

Portland WorkSkills Incorporated - The Organisation

Portland WorkSkills is an incorporated not-for-profit organisation providing training and education services, and delivering community-development projects. Established in 1989, the organisation is guided by a representative and experienced community-based board of management.

Over time, WorkSkills has delivered a range of different services and programs in response to community needs and in accordance with its organisational statement and objectives.

WorkSkills meets the diverse needs of district learners through its quality education and training courses. WorkSkills also assists jobseekers upgrade their skills and gain sustainable employment.

The organisation operates in Portland and its district. Over time, WorkSkills has delivered a range of programs and services including Australian Government labour market and training programs.

Today, it supplies Victorian Government training and education programs to learners and jobseekers, and to business and industry.

As a Registered Training Organisation, WorkSkills supplies training services to individuals, business and industry. WorkSkills delivers training supported by the Victorian Government through the Skills First and Learn Local programs.

As well, the organisation also delivers a range of user-pays or fee-for-service training. It also delivers the Neighbourhood House Coordination Program in Portland, offering an array of programs, recreational activities and personal and skill development possibilities to our community.

Portland WorkSkills is located in Pioneer Plaza in the heart of Portland, close to substantial parking, Woolworths, Target, the Post Office, the main bus stop and the central business district generally. WorkSkills occupies five buildings in the Plaza. The organisation also has a presence in South Portland by way of the Waratah Centre.

WorkSkills makes substantial contributions to the district economy by virtue of the external contracts it wins and by being a substantial employer in its own right. The organisation is very much a part of the community, employing and buying locally.

Portland WorkSkills supports initiatives that enhance skills and learning, and initiatives with the potential to generate sustainable employment and economic development for Portland and its district.



Portland WorkSkills - Organisational Statement

Portland WorkSkills exists to provide high quality training, education and employment services to the community, particularly the disadvantaged and unemployed jobseekers, in order to assist them find employment and enhance their quality of life.

Portland WorkSkills - Organisational Objectives

1. To attract and deliver Commonwealth and State employment, training and education services to Portland and its region.
2. To attract and deliver an appropriate range of employment, training and education services to Portland and its region.
3. To deliver quality employment, training and education services to the community.
4. To ensure that our service delivery is as inclusive as possible.
5. To further develop the organisation by undertaking appropriate general fee-for-service training and enterprise activities.
6. To support selected social and economic initiatives in our community that may create opportunities for our learners, participants, jobseekers and other stakeholders.
7. To use resources generated by the organisation to continually improve our services, procedures and infrastructure.
8. To operate in a manner that not only complies with all relevant legislation and contractual obligations but is also actively fair, honest and reasonable.

WorkSkills Board of Management 2018/2019

- Michael Hunter (Chairperson)
- Carmen Scott (Deputy Chairperson)
- Trevor Hornby (Treasurer)
- Bernard Wallace (Secretary/Public Officer)
- Ivan Boyer
- Jan Chilman
- Tony Fleming
- Margaret Herbertson
- Heather Mutch
- Allan Saunders (Retired from board on 23/12/2018)
- John Sealey OAM

WorkSkills and its Community

In addition to delivering its core training and employment services during 2018/2019, WorkSkills continued to play a significant role in the life of its community. Our community capacity building involvements, memberships and linkages included:

- Maintaining effective learning partnerships with organisations including Brophy Family & Youth Services, BUPA, Casterton Memorial Hospital, DHHS Residential Services, DWECHS, Glenelg Shire Council (Aged & Disability Services), Edenhope & District Memorial Hospital, Edgarley Home Incorporated, Eventide Lutheran Homes, GenU, Heywood & District Secondary College, Heywood Rural Health, Kyeema Support Services, Kurrajong, Portland Secondary College, Mulleraterong Hamilton, Portland Bay School, Seaview House, Southern Grampians Adult Education, South West TAFE, South West Victorian SEAL, Winda-Mara Aboriginal Corporation, and various sporting organisations, community organisations and small businesses.
- Operated WorkSkills Education, Training & General Support Fund for benefit of disadvantaged participants or learners.
- Supported the Glenelg Shire's participation in the 2019 Victorian Heritage Festival with a free tour of Portland historic Julia Street and 'You can Bank on it', a presentation on the history of banking in Portland.
- Member of South West Network of Neighbourhood Houses.
- Supported the Victorian Cancer Council's 'Biggest Morning Tea' by holding a well-attended community morning tea.
- Partner in South West Reconnect project, with South West Institute of TAFE and Southern Grampians Adult Education.
- Partner in Western Learn Local Quality Project.
- Supporter of Promoting Portland.
- Member of Glenelg Shire Council's Volunteering and Wellbeing Advisory Committee.
- Portland Tourist Association member.
- Promoted Portland through the operations of WorkSkills Tour Guides and our community walk tours program.
- Partner agency Southern Grampians & Glenelg Primary Care Partnership.



