



# 2015

## ANNUAL REPORT



“

Centacare has given me great opportunities to continue my education which has lead me to pursue nursing as a career and get work.

I was disengaged from school and when I started my Certificate III in Health Services, Centacare provided a learning environment that suited me more than a school environment and it enabled me to come out with a Certificate in Health Services that lead me to gain work and continue on with further studies.”

# Contents

Report from the Chair.....	4
Executive Director's Report.....	6
Board Members.....	8
Guiding Principles.....	12
About Us .....	14
Achievements by Business Unit .....	16
Vocational Education and Training.....	16
Skills for Education and Employment.....	18
Corporate Services .....	20

## **CENTACARE EMPLOYMENT AND TRAINING FINANCIAL STATEMENTS**

Declaration by the Board of Management .....	25
Auditor's Independence Declaration.....	26
Independent Auditor's Report .....	27

Income Statement .....	30
Statement of Financial Position .....	31
Statement of Changes in Equity .....	33
Statement of Cash Flows .....	34
Notes to and forming part of the Financial Statements .....	35

## **CENTACARE EMPLOYMENT AND TRAINING GIFT ASSISTANCE FUND FINANCIAL STATEMENTS**

Declaration by the Board of Management .....	41
Independent Auditor's Report .....	42
Income Statement .....	44
Statement of Financial Position .....	45
Statement of Changes in Equity .....	46
Notes to and forming part of the Financial Statements .....	47

# Report from the Chair

**It is with much pleasure that I am able to report on another very satisfying year for Centacare Employment and Training.**

Between 1 July 2014 and 30 June 2015, the Board of Management for Centacare Employment and Training met on nine occasions.

This year the focus has been on strategic positioning of the organisation for the future and I am pleased to be able to report that we have achieved a strong surplus that will stand us in good stead for the strenuous but exciting period of evolution that lies ahead for the organisation.

Of particular interest and pleasure this year has been the push for better, larger city premises. This has been prompted by the conviction of the Board and Executive Director that there is a need to consolidate all inner-city operations into one location. As a result the new premises will facilitate additional training with the ability for students to bridge the gap between language, literacy and numeracy programs directly into nationally accredited vocational education and training, (VET).

## THE YEAR IN REVIEW

### Renewal of Registration

In February 2015, Centacare Employment and Training went through the successful process for renewal of registration as a Registered Training Organisation (RTO) which will take us to 2019. The process was rigorous and we are confident that we have the resources and infrastructure in place to support the projected growth in this area.

### Highlights

Aside from a strong financial performance, I am pleased to report that during the year, Centacare was home to more than 2,200 students undertaking either Skills for Education and Employment (SEE) training or Vocational Education and Training (VET).

Centacare's VET quality indicators were impressive, indicating:

- 99% of our students completed Certificate III in Health Services Assistance;

- 100% of our students completed Certificate II in Business; and
- 100% of our students completed Certificate II in Kitchen Operations.

Based on these results, Centacare achieved a 99% overall completion rate in 2014/15.

Student satisfaction was also high with an overall satisfaction ranking of 81%. A student centric approach is fundamental to our teaching methodology and Centacare will continue to seek innovative ways to provide timely and responsive support to aid student engagement, consistent class attendance, course completion and employment support at the conclusion of studies.

To further support our services Centacare's dedicated Student Support Counsellor has been busy throughout the year assisting over 244 students from across our seven training locations with issues ranging from health and well-being, crisis intervention, housing and safety through to help obtaining

learners' driving permits, visa and citizenship applications, help to trace family members, financial counselling and more. Our data tells us that over 60% of students that have received counsellor support remain active, complete their studies or go on to further education or employment.

During the year, Centacare implemented a formal volunteer program supported by a Volunteer Coordinator. Numerous opportunities for work placements have been identified with formal training completed and ongoing support provided.

### Challenges

Reforms in labour market programs and constant change in the Vocational Education and Training Sector has impacted on the way in which we deliver our services. A redesign of many of our existing programs is currently under way. Centacare will continue to work collaboratively to develop and deliver employment based training in the most effective manner.

### With Thanks

On behalf of the Board, I would like to thank Executive Director, Lee-Anne Phillips and her team of passionate staff

and volunteers who frequently operate far and beyond their mandate to deliver our mission of transforming lives through education, training and employment.

Together with my fellow Board members, I look forward to the continued success and transformation of Centacare and its ability to address the workforce development needs of industry and disadvantaged individuals in Western Australia.



**Gwen Wood**  
CHAIR



**Maria Garzon**  
Centacare's Student  
Support Counsellor.

# Executive Director's Report

**Each year brings challenges and opportunities and as we move into the next phase, the focus for the Board has been to review and endorse a bold new strategic plan, developed in conjunction with Centacare's management team.**

This plan is one that remains focused on our mission and purpose of providing quality, individualised education, training and employment support to disadvantaged job seekers whilst adapting to new challenges and opportunities. This new strategic plan will ensure that we are equipped financially and with the resources we need to continue the growing community work for the years ahead.

## THE ROAD AHEAD

Centacare is expanding the breadth of its training delivery, particularly in the VET sector and is in the process of expanding its scope into other relevant and high demand training areas. We are also expanding our service delivery areas. It is a time of change and growth for Centacare and we are very much looking forward to a new future.

A 'Get Ready for Work' bridging course will also be developed for those students who

are ready to transition from our Skills for Education and Employment (SEE) program into skilled training or employment.

## Connections to Industry

Our relationship with industry is crucial to our ability to adapt our courses to meet the needs of employers. These relationships ensure that courses are practical and job-focused and as a result, our students are well trained and frequently offered employment at the conclusion of their work experience.

This could not be achieved without the support of our generous stakeholders including the many aged care facilities who provide invaluable work experience for our students. We are deeply grateful for the opportunities that these employers provide to our students.

Centacare will continue to strengthen and broaden the scope of our industry connections, particularly in the areas of administrative and business services.

## Employment Support

In the coming year, we will promote and increase our visibility as the conduit between employers and potential employees by publicising and promoting the job vacancies of our industry employers to students and past students via our online and social media platforms.

## Access to broader Funding

Increasing the reach, capability and sustainability of our services to the community in both the short and medium term will equip Centacare to help more disadvantaged jobseekers.

We will do this by seeking access to Government funding for a broader target market, enabling us to support greater numbers of people considered disadvantaged or at risk in our community.



### With thanks

This year, Centacare has achieved a surplus that will sustain the funding models that have been developed to bring about the fruition of our strategic plan and ensure that we are able to maintain staff, facilities and resources at a level appropriate to a first class, modern learning environment.

