOs each year. ²	Funding provided for 325 entry level placements at GTOs each year. ²
Prepare and submit the Authority's annual Training Plan for approval by the Minister by the legislated date.	Obtain approval of the Training Plan by the Minister by the legislated date.	By 31 October 2015.	By 31 October 2016.	By 31 October 2017.	By 31 October 2018.

2015-16 to 2018-19 KPIs Continued

Objectives	Performance Measures	KPI 2015-16	KPI 2016-17	KPI 2017-18	KPI 2018-19
Ensure the Authority provides on the job training incentives to employers of first year apprentices in trades nominated as skill shortage trades by the Authority.	Provide funding to employers of first year apprentices in trades nominated as skill shortage trades by the Authority.	Provide funding of \$0.050 million to employers of first year apprentices in trades nominated as skill shortage trades by the Authority.	Provide funding of \$0.050 million to employers of first year apprentices in trades nominated as skill shortage trades by the Authority.	Provide funding of \$0.050 million to employers of first year apprentices in trades nominated as skill shortage trades by the Authority.	Provide funding of \$0.050 million to employers of first year apprentices in trades nominated as skill shortage trades by the Authority.
Ensure funding of training positions for existing workers in accordance with the approved training.	The allocation of funding is provided in accordance with the approved training program.	Provide funding for 6,000 existing worker positions in accordance with the approved training programs.	Provide funding for 6,000 existing worker positions in accordance with the approved training programs.	Provide funding for 6,500 existing worker positions in accordance with the approved training programs.	Provide funding for 6,500 existing worker positions in accordance with the approved training programs.
Manage the Authority's resources to achieve the budgeted financial result.	Maintain a healthy current ratio over the budget and forward years.	A current ratio of greater than 52.2:1.	A current ratio of greater than 52.6:1.	A current ratio of greater than 52.9:1.	A current ratio of greater than 52.9:1.

Notes

1. To ensure the ongoing viability of GTO's and the ACT building and construction industry, it is essential that the Authority continue the funding of GTO's, as without this funding the GTO's would employ fewer apprentices. This could lead to a reduction in the number of apprentices employed which, could lead to a serious skill shortages in the industry in the future.
2. It is anticipated that the building and construction industry will begin slowing down in 2015-16 and 2016-17, consequently, the number of apprentices employed will decrease. In addition a major GTO in the ACT ceased business operations in December 2014.

REVIEW OF PERFORMANCE AGAINST 2014-15 OBJECTIVES

Objectives	Performance Measures	Planned KPI for 2014-15	Est. Outcome 2014-15	Explanation of Variance
Ensure that the training programs funded by the Authority are conducted in accordance with the Authority's funding agreements.	The Authority will conduct audits of Authority funded training programs.	Conduct 25 audits.	Completed. The Authority expects to conduct 25 audits during 2014-15.	Objective met.
Ensure the funding available for its approved training programs is sufficiently budgeted.	The Authority will have the funds available to fund its approved training programs.	The Authority expects to fund \$2.850 million in training program expenses consistent with the approved training plan.	The Authority expects to fund \$4.350 million in training program expenses.	Objective met.
Ensure the ongoing funding of entry level apprentices at GTOs.	The Authority will continue to fund entry level placements each year at GTO's.	Funding provided for 350 entry level placements at GTO's each year.	The Authority expects to fund 350 entry level positions.	Objective met.
Prepare and submit the Authority's annual Training Plan for approval by the Minister by the legislated date.	Obtain approval of the Training Plan from the Minister by 31 October 2014.	Approval from Minister by 31 October 2014.	Completed. Approval received on 29 October 2014.	Objective met.
Ensure the Authority provides on the job training incentives to employers of first year apprentices in trades nominated as skill shortage trades by the Authority.	Provide funding to employers of first year apprentices in trades nominated as skill shortage trades by the Authority.	Provide funding of \$0.050 million to employers of first year apprentices in trades nominated as skill shortage trades by the Authority.	The Authority expects to provide funding of \$0.050 million in skill shortage trades.	Objective met.
Ensure funding of training positions for existing workers in accordance with the approved training programs.	The allocation of funding is provided in accordance with the approved training program.	Provide funding for 6,000 existing worker positions in accordance with the approved training programs.	The Authority expects to fund 6,000 existing worker positions during 2014-15. ¹	Objective met.
Manage the Authority's resources to achieve the budgeted financial result.	Maintain a healthy current ratio over the budget and forward years.	A current ratio of greater than 43.9:1.	A current ratio of 51.6:1.	Objective met.