- Supported and participated in the Glenelg Shire Council's celebration of the International Day of People with a Disability.
- Promoted a range of community-based organisations and their activities through the 'Community & Recreation Activities' section of our term programs.
- Supported groups such as Probus with the printing of monthly newsletters.
- Provided guest speakers to a range of organisations.



Community & Recreational Activities

The Portland Neighbourhood House Program promotes community development and personal development offered by community organisations and services.

Neighbourhood House Program Service.

All services available from Shop 14 Pioneer Plaza
Black & white photocopying/printing @ 20cents per A4 copy,
35cents per A3 copy. Colour photocopying/printing @ 50cents
per A4 copy.
Free Internet Access for Centrelink returns and other
compliance requirements. 9.00am – 4.30pm daily.

Portland Community Centre

General support and referral, photocopying, internet access,
crafts etc. 40 Waratah Crescent
Mon & Fri 1.00 – 4.00pm; Tues, Wed & Thurs 10.00am –
4.00pm. Ph. 5523 6955

Friday Sewing Group

Do you enjoy sewing? Bring along your sewing machine and
sewing projects and spend the day in a relaxed, friendly
atmosphere. Fridays 10.00am – 4.00pm at 38 Waratah
Crescent. Open to beginners through to experienced stitchers.
Contact Sarah on 0423 323 684

St John Ambulance

Learn vital first aid skills while contributing to your community.
Meetings once a month. Contact Cei on 0459 419 521
or Michelle on 0428 236 967 for more information.

3RPC-fm Community Radio

Portland's Community Radio. Learn panel operation, music
presentation, public speaking and production skills. Improve
your self-confidence. Ph. 5523 4333

Fitness & Health

Portland YMCA.

Heated indoor & outdoor pools, spa, sauna. Group Fitness,
Health Club, Personal Training. Ph. 5521 7184

Portland District Health Services

Range of exercise options, health promotion programs
& screenings. Ph. 5522 1180

Wattle Hill Creek CWA

CWA encourages the contribution of community service,
friendship, awareness of social issues, personal development,
leadership and crafts!
Ph. Rosemary 0412 382 591 or Sue 0409 021 562

Julia Street Creative Space

Printing, woodturning, lead lighting, fibre, quilting,
photography & painting studios. Ph. 5523 6566
or www.facebook.com/juliastreetcreativespace

Portland Library

Books, magazines, DVDs, talking books, CDs. Newspaper,
internet & study area. School holiday activities and special
events. Ph. 5522 2265

Portland Men's Shed

Be socially active and engage in manual crafts such as wood
and metal working. Contact Gerry on 5521 0333

Great South West Walk

Enjoy the beauty of our local scenery with a walk along parts
of the GSWW. Visit www.greatsouthwestwalk.com/events

Portland Arts Centre

Glenelg Shire Arts Program, CEMA, community arts groups.
Range of touring performances, exhibitions & community arts
activities. Ph. 5522 2301
or https://www.glenelg.vic.gov.au/Arts_Glenelg

Portland Field Naturalists Club

Environmental walks each Wednesday morning to local areas
and evening meeting on 4th Wednesday of each month at
Scots Hall, Tyers St. All welcome.
Contact Ruth on 5529 5385 or Doug on 5526 5440

Portland District USA

Mah Jong, book chat, armchair travel, history/research and
more. Email portlanddistrictusa@gmail.com
or www.usaportlanddistrict.org.au

Promoting Portland Maritime Heritage Inc.