I have been encouraged by the commitment and resilience of our staff who continue to set innovative,

challenging goals through careful planning, supported by accountable program evaluation. They work tirelessly towards transforming their students' lives to enable them to thrive and grow towards productive and rewarding lives.

I extend my sincere thanks to our Board for their passionate contribution towards the future direction of Centacare Employment and Training. My thanks also to our committed staff, volunteers, industry partners and associates,

without whom we could not fulfil our mission. Finally, thank you to the Catholic Archdiocese of Perth whose contribution is fundamental to the enrichment of the lives of disadvantaged people in the community.



**Lee-Anne Phillips**  
EXECUTIVE DIRECTOR



Graduation day for some of our  
Volunteer Teaching Assistants.

# Board Members



## **GWEN WOOD**

### **Chair**

Gwen was appointed to the Board of Centacare Employment and Training in November 2005 and was elected Chair of the Board in November 2013.

Recently retired, Gwen was previously a Manager in the Department of Health. Her expertise in the outsourcing, through contracts, of Health services to the community sector has particular relevance to her role with Centacare.

Prior to this, she was a Lecturer and Program Manager in Vocational Education And Training, (VET).

Gwen has considerable knowledge and experience with the not-for-profit sector, bringing relevant expertise to the position of Chair. She has double degrees in Education and Psychology and a Post Graduate Diploma in Business.



## **DR JAYA EARNEST**

### **Board Member**

Dr Jaya Earnest has over 28 years' experience working in India, Kenya, Uganda, Rwanda, Timor Leste and Australia as an educator and researcher.

She is currently the Director of Graduate Studies in the Faculty of Health Sciences and Associate Professor of International Health at Curtin University.

Jaya strongly believes in social justice and empowerment and is passionate about refugee and migrant health, gender and youth issues.

Jaya is a National Board member of the Public Health Association of Australia, a Board member of Ishar, (a multicultural women's health centre in Perth), and is a member of the 100 Women Giving Initiative in Perth.

She believes in education and capacity building as a means of empowering people. Jaya has a Master's degree from India, a Graduate Certificate in Education from England and holds a PhD from Curtin University.





**LUCAS WILK**  
**Board Member**

Lucas is a legal practitioner with over 15 years' experience, specialising in litigation, arbitration, alternative dispute resolution and insolvency. His clients include Australian listed companies, multinational corporations, foreign clients and local and international banks.

He holds a Bachelor of Laws with Honours and a Bachelor of Commerce (Accounting major) and is a member of the Editorial Board of the University of Notre Dame Australia Law Review.



**RAY COCHRANE**  
**Board Member**

Ray Cochrane was appointed to the Board of Centacare in 2010.

Ray was previously a retail banker with the ANZ Bank, holding senior management roles in Perth and Melbourne.

Following a career in retail banking, Ray took up senior management roles with Veolia Transport in Australasia and was a member of the Board of Directors for NSW.

Having retired from corporate life, Ray now consults privately as a business coach.

## Board Members (Continued)



**PAT DOODY**  
**Board Member**

Pat is a fellow of the Society of Certified Practicing Accountants with 35 years' experience in corporate, international and retail banking both here in Australia and overseas.

Pat has held senior positions with Bankwest and the ANZ Bank and has been a Director and the Chief Executive Officer of Business In The Community Ltd. He is also active in a number of other community initiatives and is Chairman of Finance at his parish of Our Lady of the Rosary, Doubleview.

Pat is a longstanding member of the Finance Committee and a Governor of the Arthritis Foundation of WA.



**ANN ANDERTON**  
**Board Member**

Ann Anderton has over 30 years' experience in education as a teacher, author and then Capital Development Consultant in the Resources Team of the Catholic Education Office.

Ann has been a Lecturer, Tutor and Teacher at universities, TAFE, a private college and state secondary schools. She has worked in a variety of roles and also contributed as a Syllabus Committee Member, Moderator and Examiner for the Curriculum Council.

She holds a Bachelor of Education with a Graduate Diploma of Applied Science (Computing), and a Master of Educational Leadership.



Students from our SEE Program in West Perth.

# Guiding Principles

**We aim to deliver effective, equitable and non-discriminatory education, training and employment support, focused on achieving positive, sustainable and life-changing outcomes for our clients.**

## MISSION

Centacare Employment and Training provides quality, individualised employment, training and support services to unemployed job seekers in a manner consistent with our Christian ethos, which encourages clients to regain and sustain their dignity and work towards building an economic and social livelihood for themselves.

## VISION

To transform lives through education, training and employment.

## VALUES

As an organisation, we value:

### **Respect.**

Our culture is built on the premise of respect for the dignity, diversity and

contribution of each person and we operate with consideration and the utmost regard for the feelings, wishes, rights and beliefs of all with whom we come into contact;

### **Equity and justice.**

We seek to provide equal access and opportunity for all. We are motivated by clarity of purpose, understanding and the desire to support the aspirations of our clients;

### **Inclusion.**

We are a community-based organisation, embracing and encouraging a sense of belonging for all our clients;

### **Empowerment.**

Optimism, commitment, steady persistence and patience are fundamental traits that we look for in our teaching staff. A clear focus on outcomes based

on individualised lesson and programme planning ensures clients achieve to their fullest extent;

### **Integrity.**

We are guided by moral principle and a commitment to operating in an environment of honesty, openness and transparency.



Language, literacy and numeracy support, provided by our CAVSS teacher in the classroom.



# About Us

**Centacare Employment and Training is a not-for-profit, registered training organisation, (RTO), established in 1976. We are an agency of the Catholic Archdiocese of Perth, however, our services are available to any member of the community without prejudice or discrimination.**

We deliver flexible education courses and fully accredited industry training programs specifically for disadvantaged and/or marginalised members of the community who are looking to learn new skills or obtain the qualifications necessary to go on to further study, training or employment.

Our multicultural student population comes from a wide range of backgrounds. We welcome Indigenous and non-

Indigenous Australians as well as migrants from all over the world. Our students include young people and mature age people who are looking for an opportunity to continue their education, obtain job-ready skills or the qualifications necessary to enter a particular area of study or employment.

