



**ACT**  
Government

ACT BUILDING AND CONSTRUCTION INDUSTRY



**TRAINING FUND  
AUTHORITY**

**ACT**

**BUILDING AND CONSTRUCTION**

**INDUSTRY TRAINING FUND AUTHORITY**

**ANNUAL REPORT**

**2023 - 2024**

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Produced by the ACT Building and Construction Industry Training Fund Authority.

This report is available on the ACT Building and Construction Industry Training Fund Authority website at [www.trainingfund.com.au](http://www.trainingfund.com.au)

Canberra, Australian Capital Territory, September 2024.

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## Section A – Transmittal Certificate



Mr Chris Steel MLA  
Minister for Skills  
ACT Legislative Assembly  
London Circuit  
CANBERRA ACT 2601

Dear Minister,

### 2023-24 ACT Building and Construction Industry Training Fund Authority Annual Report

This report has been prepared in accordance with section 8(1) of the *Annual Report (Government Agencies) Act 2004* and in accordance with the requirements under the Annual Report Directions.

It has been prepared in conformity with other legislation applicable to the preparation of the Annual Report by the ACT Building and Construction Industry Training Fund Authority.

We certify that the information in the attached report and information provided for the whole of government reporting, is an honest and accurate account and that all material information on the operations of the ACT Building and Construction Industry Training Fund Authority has been included for the period 1 July 2023 to 30 June 2024.

We hereby certify that fraud prevention has been managed in accordance with the *Public Sector Management Standards 2006 (repealed), Part 2.3* (see section 113, *Public Sector Management Standards 2016*).

Section 6 of the *Annual Reports (Government Agencies) Act 2004* requires that you present the Report to the Legislative Assembly within 15 weeks after the end of the reporting year.

Yours sincerely



Michael Young  
Chairperson  
Training Fund Authority

23 September 2024

Yours sincerely



Josephine Whitfield  
Chief Executive Officer  
Training Fund Authority

23 September 2024

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## Section B – Organisation Overview and Performance:

### B.1 Organisation Overview

#### The Authority's Purpose

The Building and Construction Industry Training Fund Authority (the Authority) provides funding for the training of entry-level and eligible existing workers for the development of skills identified as being in short supply in the ACT building and construction industry. Funding training outcomes and therefore reducing the cost of training to industry, the Authority aims to improve access to training and promote a training culture to support the entry of new people into the building and construction industry.

#### The Authority's objectives are:

- To promote, through training, increased productivity, career opportunities, personal satisfaction and work health and safety within the building and construction industry.
- To ensure equitable funding to eligible workers in employment-related training in the building and construction industry.
- To allocate funds against determined priorities and outcomes for training delivery.
- To encourage employment and skills development in the building and construction industry.

The Authority has five operational programs which are set out in the annual training plan. These programs are:

1. Entry Level Training.
2. Up-Skilling and Cross-Skilling Training.
3. Promotion, Marketing and Sponsorship.
4. Research and Development.
5. Access and Equity.

#### The Authority's functions are:

- To administer the training fund, the income of which is obtained by a Training Levy of 0.2% on the value of work in respect of which the Training Levy is payable by the Project Owner.
- To make payments, or direct payments be made, from the fund in accordance with the training plan.
- The Authority has the power to do all things necessary, or convenient to be done for, or in connection with, the performance of its functions.

#### Clients and stakeholders:

The following are the Authority's clients and stakeholders:

▪ ACT Government Agencies	▪ Individual Business Organisations within Commercial, Residential and Civil Sectors
▪ ACT Schools and Colleges	▪ Industry Associations

▪ Employers and employees in the ACT Building and Construction industry	▪ Industry Training Advisory Boards
▪ Employee Associations	▪ Registered Training Organisations
▪ Group Training Organisations	▪ Statutory and Regulatory Authorities

**Structure of the Authority**

**Minister**

**Minister for Skills  
ACT Government**  
Chris Steel, MLA

**Board Members**

**Independent Chairman**  
Michael Young

**Members**

Matthew McCann/Allen Hicks	Employee/Representative
Graciete Ferreira	Employer/Representative
Zachary Smith	Employee/Representative
Melissa Byrne (nee Adler)	Employer/Representative
Glenn Carter/Jo Whitfield	Non-voting Member

**Chief Executive Officer**  
Glenn Carter/Jo Whitfield

**Compliance Manager**  
Ben Stokes

**Industry Liason Officer**  
Mick Doyle

**Communications and Engagement Manager**  
Steve Alexsoski

## Corporate Overview

The Authority is an independent statutory authority. The Authority collects a 0.2% levy on building and construction projects above \$10,000 undertaken in the ACT, which is then used to fund training for workers in the industry.

Following a review into the *Building and Construction Industry Training Levy Act 1999*, it was brought to the Authority's attention that there were issues with the authorisation of payments from the Training Levy Fund. The Authority has sought to rectify these issues requesting that government introduce the *Building and Construction Industry Training Levy Amendment Regulation 2024 (No 1)* and develop amendments to the *Building and Construction Industry Training Levy Act 1999* which will be progressed in the future.