Note:

1. The Authority continues to market and promote that funding is available for training, consequently over the years the number of organisations and individual construction workers applying to undertake training is increasing, in addition there are new courses being introduced e.g. Asbestos Awareness which will be mandatory for all construction workers in the ACT. Note that this training is undertaken within existing levels of funding allocation for training.

EMPLOYMENT PROFILE

The Authority will maintain a steady number of employees during 2015-16.

Projected Staff Numbers (Full Time Equivalents)

	2013-14 Actual	2014-15 Projected	2015-16 Budget
Classification			
Chief Executive Officer	1	1	1
Compliance Manager	1	1	1
Industry Liaison Officer	1	1	1
Total	3	3	3

MONITORING AND REPORTING

The Authority shall satisfy the requirements of the Chief Minister's Annual Reports Directions. The Authority's Annual Report will, among other things, report against the requirements of the Statement of Intent.

The FMA authorises the Treasurer to obtain financial and other statements from the Authority for a stated period including annual, quarterly and monthly reporting.

Annual Reporting

As part of preparations for end of year reporting, the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) will advise of the dates when the following documents are required at CMTEDD and at the Auditor-General's Office:

- Certified financial statements;
- Management discussion and analysis;
- A full and accurate set of audited financial records for the preceding financial year in the form requested; and
- Consolidation packs relating to the annual financial statements, draft and final.

FINANCIAL ARRANGEMENTS

The Authority maintains a strong revenue base that is able to grow subject to the activity in the building and construction industry. The employment structure does not vary from year to year and, as such, cost increases are mainly the result of increased training expenses and expected pay rises. A strong liquidity position is anticipated over the 2015-16 Budget year.

Budgeted Financial Statements

Budgeted financial statements for the 2015-16 Budget year, as well as forward estimates for the three financial years commencing 2016-17, appear below. These general purpose financial statements have been prepared in accordance with the ACT's Model Financial Statements and include:

- a) Operating Statement;
- b) Balance Sheet;
- c) Statement of Changes in Equity;
- d) Cash Flow Statement; and
- e) Notes to the Financial Statements as appropriate.

Financial Statements

ACT Building and Construction Industry Training Fund Authority Operating Statement

2014-15 Budget \$'000		2014-15 Est.Outcome \$'000	2015-16 Budget \$'000	Var %	2016-17 Estimate \$'000	2017-18 Estimate \$'000	2018-19 Estimate \$'000
Income							
Revenue							
3,420	Levy Income	3,420	3,420	-	3,420	3,420	3,420
131	Interest	141	102	-28	103	103	102
3,551	Total Revenue	3,561	3,522	-1	3,523	3,523	3,522
Gains							
0	Total Gains	0	0	-	0	0	0
3,551	Total Income	3,561	3,522	-1	3,523	3,523	3,522
Expenses							
2,850	Training Program Expenses	4,350	2,850	-34	2,850	2,850	2,850
357	Employee Expenses	357	368	3	379	385	395
33	Superannuation Expense	33	34	3	35	35	36
216	Supplies and Services	216	222	3	228	236	240
2	Depreciation and Amortisation	0	0	-	0	0	0
3,458	Total Ordinary Expenses	4,956	3,474	-30	3,492	3,506	3,521
93	Operating Result	-1,395	48	-103	31	17	1
93	Total Comprehensive Income	-1,395	48	-103	31	17	1

ACT Building and Construction Industry Training Fund Authority Balance Sheet

Budget as at 30/6/15 \$'000		Est.Outcome as at 30/6/15 \$'000	Planned as at 30/6/16 \$'000	Var %	Planned as at 30/6/17 \$'000	Planned as at 30/6/18 \$'000	Planned as at 30/6/19 \$'000
Current Assets							
5,074	Cash and Cash Equivalents	3,658	3,706	1	3,737	3,754	3,755
98	Receivables	102	102	-	102	102	102
3	Other	4	4	-	4	4	4
5,175	Total Current Assets	3,764	3,812	1	3,843	3,860	3,861
Non Current Assets							
29	Property, Plant and Equipment	0	0	-	0	0	0
29	Total Non Current Assets	0	0	-	0	0	0
5,204	TOTAL ASSETS	3,764	3,812	1	3,843	3,860	3,861
Current Liabilities							
4	Payables	7	7	-	7	7	7
26	Finance Leases	0	0	-	0	0	0
88	Employee Benefits	66	66	-	66	66	66
118	Total Current Liabilities	73	73	-	73	73	73
Non Current Liabilities							
0	Employee Benefits	4	4	-	4	4	4
0	Total Non Current Liabilities	4	4	-	4	4	4
118	TOTAL LIABILITIES	77	77	-	77	77	77
5,086	NET ASSETS	3,687	3,735	1	3,766	3,783	3,784
REPRESENTED BY FUNDS EMPLOYED							
5,086	Accumulated Funds	3,687	3,735	1	3,766	3,783	3,784
5,086	TOTAL FUNDS EMPLOYED	3,687	3,735	1	3,766	3,783	3,784