Our courses are delivered by passionate, highly qualified and experienced teachers and trainers, tailored to the individual

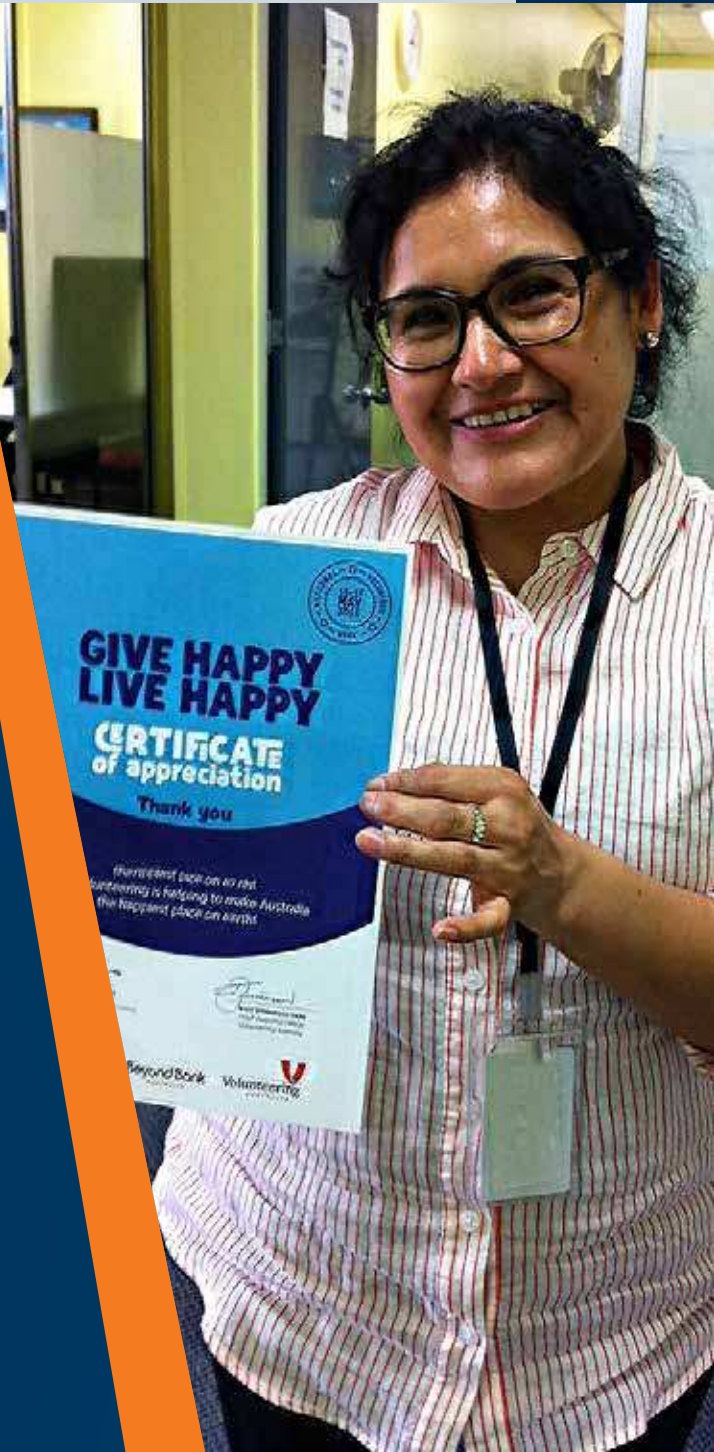
needs of each student. Classes are practical, fun, interactive and available from seven locations across the Perth metropolitan region, including Gosnells, Cannington, Midland, Perth, West Perth, Mirrabooka and Joondalup.





Our Wonderful Volunteers come from a range of backgrounds with many and varied reasons for supporting our organisation. Some are past students seeking work experience, others are migrants wanting to make a contribution to their new country whilst others are skilled professionals and / or retirees.

No matter what the reason, the contribution of our volunteers is deeply valued by the Board, Management, Teachers and Students alike.



# Achievements by Business Unit

## VOCATIONAL EDUCATION AND TRAINING

Centacare Employment and Training provides nationally recognised Vocational Education and Training, (VET), courses designed to help jobseekers, aged between 15 and 64 whose first language is not English or those aged between 15 and 24 who have disengaged from education, training or employment to find new direction or enter a specific industry or profession.

In response to the National Skills Needs List, (the Australian Government's register, identifying traditional trades that are determined as experiencing a national skills shortage), courses offered throughout the year included Business and Health Services Assistance.

Following completion of industry consultation, however, a decision was made to discontinue delivery of Certificate III Hospitality.

During the year, approximately 87% of students undertook a Certificate III course with the other 13% undertaking a Certificate II.

### Outcomes

Centacare achieved a 99% course completion rate with approximately 70% of all graduates attaining employment or going on to further study or training. This is an outstanding result and one to which we are committed to maintaining.

The feedback received from students and our host of work experience providers is that the students who come to them have work-ready skills which meet industry

demands. They are trained well and have sound theory and practical knowledge.

### Support in the Classroom

Language, literacy and numeracy support is provided with all VET training courses, (Course in Applied Vocational Study Skills, (CAVSS)). CAVSS support is taught in a team-teaching environment and is a framework for providing language, literacy and numeracy assistance as it relates to the course.

Evidence supports a collaborative learning environment and students benefit from access to an additional teacher and the opportunity to apply language, literacy and numeracy skills appropriately to help achieve their qualification.

Centacare has developed clear pathways to provide students with



**In February 2015 Centacare received renewal of registration as a Registered Training Organisation for a further five years.**

increased employment outcomes and further education opportunities. Work experience is provided with all VET training courses along with employment support including resume writing, interview skills, mentoring as well as access to an on-site Student Support Counsellor and referral to professional development workshops.

### Looking to the future

Through Centacare's Strategic Plan we will continue to build our position as a leading provider of quality VET training in Western Australia by increasing student access to courses.

Currently all VET training is delivered from our city-based location in West Perth, however, we will explore the possibility of expanding delivery from other sites in the metropolitan region.

We will also seek to expand the scope of training delivered to include additional

Certificate III level courses such as Certificate III Business and Certificate III Individual Support, with specialised qualifications in Aged Care, Home and Community Care or Disability.

In addition, Centacare will seek to increase availability of vocational training by broadening the funding and thus the eligibility criteria for disadvantaged jobseekers.



## SKILLS FOR EDUCATION AND EMPLOYMENT

Skills for Education and Employment (SEE) is funded by the Department of Industry, specifically for jobseekers aged between 15 – 64 years who are either unemployed or underemployed and who identify English language, literacy and/or numeracy as a barrier to participation in the labour market.