Whaleboat rowing – social and competitive.
Contact Gordon on 0438 012 352

Portland Community Garden

A fantastic local point of people sharing skills and making real
connections. 81 Henty St. Contact Wayne Barnett on 0419 351558

Portland Women in Business (PWIB)

Any women working in business, industry or leadership,
women involved in local businesses, organisations or
community groups. All welcome.
Contact admin@committeeofportland.com.au

Portland Young Professionals Network

To give young Portland leaders the opportunity to exchange
ideas, grow professionally & share common interests in a
relaxed environment.
Contact ypn@committeeofportland.com.au

Chairperson's Report

Michael Hunter

It is my pleasure to present the WorkSkills Annual Report, for the year ending 30 June 2019. Once again, much was achieved by the organisation. In particular, I am delighted to note that Portland WorkSkills Incorporated has just celebrated thirty years of service delivery; great going in a world characterised by disruption and organisations coming and going.

Over those thirty years, the organisation delivered training and services that improved the lives and prospects of many Portlanders, provided employment for local people and attracted more than fifteen million dollars to the Portland economy. The 'timeline' at the end of this report highlights the diverse activities of Portland WorkSkills over the last thirty years.

Portland WorkSkills continued to be a significant provider of training and education services within our region, successfully delivering a range of valuable programs. The organisation delivered a substantial and varied range of government-funded training services, maintained its Registered Training Organisation capacity and delivered a large number of employment-focused Fee-for-Service courses. We continued our successful delivery of the Portland Neighbourhood House Coordination Program.

This year saw the organisation again recognised in various ways, highlighting the quality of our service delivery and the important part we play in the life of our community. In particular, WorkSkills was finalist in the 2019 Glenelg Shire Business and Tourism Awards, in the Community Enterprise category.

As usual, WorkSkills took part in various community development initiatives and supported or assisted community-based groups develop their capacity. Kindly refer to the 'WorkSkills and its Community' section of this report.

Portland WorkSkills Incorporated met all performance and budgetary targets in 2018/2019. We achieved a good turnover, a pleasing surplus and delivered value for money to service-purchasers and service-users.

The WorkSkills Board of Management and I strongly thank our staff for their ongoing commitment and productivity in what continues to be a very challenging operational environment. As well, we thank our community stakeholders for continuing to support this organisation so strongly.

I also thank my fellow board members for their contributions to the effective operation of the organisation over another successful year. Board member Allan Saunders retired during the year, after over ten years of service. We thank Allan for contributing to the success of WorkSkills over time.

Portland WorkSkills Incorporated is well positioned to continue delivering important services and to seek new opportunities for the organisation and its community. We look forward to continuing to meet the needs of our community's learners and jobseekers.

Executive Officer's Report

Bernard Wallace

Overview

Portland WorkSkills Incorporated completed another successful and satisfying year of operations. We effectively delivered a suite of services and programs. Much was achieved for learners, jobseekers, service-purchasers, the community and the organisation. Financially, we achieved a pleasing surplus in a challenging environment.

Operational and organisational highlights:

- Maintained our standing as a quality provider of Vocational Education and Training (VET), and pre-accredited and general training. This saw pleasing employment outcomes for nationally-recognised VET course graduates and further training outcomes for other learners.
- Achieved Registered Training Organisation Re-Registration with the Victorian Registration & Qualifications Authority.



- Successful in maintaining a Skills First 2019 contract, enabling us to continue delivering Victorian Government subsidised training to eligible learners.
- 2019 Glenelg Shire Business and Tourism Awards—finalist in the Community Enterprise category.
- Played a key role in the 2019 Victorian Heritage Festival, auspiced by the Glenelg Shire in our region, with a free walk tour of the historic Julia Street and a presentation on the history of banks and banking in Portland.
- Partnered with South West TAFE and Southern Grampians Adult Education, to deliver a training-focused Reconnect project to unemployed jobseekers in the South West.
- Successfully conducted an Adult, Community and Further Education Board Capacity and Innovation Fund project to explore education and training possibilities for Youth, especially disengaged Youth, in Portland with a view to improving their access to training, training completion rates and further training or employment pathways.

- Our well-attended annual graduation event was held in February, with Cr. Gilbert Wilson presenting certificates to our VET graduates and presenting the Learner of the Year Awards to Anna Couttie and Johna Pevitt. Karen Bush received a Learner Honourable Mention award.



- Received a further CBA Grassroots Grant enabling us to deliver referral and information services to young people.
- Successful in attracting a Capacity and Innovation Fund grant from the Adult, Community and Further Education Board to explore additional education and training possibilities at WorkSkills for People with a Disability.