ACT Building and Construction Industry Training Fund Authority Statement of Changes in Equity

Budget as at 30/6/15 \$'000		Est.Outcome as at 30/6/15 \$'000	Planned as at 30/6/16 \$'000	Var %	Planned as at 30/6/17 \$'000	Planned as at 30/6/18 \$'000	Planned as at 30/6/19 \$'000
Opening Equity							
4,993	Opening Accumulated Funds	5,082	3,687	-27	3,735	3,766	3,783
4,993	Balance at the Start of the Reporting Period	5,082	3,687	-27	3,735	3,766	3,783
Comprehensive Income							
93	Operating Result for the Period	-1,395	48	-103	31	17	1
93	Total Comprehensive Income	-1,395	48	-103	31	17	1
Closing Equity							
5,086	Closing Accumulated Funds	3,687	3,735	1	3,766	3,783	3,784
5,086	Balance at the End of the Reporting Period	3,687	3,735	1	3,766	3,783	3,784

ACT Building and Construction Industry Training Fund Authority Statement of Cash Flows

2014-15 Budget \$'000		2014-15 Est.Outcome \$'000	2015-16 Budget \$'000	Var %	2016-17 Estimate \$'000	2017-18 Estimate \$'000	2018-19 Estimate \$'000
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
3,420	Levies Received	3,420	3,420	-	3,420	3,420	3,420
131	Interest Received	141	102	28	103	103	102
250	GST – ITC Received from the ATO	250	250	-	250	250	250
3,801	Operating Receipts	3,811	3,772	-1	3,773	3,773	3,772
	Payments						
388	Related to Employees	388	402	4	414	420	431
3,068	Related to Supplies and Services	4,568	3,072	-33	3,078	3,086	3,090
250	GST – ITC Paid to Suppliers	250	250	-	250	250	250
3,706	Operating Payments	5,206	3,724	-28	3,742	3,756	3,771
95	NET CASH INFLOW/ (OUTFLOW) FROM OPERATING ACTIVITIES	-1,395	48	-103	31	17	1
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Payments						
0	Purchase of Property, Plant and Equipment	0	0	-	0	0	0
0	Investing Payments	0	0	-	0	0	0
0	NET CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES	0	0	-	0	0	0
95	NET INCREASE/ (DECREASE) IN CASH HELD	-1,395	48	-103	31	17	1
4,979	CASH AT BEGINNING OF REPORTING PERIOD	5,053	3,658	-28	3,706	3,737	3,754
5,074	CASH AT THE END OF THE REPORTING PERIOD	3,658	3,706	1	3,737	3,754	3,755

Notes to the Budget Statements

Significant variations are as follows:

Operating Statement

- Training program expenses: the increase of \$1.5 million in the 2014-15 estimated outcome from the original budget is due to higher participation in training programs and an increase in the number of incentive payments provided to employers employing apprentices in identified skills shortage trades. From 1st July 2014, the Authority has provided additional payments in excess of \$163,000 than those provided in the 2013-14 period. From 1st July 2014, section 445 of the *Work Health and Safety Regulation 2011* provides that a person conducting a business or undertaking must ensure that workers that may be working with asbestos or asbestos containing material are trained in the Vocational education and training course 'Asbestos Awareness 10314'. Training expenses in 2015-16 will revert back to forecast levels at \$2.850 million as the asbestos training program requires industry to provide training to include only new entrant workers to the industry during 2015-16.

Balance Sheet

- cash and cash at bank: the decrease of \$1.416 million in the 2014-15 estimated outcome from the original budget is mainly due to the flow-on impacts of the additional training program expenses during 2014-15; and
- accumulated funds: the decrease of \$1.399 million in the 2014-15 estimated outcome from the original budget is mainly due to the flow-on impacts of the additional training program expenses during 2014-15.

Statement of Changes in Equity

Variations in the statement are explained in the notes above.

Cash Flow Statement

Variations in the statement are explained in the notes above.