The SEE program is designed to be an adult basic education program. The majority of students are migrants who have entered Australia on humanitarian visas from a range of culturally and linguistically diverse backgrounds.

These students are learning the English language and many of them have had little or no opportunity for education in their first language and are learning to read and write for the first time in their life, albeit in a second language.

Other students have English as their first language and are coming into the program for a second chance at education.

### Enrolments

From 1 July 2014 to 30 June 2015, 1,288 new students were referred to the program.

The program operates on a rolling intake basis and while 1,288 new students were referred into the program, the program, at the end of 2013-2014 already catered for between 900-1,000 students.

Over a ten month period, the figures suggest that the average intake into the program is just under 80 new students per month.

### Program Delivery

Classes in the SEE Program peaked in May-June 2015 when the number of classes delivered each week reached 53 in total.

Areas of heavy demand continue to be Mirrabooka and Cannington with 65% of the total number of students between these two locations.

### Partnerships

Centacare's outreach partnerships involve the provision of an inclusive and supportive learning community offering an alternative approach to education and training for young people who have disengaged from mainstream schooling. The focus is both education and welfare-based, providing a much needed holistic approach for these students.

- **Police and Community Youth Centres, (PCYC)** continues to be

a truly successful partnership of Commonwealth and State funding and is predominantly an engagement program for highly at risk young people and welcomed by Department of Education as a fairly unique program which retains and engages youth at risk.

- **COMET** became a successful CARE school in their own right in January 2015 and their students are now no longer eligible for the SEE Program. Ongoing relationships are maintained for any future developments in either COMET or SEE.
- **HALO** program closed in October 2014.

### Gaining Access to Training and Employment (GATE) Program

Kadadjini Bidi, meaning 'Learning Path' is a GATE Program specifically for Indigenous Australians and commenced in February 2015, after consultation with a steering committee and much planning. The course was planned to finish in June 2014 but to facilitate the initial rolling intake phase, the end date extended to August 2015.

Great outcomes were on track in June with 50% of participants having commenced in employment or work experience and



those not working planning their further education or training.

### **Numeracy Project**

Centacare was successful in gaining a grant from the Department of Training and Workforce Development to develop a numeracy project to facilitate interactive and collaborative numeracy resources for adults who are beginning English language learners as well as learning western numeracy concepts.

'Adults Talking Numeracy: Collaborative Activities for Beginning English Language Learners', was developed in June 2015 by two of our Mirrabooka teachers, Amber Farquharson and Karen Cole, in partnership with Beth Marr, a specialist consultant in adult numeracy and mathematics.

The program was distributed throughout Western Australia on the Adult Literacy and Numeracy (ALaN) network and has since been further distributed to relevant networks around the world. The resource has also been welcomed by the Australian Migrant English Program delivered at Polytechnic West.

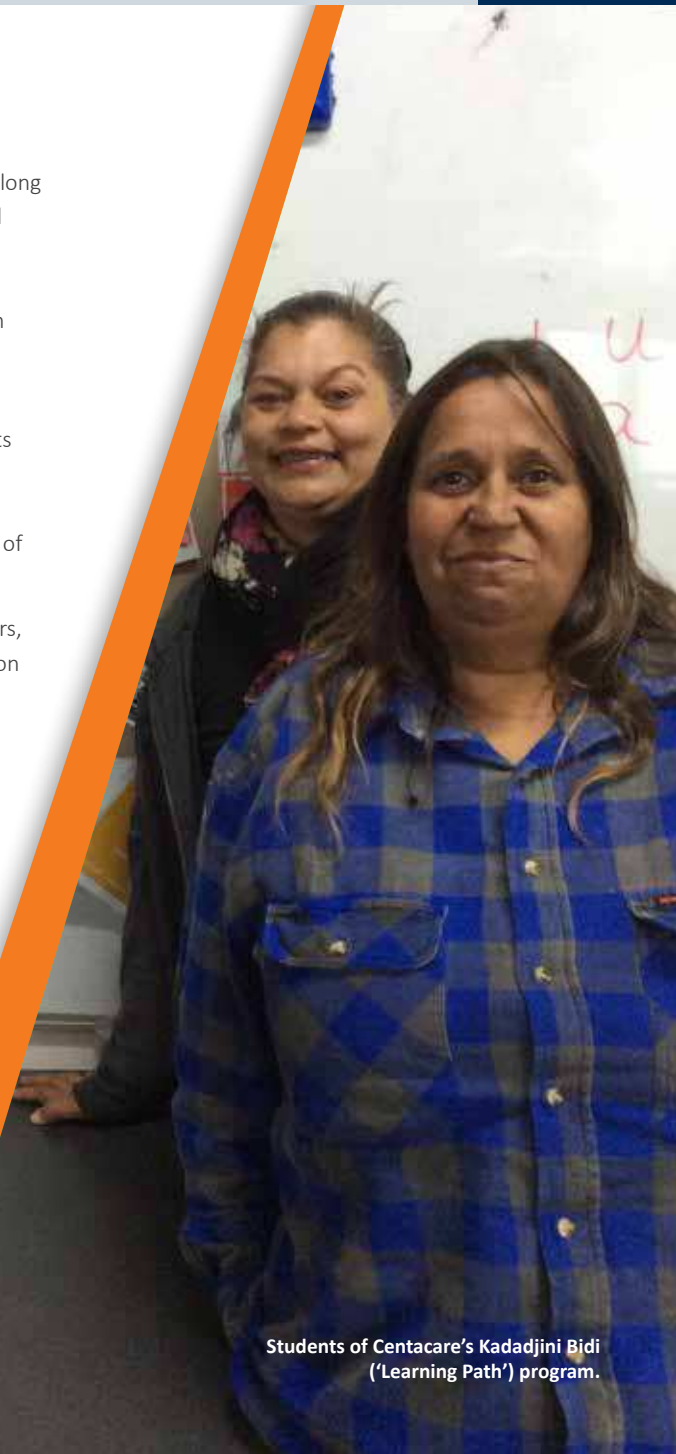
### **Unique Student Identifier**

The Unique Student Identifier (USI) system came into operation in January

2015. The objective of the USI is to provide Australian students with a lifelong number where training outcomes and achievements of every student can be individually captured, maintained centrally, kept secure and accessed on demand by the student or by training providers as needed.

The task of setting up USIs for students has been immense as it required a language, literacy and digital literacy level well beyond that of the majority of students on the SEE Program.

During the year Centacare coordinators, teachers, volunteers and administration staff sat with more than 2000 students to create their USI with a net result that as at the end of June 2015, our records indicated only fifty outstanding queries approximately. An enormous effort on the part of many to reach a very satisfactory result.