Programs & Services

Overview

Our core activity is accredited and general training. In 2018/2019, WorkSkills delivered some 39,000 Student Contact Hours. Some 31,000 Student Contact Hours were delivered through government subsidised training programs—Skills First Higher nationally-recognised training and Adult, Community and Further Education (ACFE) Learn Local pre-accredited training. Some 7,500 hours of training were delivered on a fee-for-service basis.

To ensure that all members of the community have access to training and education, WorkSkills made use of its Education, Training & General Support Fund to assist financially disadvantaged learners and participants. A combination of day and evening classes were offered in Portland and other locations to ensure learning opportunities were widely accessible.

Over the training year, 36 accredited certificates for full qualifications were issued to learners. The annual Presentation Ceremony was held in February, with Councillor Gilbert Wilson presenting certificates. The Learner of the Year was announced at this event. This year there were again two learners of the year; Anna Couttie (Certificate IV in Ageing Support & Certificate IV in Disability) and Johna Pevitt (Certificate IV in Ageing Support & Certificate IV in Disability). Both Learners of the Year for 2018 undertook a dual-qualification. During their training, they consistently produced high quality work, demonstrated great motivation, strongly supported fellow-learners and worked systematically to improve their skills and knowledge. Both undertook very successful practical placements, and both were successful in gaining ongoing employment in their chosen field.

Another learner, Karen Bush, also stood out. In addition to achieving high standards and successfully completing Certificate II in General Education for Adults, she used her 2018 studies as a stepping stone into Certificate III in Individual Support, a qualification with strong employment pathways. Her good work and commitment were acknowledged with a ‘Learner Honourable Mention’ award.

Staff professional development included further training in key aspects of VET, the Australian Quality Framework, Ethics, Active Learning and the operation of new training technology such as Smart TV and suchlike. Several staff completed Advanced First Aid.



Some 965 clients took up training with WorkSkills in this training year. Our programs and services included:

1. Skills First (Higher Education & Skills Group) training

This Victorian Government subsidised training is aimed at enabling eligible people to ‘upskill’ by obtaining nationally-recognised qualifications; qualifications which will open up employment or advancement opportunities. This category of training is our core business.

We delivered a range of nationally recognised qualifications during 2018/2019. These included Certificate III in Individual Support, Certificate IV in Ageing Support and Certificate IV in Disability. We also delivered Certificate I in Information, Digital Media and Technology and the Certificates in General Education for Adults (Introductory, Certificate I, Certificate II and III).



Nationally recognised courses involve a combination of face-to-face training in a classroom setting and a considerable amount of off-site work and study. All VET courses involve lengthy work placements in relevant industries and the demonstration of key skills, knowledge and attitudes. Courses also reflect industry input to maintain relevancy and focus.

Our accredited courses were well taken up, a response to the quality training we deliver and the pleasing employment outcomes achieved by our graduates. Over the training year, 36 nationally recognised Certificates for full qualifications and 49 Statements of Attainment for units achieved were issued.

2. Adult, Community & Further Education ‘Learn Local’ pre-accredited training

Through the South Western Victoria Training Participation Regional Support Unit of the Department of Education and Training, the Victorian Government provided funding to Portland WorkSkills to deliver ‘Learn Local’ pre-accredited education and training. Courses are designed to meet learners’ needs and to support them return to study, improve literacy and numeracy skills, broaden their employment options and learn new skills.

This funding to ‘Learn Local’ organisations such as Portland WorkSkills is limited to the delivery of pre-accredited training including adult literacy and numeracy, employment skills, vocational programs and digital literacy courses. As usual, we acknowledged Adult Learners week through our Learn Local program. The theme was ‘Learning changes lives’ and we promoted the theme by way of a well-received photographic display in the windows of several buildings in our Pioneer Plaza training complex.

There were some 288 enrolments in courses such as Computers 101, Computers the Next Step, I-Pads & Tablets, English as an Additional Language, Barista Basics, Study Skills, Literacy & Numeracy Capers, Writing for Publication, Writing for Pleasure, Career Development, Healthy Mind; Healthy Body, Introduction to Hospitality & Tourism, English as an Additional Language, LEAP Computing, LEAP Advanced Excel and LEAP into Bookkeeping. Almost 100% of pre-accredited learners successfully completed their courses.



3. Skills First Reconnect

The *Skills First Reconnect* program is being delivered in our region by South West Institute of TAFE in partnership with Southern Grampians Adult Education and Portland WorkSkills. It is a State Government Department of Education initiative aimed at providing extra support and assistance to high-needs learners to enable them to engage with and succeed in education and training. Our role is, where required, to provide a range of pre-accredited programs such as literacy and numeracy, study skills, basic computer skills and suchlike to clients referred to us by TAFE project staff. Other agencies supply specialist support services such as health, and personal

and relationship supports. The main aim of the program is to support high-needs learners in taking unemployment-focused courses with TAFE.

We have strongly promoted the program through our term programs and other promotional initiatives. However, progress has been slow due to the restrictive eligibility criteria, which is intended to ensure that the focus is on the most disadvantaged.

4. Fee-for-Service training

Fee-for-service training is delivered on a fully user-pays basis, as not all training is subsidised by the Victorian Government. Likewise, as the Victorian Training Guarantee focuses on upskilling, not all learners are eligible for State Government Higher Education & Skills Group-subsidised training and must fully pay for their nationally recognised training.

Demand for fee-for-service short courses continued and we delivered some 81 courses, including 5 Food Handlers courses and 13 Responsible Serving of Alcohol courses. Some 75 First Aid courses, including re-accreditation programs, CPR and Asthma and Anaphylaxis Management, were delivered this financial year.

Fee-for-service clients include big and small businesses, local community-based organisations, industry groups and school students. Industry-focused courses were accessed by workers and jobseekers aiming to improve their skills and advancement prospects.

Day and evening courses were offered, ensuring learning opportunities were widely available. Training was delivered from a range of community venues and workplaces including Heywood Rural Health, Portland Bay School, Heywood District Secondary School, Portland Primary School and at medical and allied-health practices. This enhanced access to our training services.

There was growth in training arranged by employers, delivered at our training centre or delivered in their workplaces. Some 700 fee-for-service clients undertook training with us this year, gaining qualifications, statements of attainment or industry-recognised certificates or skills for the workplace.

5. Neighbourhood House Program

The Neighbourhood House Coordination Program is a Department of Health and Human Services initiative. It aims to support the provision of community development programs and activities leading to a range of community strengthening outcomes. This program has been delivered by Portland WorkSkills since 2012. Service provision takes place out of our Pioneer Plaza complex and the Waratah Centre in South Portland. The program has some 275



members. WorkSkills is an active member of the South West Neighbourhood House network.

Services, courses and initiatives were promoted via our programs. Offerings included Auslan courses for various levels, Becoming a Better You-Building Resilience, Becoming a Better You-Assertiveness Skills, Community Fresh Food Swap, Culturally and Linguistically Diverse Social Group, Cultural Community Morning Teas, Genealogy Social Group, Creative Crafts, Colouring Group, Colour and Craft, Friday Crafters, Baby Rhythm and Music, Play Laugh Grow, Crochet Group, Scrumble Crochet, History talks, walks and workshops, Macrame workshops, 1:1 English as and Additional Language, WorkSkills Writers Group and more. In 2018/2019, some 40 programs were run or courses delivered and there were some 350 enrolments. The age of Neighbourhood House Program participants ranged from 6 months old through to 80 years of age.



We continued to attract volunteers to support the delivery of a number of activities, classes and services across the organisation. They are managed through the Neighbourhood House program.

2018/2019 Volunteers included:

Pam Beanland
Helen Boyer
Martin Boyer
Annette Carey
Carolyn Cashion
Trudy Cotter

Ann Fairman
Vanessa Focken
Julie Gilmer
Vicki Goyen
Dorcas Greenwood
Wendy Howe

Gail Jaensch
Jen Johns
Anne McIntyre
Jennifer May
Heather Mutch
Rhonda Passlow



Our volunteers enable us to provide one-to-one English as an Additional Language/Second Language tuition to new arrivals to Australia and Portland and district. Our volunteers also play a part in the training room, assisting learners with special needs. As well, they support the presenters of various Neighbourhood House activities. Volunteers took part in training appropriate to their role, including acquiring First Aid qualifications. Our volunteers were recognised by way of several events during the year, including the Glenelg Shire's volunteer-recognition event held during National Volunteer Week and a Christmas gathering where certificates of recognition were presented.