Students of Centacare's Kadadjini Bidi ('Learning Path') program.

## CORPORATE SERVICES

### Information Technology and Infrastructure

#### Information Technology

In the past twelve months, the Information Technology (IT) and Facilities department has worked towards maintaining our environment in the best condition possible to help staff and students achieve their goals. This has been another year of consolidation and maintenance to keep our infrastructure in a high state of availability.

During the year, we were able to commission a new fibre-optic internet connection to our Mirrabooka site with significant improvement in reliability and an enhanced user experience delivered to staff as well as students learning computer and digital literacy skills.

The new PowerPro student management system for the SEE program was completed in late 2014 and launched after the Christmas/New Year break once all the data from the old system had been migrated.

A number of staff training sessions were conducted to get program staff familiar with the new system and in the months following the launch, bugs were removed and additional features added.

The PowerPro system now holds almost all of the required data to manage the SEE program and its capability continues to grow, providing new ways of interpreting and reporting data.

Our sites have all received regular IT maintenance to keep computers used by staff and students operational within a tight budget for the year. There have been no major IT outages or periods of unavailability despite some challenges including a virus infection and a couple of minor server outages.

The IT/Facilities department has continued with regular site visits to provide in-person assistance to staff in addition to the self-reporting system in use. This is usually combined with scheduled site visits.

#### Facilities

Site facilities have received regular and ongoing building maintenance with small improvements made and some older furniture replaced.

Towards the end of the previous financial year, the search began for a new city-based location, capable of combining Centacare's Head Office together with our two existing city-based training sites.

At the time of writing a suitable facility had been identified in West Perth, a

lease signed and fit-out had commenced. Current city-based training sites are scheduled to move in to the new premises in late July 2015.

### Human Resources

Centacare Employment and Training employs a committed and dedicated team of 97 people across our seven training site locations. Similar to last year, they include 16 full-time, 50 part-time and 31 casual staff and represent teachers, trainers, management and support staff.

Towards the latter end of the year, three new positions were created: Volunteer Co-ordinator (part-time), Business Development Officer, (part-time) and Quality Assurance Manager, (part-time).

#### Staff Retention and Turnover

Centacare's commitment to retain our valuable staff members is crucial to our success.

We continuously strive to provide flexible working arrangements as our preferred avenue for staff retention, including:

- Career pathways;
- Induction and mentoring programs;
- Ongoing professional development opportunities;
- Flexible work options;



- Salary packaging;
- Employee Assistance Program;
- Well-resourced, upbeat offices and training sites.

The staff retention rate for the year was 90% with the turnover rate of 10% spread across all sites and departments.

**Recruitment and Selection**

Our internal recruitment practices have been highly successful. During the year we have been able to employ a recent Business graduate from our Certificate II Business course into an Administrative position.



Students from Centacare's Skills for Education and Employment program learning computer skills.

### **Training and Development**

Centacare's success depends on the ability of our staff to effectively deliver our promises to our clients. Our online training continues to be popular and successful.

### **Remuneration**

In March 2015, Centacare introduced a new pay scale within our Skills for Education and Employment program in order to facilitate the career development of our teachers and recognise the outstanding work they do.

### **Occupational Health and Safety**

Centacare has again maintained a safe and healthy working environment this year with all staff undertaking regular on-line occupational health and safety training and First Aid officers assigned to all sites.

### **Diversity**

We continue to encourage diversity in our workforce by employing staff members from all walks of life and with many and varied cultural backgrounds.

### **Wellbeing**

Centacare continues providing an exceptional Employee Assistance Program through our partner, Centrecare. This program provides an excellent

confidential pathway for all employees to access personal and professional support as required.

### **Marketing**

Increasing competition in the VET sector combined with lean budgets has presented challenges for the marketing department this year. Greater reliance on digital communication has become the modus operandi from traditional forms of communication with various stakeholder groups including referring agencies, students, employers and industry associates.

### **Website**

In February, Centacare's new website went live providing a greater range of functionality including integrated social media, on-line application forms, news feed and blog site.

Subscribers to website options are growing steadily. Subscriber options provide relevant information to Students and ex-students, Employers and industry associates.

The new website has helped to bring the look and feel of Centacare's brand in line with other marketing and communications collateral.

### **Facebook**

Centacare's Facebook following has been a great source of involvement and dissemination for teachers and students alike, posting news and information about courses, jobs alerts for graduates, volunteering opportunities, student success stories and more.

### **eNews**

This year Centacare has used an electronic newsletter as its main source of communication with various stakeholder groups. This system has worked well, allowing Centacare to accurately broaden our reach and visibility whilst easily identifying and maintaining accurate readership information.

### **Promotional Video**

Towards the end of the year, Centacare was selected as one of three LifeLink agencies to feature in a short film outlining the services of welfare agencies established by the Catholic Archdiocese of Perth.

Filming showcased our Cannington training centre and included an interview with Lee-Anne Phillips, Executive Director of Centacare and footage of a classroom in action.

*(Note: LifeLink is the fundraising and promotional arm for the welfare agencies and services established by the Archdiocese of Perth.)*

**iPads for Mirrabooka Training Centre**

During the year, Centacare was successful in receiving a grant from Lotterywest to purchase 15 iPads and supporting hardware and software for students of our SEE program at Mirrabooka.

The iPads have enabled students, during lunch times, break-out periods and on days when there are no classes, with an opportunity to explore, familiarise and harness the power of digital, mobile technology to support personal circumstances and employment objectives.

**Expos**

At time of writing, Centacare is in preparation for participation at NAIDOC Week, the MercyCare annual Career Options Day and the 2015 Skills West Expo.





# 2015 ANNUAL REPORT

CENTACARE  
EMPLOYMENT AND  
TRAINING FINANCIAL  
STATEMENTS FOR  
THE YEAR ENDED  
30 JUNE 2015

# Declaration by the Board of Management

The members of the Board of Management declare that the Agency is not a reporting entity, and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the Financial Statements.

In the Board of Management's opinion:

- a) the financial statements and notes as set out on pages 30 to 39 satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*, including:
  - i) complying with Accounting policies as described in Note 1 to the financial statements and the *Australian Charities and Not-for-profits Commission Regulations 2013*; and
  - ii) giving a true and fair view of the Agency's financial position as at 30 June 2015 and of its performance for the year ended on that date.

In the Board of Management's opinion there are reasonable grounds to believe that the Agency will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Management.



**Lucas Wilk**

MEMBER OF THE BOARD OF MANAGEMENT

**Perth, Western Australia**

**25<sup>th</sup> November 2015**



Accountants | Business and Financial Advisers

### AUDITOR'S INDEPENDENCE DECLARATION

As lead auditor for the audit of the financial report of Centacare Employment and Training for the year ended 30 June 2015, I declare that to the best of my knowledge and belief, there have been no contraventions of any applicable code of professional conduct in relation to the audit.

A handwritten signature in black ink, appearing to read 'L Di Giallonardo'.

Perth, Western Australia  
25th November 2015

L Di Giallonardo  
PARTNER, HLB MANN JUDD

**HLB Mann Judd (WA Partnership) ABN 22 193 232 714**

**Level 4, 130 Stirling Street Perth WA 6000. PO Box 8124 Perth BC WA 6849. Telephone +61 (08) 9227 7500. Fax +61 (08) 9227 7533.**

**Email: [hlb@hlbwa.com.au](mailto:hlb@hlbwa.com.au). Website: <http://www.hlb.com.au>**

**Liability limited by a scheme approved under Professional Standards Legislation**

HLB Mann Judd (WA Partnership) is a member of



International, a world-wide organisation of accounting firms and business advisers.





Accountants | Business and Financial Advisers

## INDEPENDENT AUDITOR'S REPORT

To the members of Centacare Employment and Training:

We have audited the accompanying financial report, being a special purpose financial report, of Centacare Employment and Training ("the Agency"), which comprises the statement of financial position as at 30 June 2015, and the income statement, statement of changes in equity, statement of cash flows and notes to the financial statements for the year then ended.

### The responsibility of the Board of Management for the financial report

The members of the Board of Management are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the financial reporting requirements of the Constitution and the Australian Charities and Not-for-profits Commission Act 2012 and are appropriate to meet the needs of the members. The Board's responsibility also includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### Auditor's responsibility


Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. Those Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

**HLB Mann Judd (WA Partnership) ABN 22 193 232 714**

**Level 4, 130 Stirling Street Perth WA 6000. PO Box 8124 Perth BC WA 6849. Telephone +61 (08) 9227 7500. Fax +61 (08) 9227 7533.**

**Email: [hlb@hlbwa.com.au](mailto:hlb@hlbwa.com.au). Website: <http://www.hlb.com.au>**

**Liability limited by a scheme approved under Professional Standards Legislation**

HLB Mann Judd (WA Partnership) is a member of  **HLB International**, a world-wide organisation of accounting firms and business advisers.

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

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 judgement, 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 controls relevant to the Agency'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 Agency's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report.

Our audit did not involve an analysis of the prudence of business decisions made by the members of the Board or management.

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

### Independence

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

### Auditor's opinion

In our opinion:

- a) the financial report of Centacare Employment and Training is in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:
  - i) presenting fairly, in all material respects, the financial position of the Agency as at 30 June 2015 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements;
  - ii) complying with the *Australian Charities and Not-for-profits Commission Regulations 2013*;
- b) we have been given all information, explanation and assistance necessary for the conduct of the audit;
- c) the Agency has kept financial records sufficient to enable a financial report to be prepared and audited; and
- d) the Agency has kept other records as required by Part 3.2 of the Act.

**Basis of accounting**

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to meet the reporting requirements of the Agency's Constitution and external fund providers. As a result, the financial report may not be suitable for another purpose.



HLB Mann Judd  
Chartered Accountants



L Di Giallonardo  
PARTNER

Perth, Western Australia  
25th November 2015

# Income Statement

FOR THE YEAR ENDED 30 JUNE 2015

	2015	2014
	\$	\$
<b>INCOME</b>		
Brokerage Fees & Outcomes	185,700	708,800
Training Services (SEE & VET)	5,419,888	4,804,801
WELL Program	-	1,413
Other Grants	24,372	-
Archdiocesan Subsidy	72,205	67,548
Interest Received	31,720	32,544
Sale of Assets	413	-
Insurance Recovery	4,028	5,899
Wages & other expenses recouped	302	97
	<b>5,738,628</b>	<b>5,621,102</b>
<b>EXPENDITURE</b>		
Staff (Wages, Superannuation, FBT, Insurance, Training, Travel, Welfare)	3,736,289	3,565,193
Accommodation (Rental, Maintenance, Cleaning, Electricity, Rates)	958,989	950,577
Low Value Assets (Computers and Equipment)	11,844	13,516
Interest Expense	42,460	47,577
Services and Contracts	618,047	1,012,861
	<b>5,367,629</b>	<b>5,589,724</b>
Operating Surplus	370,999	31,378
Reversal of Provision for Redundancy (Note 1(d))	-	292,293
Accumulated Funds Brought Forward	2,045,184	1,721,513
<b>ACCUMULATED FUNDS</b>	<b>2,416,183</b>	<b>2,045,184</b>

*This statement forms part of the financial statements and is to be read in conjunction with the Notes to and forming part of the Financial Statements.*

# Statement of Financial Position

AS AT 30 JUNE 2015

	2015	2014
	\$	\$
<b>CURRENT ASSETS</b>		
Cash at Bank	1,735,439	1,454,593
Petty Cash	2,300	2,300
Term Deposits	254,146	248,495
Accounts Receivable	179,754	112,872
Accrued Income	-	14,700
Prepaid Expenses	97,820	7,385
Other Assets - Security Bonds	3,490	3,490
	<b>2,272,949</b>	<b>1,843,835</b>
<b>NON-CURRENT ASSETS</b>		
Computers & IT Equipment	377,899	342,458
Less: Provision for Depreciation	(237,318)	(176,483)
Furniture & Fittings	464,626	464,627
Less: Provision for Depreciation	(101,587)	(54,341)
Office Equipment	53,608	52,078
Less: Provision for Depreciation	(30,665)	(21,875)
Leasehold Improvements	353,947	342,704
Less: Provision for Depreciation	(155,332)	(108,080)
Buildings (Note 4)	339,000	339,000
Less: Provision for Depreciation	(18,088)	(9,613)
Land (Note 4)	711,000	711,000
Software	48,000	-
Less: Provision for Amortisation	(5,143)	-
	<b>1,799,947</b>	<b>1,881,475</b>
<b>TOTAL ASSETS</b>	<b>4,072,896</b>	<b>3,725,310</b>