We also ran a series of walk tours highlighting the history of Portland. These tours attracted good participation and attracted new members to the program. The Portland Neighbourhood House Program now has some 270 members.

Day-to-day Neighbourhood House services were delivered from our Pioneer Plaza complex and in South Portland. The Waratah Centre—our premises in Waratah Crescent, South Portland—has a number of user-groups based there: Friday Sewing, Seaside Stitches, Wattle Hill Creek CWA, Portland Dahlia Society and Mental Health Card Making.

6. Neighbourhood House Program - community development initiatives

The Portland Neighbourhood House Program supports community leisure and recreational programs and activities by strongly publicising them in our widely distributed term programs and through our Pioneer Plaza training complex. Our term brochures (3500+ copies distributed via a Portland Observer insert and dropped off at over 30 locations around Portland) promoted some twenty organisations delivering over 35 activities in Portland and its district.

Organisations promoted included the Julia Street Creative Space, Portland Men's Shed, Portland District U3A, Portland Arts Centre, the Great South West Walk, 3RPC-FM Community Radio, Promoting Portland Maritime Heritage, Portland Community Centre, Portland YMCA, Portland District Health Services, SWAMP, Wattle Hill Creek CWA, St John Ambulance, Portland Field Naturalists Club, Portland Community Garden, Portland Women in Business, Portland Young Professionals Network and the Portland Library.

The program also supported a number of community development initiatives, including playing a key part in the Glenelg Shire's celebration of the 2019 Victorian Heritage Festival with a free walk tour of the historic Julia Street and a presentation on the history of banks and banking in Portland. The Program also supported the Victorian Cancer Council's Biggest Morning Tea.

7. Tour Guiding Services

Established in 1994, the WorkSkills Tour Guides Service delivers tours of Portland for visiting coach companies and walk tours of Portland's historic streetscape and landscape to newcomers to Portland—and residents who wish to know about Victoria's first permanent settlement.

Guides escorted a number of visiting coaches on tours around Portland. Coaches came from Melbourne and were visiting Portland as part of a general tour of the region. Our most popular tour continues to be the one-hour 'Introduction to Portland' tour, which serves to acquaint visitors with our settlement's history, heritage, economy and other diverse attractions.

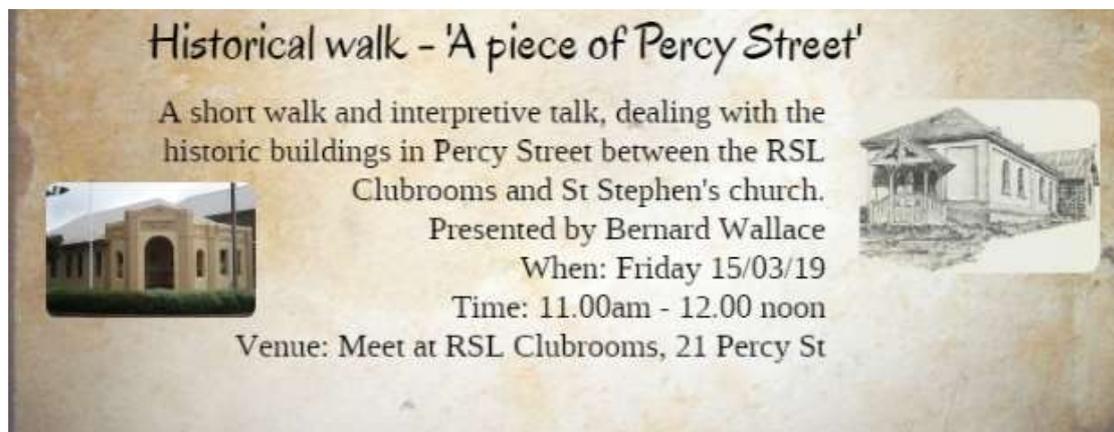


**The Inns and Hotels
of Portland**

Come along to this informative walk tour and learn about our historical inns and hotels. These inns and hotels ranged in size from two rooms to three storey's. Today, Portland has four hotels, in 1850 it had twelve!