# Statement of Financial Position (Continued)

AS AT 30 JUNE 2015

	2015	2014
	\$	\$
<b>CURRENT LIABILITIES</b>		
Australian Taxation Office	174,209	175,404
Creditors and Accruals	204,749	179,410
Income in Advance	114,400	90,460
Loan (Note 4)	104,992	100,270
Annual Leave Accrual	245,360	212,672
Provision for Long Service Leave	41,522	45,914
Provision for Redundancy	-	2,192
	<b>885,232</b>	<b>806,322</b>
<b>NON-CURRENT LIABILITIES</b>		
Loan (Note 4)	771,481	873,804
<b>TOTAL LIABILITIES</b>	<b>1,656,713</b>	<b>1,680,126</b>
<b>NET ASSETS</b>	<b>2,416,183</b>	<b>2,045,184</b>
<b>EQUITY</b>		
Accumulated Funds	2,416,183	2,045,184
<b>TOTAL EQUITY</b>	<b>2,416,183</b>	<b>2,045,184</b>

*This statement forms part of the financial statements and is to be read in conjunction with the Notes to and forming part of the Financial Statements.*



# Statement of Changes in Equity

FOR THE YEAR ENDED 30 JUNE 2015

ACCUMULATED FUNDS	\$
Balance at 1 July 2013	1,721,513
Surplus for year ended 30 June 2014	31,378
Reversal of provision for redundancy	292,293
Balance at 30 June 2014	2,045,184
Surplus for year ended 30 June 2015	370,999
Balance at 30 June 2015	2,416,183

*This statement forms part of the financial statements and is to be read in conjunction with the Notes to and forming part of the Financial Statements.*

# Statement of Cash Flows

FOR THE YEAR ENDED 30 JUNE 2015

	2015 \$	2014 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
RECEIPTS		
Fees and charges	5,496,048	5,416,798
Archdiocesan Subsidy	182,205	67,548
Interest Received	31,720	32,544
PAYMENTS		
Staff and Suppliers	(5,172,045)	(5,421,554)
Interest Paid	(43,173)	(48,282)
Net cash provided by operating activities (Note 2)	494,755	47,054
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
RECEIPTS		
Proceeds from sale of Property, Plant & Equipment	413	-
PAYMENTS		
Purchases of Property, Plant & Equipment	(111,784)	(49,977)
Net cash used in investing activities	(111,371)	(49,977)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
PAYMENTS		
Loan repayments	(96,887)	(91,777)
Net cash used in financing activities	(96,887)	(91,777)
Net increase/(decrease) in cash held	286,497	(94,700)
Cash at beginning of reporting period	1,705,388	1,800,088
Cash at end of reporting period (Note 2)	1,991,885	1,705,388

*This statement forms part of the financial statements and is to be read in conjunction with the Notes to and forming part of the Financial Statements.*

# Notes to and forming part of the Financial Statements

FOR THE YEAR ENDED 30 JUNE 2015

## 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are a special purpose financial report prepared specifically to meet the reporting requirements of the Agency's Constitution and the requirements of the Australian Charities and Not-for-Profits Commission Act 2012 and related regulations.

The Board of Management has determined that the Agency is not a reporting entity and therefore there is no requirement to apply Accounting Standards and other mandatory professional reporting requirements. The financial statements have been prepared in accordance with the requirements of the following Accounting Standards:

AASB 107	Statement of Cash Flows
AASB 108	Policies, Changes in Accounting Estimates and Errors
AASB 110	Events after the Reporting Period
AASB 118	Revenue
AASB 1031	Materiality

The accounting policies adopted are consistent with those of the previous year except as otherwise stated.

### a) Basis of Accounting

The accounts have been prepared on an accrual basis.

### b) Revenue

Revenue is recognised in the Income Statement when contractual milestones attached to earning the revenue are satisfied.

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

# Notes to and forming part of the Financial Statements (Continued)

FOR THE YEAR ENDED 30 JUNE 2015

## c) Fixed Assets

Asset purchases in excess of \$500 per item are capitalised.

Depreciation is calculated on a straight-line basis over the estimated useful life of the fixed assets to the agency as follows:

Computers & IT Equipment	4 years
Furniture & Fittings	10-20 years
Office Equipment	8 years
Motor Vehicles	5 years
Buildings	40 years

The amortisation policy for leasehold improvements is dependent on the lease term and the underlying business contract to which the leasehold improvements relate.

## d) Employee Entitlements

Employee entitlements, which include annual leave, long service leave and accrued wages are calculated to meet entitlements at balance date.

Long service leave is accrued at current wage rates after seven (7) years service.

In 2014, the Board of Management resolved to change the policy regarding the provision for redundancy which previously was recorded for all employees regardless of the probability of redundancy. With effect from 2013/14, the provision for redundancy is calculated based on severance pay payable for the appropriate years of service where there is a known probability of a redundancy occurring. An adjustment of \$292,293 to reverse the existing Provision for Redundancy was made in June 2014.

One redundancy occurred in July 2014 due to a program closure. There are no known redundancies identified at balance date subsequently no provision has been raised as at 30 June 2015.

## e) 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 Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

**f) Income Tax**

No provision for income tax has been raised, as the entity is exempt from income tax under Div 50 of the *Income Tax Assessment Act 1997*.

**g) Economic Dependence**

Centacare Employment and Training is dependent on the Department of Education and the Department of Training & Workplace Development for the majority of its revenue used to operate the business. At the date of this report the Board of Management has no reason to believe the Departments will not continue to support Centacare Employment and Training.

# Notes to and forming part of the Financial Statements (Continued)

FOR THE YEAR ENDED 30 JUNE 2015

## 2. CASH FLOW INFORMATION

### a) Reconciliation of cash

Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

	2015 \$	2014 \$
Cash at Bank	1,735,439	1,454,593
Petty Cash	2,300	2,300
Term Deposits	254,146	248,495
	<b>1,991,885</b>	<b>1,705,388</b>

**b) Reconciliation of cashflow from operations with operating surplus:**

	2015	2014
	\$	\$
Operating surplus /(deficit)	370,999	323,671
Increase (Decrease) in Creditors and Accruals	25,340	(118,804)
Increase (Decrease) in Australian Taxation Office	(1,195)	747
Increase (Decrease) in Provisions for Staff Entitlements	26,104	(247,401)
Increase (Decrease) in Income in Advance	23,940	(271,469)
(Increase) Decrease in Accrued Income	14,700	26,900
(Increase) Decrease in Prepaid Expenses	(90,435)	4,265
(Increase) Decrease in Accounts Receivable	(66,882)	140,357
(Increase) Decrease in Other Assets	-	4,263
Receipts from sale of assets	(413)	-
Loss on disposal of Assets	355	-
Depreciation on Property, Plant & Equipment	192,955	185,230
Net Interest accrued on loan	(713)	(705)
Net cash provided by operating activities	494,755	47,054

**3. EVENTS SUBSEQUENT TO BALANCE DATE**

In July 2015, the rental lease at 641-643 Wellington St, Perth expired. As a result, Centacare relocated its VET training and Head Office functions to new leased premises at 823 Wellington St, West Perth. As part of this move, SEE training previously conducted at 640 Murray St was also relocated to the new premises. The cost of the building fitout will be capitalised and depreciated with effect from July 2015.