When: Friday 07/09/18
Time: 11.00am (1 hour)
Venue: Portland WorkSkills, Pioneer Plaza
(opposite Post Office)

Our guides also delivered several free community guided walk tours, including 'Inns and Hotels of Portland', a substantial tour taking in most of Portland's inns and hotels. This tour attracted 25 people. As well, we presented 'A piece of Percy Street', covering the historic section between Gawler Street and Julia Street. We also conducted a very well attended 'A Bentinck Street Block Walk Tour'. Some 25 people took part in this tour. We also supported the Glenelg Shire's participation in the Victorian Heritage Festival with 'A stroll down Julia Street', a walk tour of the early section of the historic street between Percy Street and Bentinck Street, highlighting early buildings and personalities associated with certain buildings. These well-supported tours attract considerable positive publicity for WorkSkills.



We continued to make available the interpretive brochures and self-guided walk tour brochures we have published over the years. These include *A Self Guided Tour of the Old Portland Cemetery*, *Cape Nelson*, *Walk Portland's Pride - Fawthrop Lagoon and Waterways of the Wannan*. The brochure *In the footsteps of Mary MacKillop* is now published by the Glenelg Shire Council.

WorkSkills is a member of the Portland Tourist Association and our tour guides continue to effectively promote Portland and its region to visitors through its tours and publications.



Our tour guiding services were managed by Bernard Wallace and coordinated by Chris Marley. Tours were conducted by Janice Cain, Lisa May and Bernard Wallace.

Financial Report

Trevor Hornby

The Audited Financial Statements and Audit Report for the financial year 2018/2019 have been completed and included in the Annual Report. The financial year commenced on the 1 July 2018 and concluded on the 30 June 2019.

Total income for the year was \$765,767 and total expenditure was \$622,892. This resulted in a surplus of \$142,875 for the financial year.

The total asset value of Portland WorkSkills was \$1,935,036. Total assets consist of current assets and fixed assets. Current assets totalled \$1,252,699 and comprised bank accounts and bank investments. Fixed assets (land, buildings, motor vehicles, plant and equipment) totalled \$682,337. The buildings provide operational and service delivery flexibility and eliminate the impact of rental payments on cash outflow.

Total liabilities (mostly employee entitlements, trade and other payables and income received in advance) were a relatively modest \$290,998 and are fully funded.

The Surplus for the financial year was \$142,875 and the Total Equity (Accumulated Surplus) as at 30 June 2019 was \$1,644,038.

The financial position of Portland WorkSkills as at the 30 June 2019 was generally within Business Plan and Budget parameters.

The independent audit has been completed by Geelong based auditor Moore Stephens. A copy of the Audit Report is included in the Annual Report. The Audit Report reflects positively on the focus of Portland WorkSkills in the ongoing development of its financial management systems and processes. The Audit Report is comprehensive and does not contain any significant issues. The Audit Report recommendations will be considered by the Board and Executive Officer.

Despite the ongoing challenges of a competitive training market and government policy and funding changes, Portland WorkSkills continues to operate in a sustainable financial position. Focussed business planning and prudent decision making by the Board and the Executive Officer over a number of years has resulted in Portland WorkSkills having significant financial reserves and strategic building assets whilst benefiting from a relatively low level of liabilities and no debt.

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PORTLAND WORKSKILLS INC.

Report on the Audit of the Financial Report

Opinion

We have audited the accompanying financial report of Portland Workskills Inc. (the Association), which comprises the statement of financial position as at 30 June 2019, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory notes and the Directors' declaration.

In our opinion the financial report of Portland Workskills Inc. has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* (The ACNC Act), including:

- a) giving a true and fair view of the Association's financial position as at 30 June 2019 and of their performance for the year ended on that date; and
- b) complying with Australian Accounting Standards to the extent described in Note 1 and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance with the auditor independence requirements of the ACNC Act and the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Association's financial reporting responsibilities under the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Board of Management (Directors) for the Financial Report

The Directors of the Association are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members. The Directors' responsibility also includes such internal control as the directors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Directors are responsible for assessing the ability of the Association to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

The Directors are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website at: http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This description forms part of our auditor's report.

MOORE STEPHENS
MOORE STEPHENS AUDIT (VIC)
ABN 16 847 721 257



RYAN LEEMON
Partner
Audit & Assurance Services

Melbourne, Victoria

30 July 2019