**4. PROPERTY AT ALBANY HIGHWAY, CANNINGTON**

In 2012/13, the Roman Catholic Archbishop of Perth on behalf of Centacare Employment and Training acquired a property situated at 4/1236 Albany Highway, Cannington to be used in the provision of education services. The purchase price of the property was \$1,050,000 (exclusive of GST) which, together with the cost of fitting out the premises, was partially funded by a loan from the Catholic Development Fund, which holds a mortgage over the property.





# 2015 ANNUAL REPORT

CENTACARE  
EMPLOYMENT  
AND TRAINING  
GIFT ASSISTANCE  
FUND FINANCIAL  
STATEMENTS FOR  
THE YEAR ENDED  
30 JUNE 2015

# Declaration by the Board of Management

The members of the Board of Management declare that the Agency is not a reporting entity, and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the Financial Statements.

The members of the Board of Management declare that to the best of our knowledge and belief, the financial statements and notes, as set out on pages 44 to 47 present fairly the Agency's financial position as at 30 June 2015, and its performance and cash flows for the year ended on that date.

This declaration is made in accordance with a resolution of the Board of Management.



**Lucas Wilk**

MEMBER OF THE BOARD OF MANAGEMENT

**Perth, Western Australia**

**25<sup>th</sup> November 2015**



Accountants | Business and Financial Advisers

## INDEPENDENT AUDITOR'S REPORT

To the members of Centacare Employment and Training:

We have audited the accompanying financial report, being a special purpose financial report, of Centacare Employment and Training Gift Assistance Fund ("the Fund"), which comprises the statement of financial position as at 30 June 2015, and the income statement, statement of changes in equity and notes to the financial statements for the year then ended.

## THE RESPONSIBILITY OF THE BOARD OF MANAGEMENT FOR THE FINANCIAL REPORT

The members of the Board of Management are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the financial reporting requirements of the Constitution and the Australian Charities and Not-for-profits Commission Act 2012 and are appropriate to meet the needs of the members. The Board's responsibility also includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

## AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. Those Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

**HLB Mann Judd (WA Partnership) ABN 22 193 232 714**

**Level 4, 130 Stirling Street Perth WA 6000. PO Box 8124 Perth BC WA 6849. Telephone +61 (08) 9227 7500. Fax +61 (08) 9227 7533.**

**Email: [hlb@hlbwa.com.au](mailto:hlb@hlbwa.com.au). Website: <http://www.hlb.com.au>**

**Liability limited by a scheme approved under Professional Standards Legislation**

HLB Mann Judd (WA Partnership) is a member of



International, a world-wide organisation of accounting firms and business advisers.

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 judgement, 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 controls relevant to the Fund'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 Fund's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report.

Our audit did not involve an analysis of the prudence of business decisions made by the members of the Board or management.

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

## INDEPENDENCE

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

## AUDITOR'S OPINION

In our opinion the financial report presenting fairly, in all material respects, the financial position of the Fund as at 30 June 2015 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements;

## BASIS OF ACCOUNTING

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to meet the reporting requirements of the Fund's Constitution and external fund providers. As a result, the financial report may not be suitable for another purpose.

Perth, Western Australia  
25th November 2015

HLB Mann Judd  
Chartered Accountants

L Di Giallonardo  
PARTNER

# Income Statement

FOR THE YEAR ENDED 30 JUNE 2015

	2015 \$	2014 \$
RECEIPTS		
Donations	0	926
Interest	3	3
Receipts for Reporting Period	3	929
PAYMENTS		
Contribution to VET student fee	313	313
Contribution to training costs	300	0
	613	313
Surplus/(Deficit) of receipts over payments	(610)	616

*This statement forms part of the financial statements and is to be read in conjunction with the Notes to and forming part of the Financial Statements.*

# Statement of Financial Position

AS AT 30 JUNE 2015

	2015 \$	2014 \$
CURRENT ASSETS		
Cash at Bank	1,215	1,825
NET ASSETS	1,215	1,825
EQUITY		
Accumulated Funds	1,215	1,825

*This statement forms part of the financial statements and is to be read in conjunction with the Notes to and forming part of the Financial Statements.*



# Statement of Changes in Equity

FOR THE YEAR ENDED 30 JUNE 2015

ACCUMULATED FUNDS	\$
Balance at 1 July 2013	1,209
Surplus for year ended 30 June 2014	616
Balance at 30 June 2014	1,825
Deficit for year ended 30 June 2015	(610)
Balance at 30 June 2015	1,215

*This statement forms part of the financial statements and is to be read in conjunction with the Notes to and forming part of the Financial Statements.*

# Notes to and forming part of the Financial Statements

FOR THE YEAR ENDED 30 JUNE 2015

## 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are a special purpose financial report prepared specifically to meet the reporting requirements of the Agency’s Constitution.

The Board of Management has determined that the Agency is not a reporting entity and therefore there is no requirement to apply Accounting Standards and other mandatory professional reporting requirements. The financial statements have been prepared in accordance with the requirements of the following Accounting Standards:

AASB 110	Events after the Reporting Period
AASB 1031	Materiality

The accounting policies adopted are consistent with those of the previous year except as otherwise stated.

### a) Basis of Accounting

The accounts have been prepared on a cash basis which was consistent with previous years and considered adequate for the level of operations.



# centacare

Employment and Training

## **Centacare Employment and Training (Head Office)**

-  641-643 Wellington Street  
Perth WA 6000
-  (08) 9482 7000
-  [reception@centacarewa.com.au](mailto:reception@centacarewa.com.au)
-  [www.centacarewa.com.au](http://www.centacarewa.com.au)
-  [facebook.com/Centacare](https://facebook.com/Centacare)

**GOSNELLS  
CANNINGTON  
MIDLAND  
PERTH  
WEST PERTH  
MIRRABOOKA  
JOONDALUP**