### Overview

#### **Objective 1 To maintain or increase the income of the fund to meet the annual training plan objectives.**

- The Authority's total income for the financial year 2023-24 was \$3,981,624. This figure is a decrease of \$615,986 over the previous year of \$4,597,610.
- 

#### **Objective 2 To increase the funding available to its approved training programs.**

The Authority provides funding to its training programs through:

- The continuation of on-the-job training incentives for employers of apprentices in trades identified as having a skills shortage.
  - Encourage employment and skills development in the building and construction industry.
  - Sponsorship support to those industry bodies who demonstrate commitment and support to training and excellence in training.
  - Providing training incentives to ACT schools and colleges whose students entry level training and undertake Certificate II Construction Pathways training.
- 

#### **Objective 3 Improve the Authority's profile among its stakeholders.**

As a key part of the Authority's strategy for 2023-24, the marketing of the Authority's activities was attained by:

- Ongoing compliance related activity, providing the Authority access to a wide range of stakeholders.
- Widespread consultation with industry stakeholders and government contributors.
- Partnering with key industry stakeholders for information presentation and enhancing the Authority's online presence.
- Regular and relevant up to date information on the Authority's website and social media platforms of LinkedIn, Facebook and Instagram.

- Providing relevant information on rebates and funding available to stakeholders in the industry, including developing two written Factsheets about Applying for Training Rebates and Eligibility for Training Rebates.
  - Sponsorship of industry training events and Vocational Education Training awards.
  - Liaising with ACT Government Directorates, Industry organisations and individuals.
- 

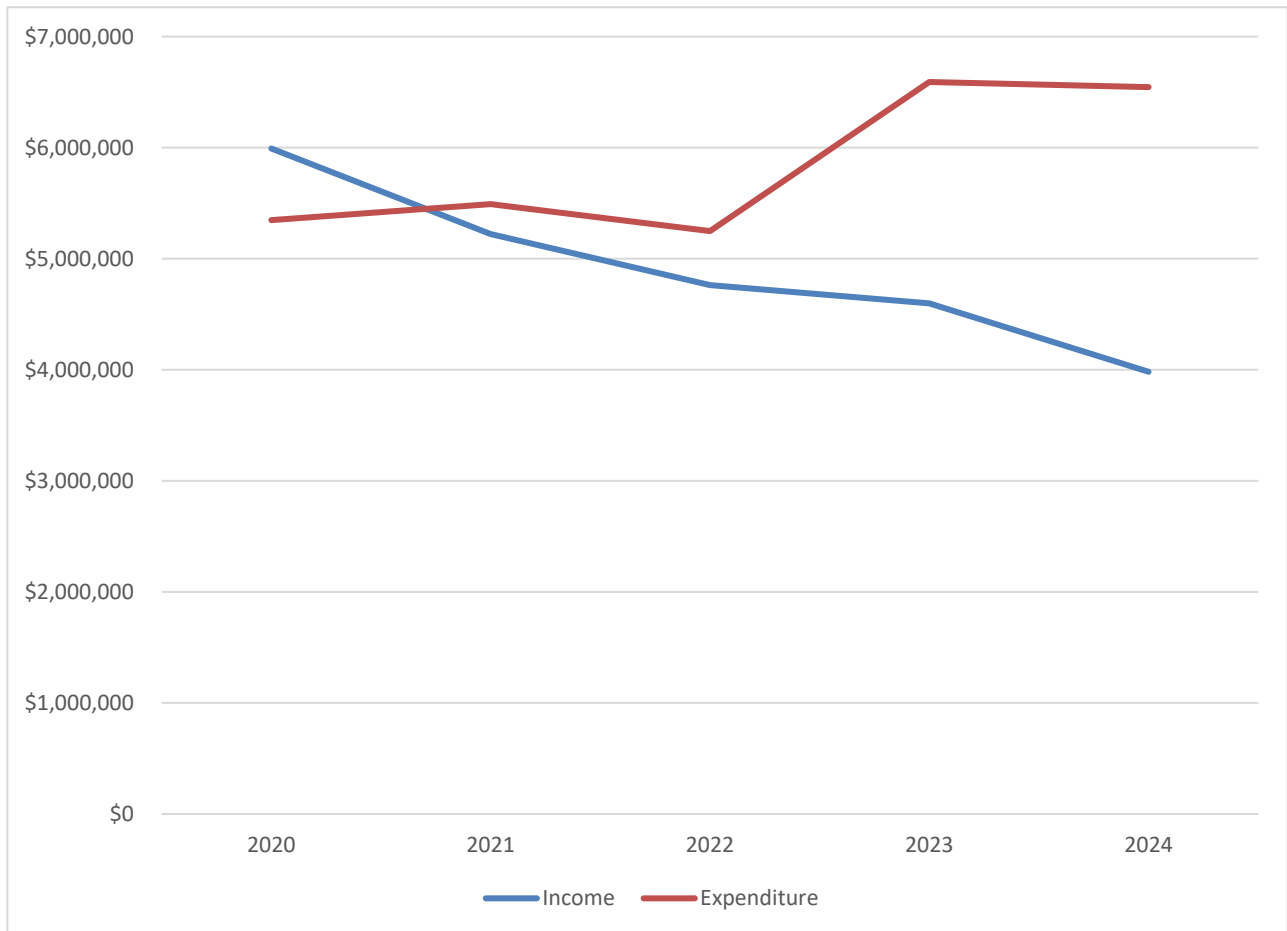
**Objective 4 Prepare the Authority’s annual training plan for approval by the Minister.**

The Authority submitted the 2025 Training Plan to the Minister for approval. The Minister, under Section 5 of the *Building and Construction Industry Training Levy Act 1999*, approved the 2025 Training Plan.

---

### Income & Expenditure: Year Ending June 2020-2024

	2020	2021	2022	2023	2024
<b>Income</b>	\$5,992,151	\$5,221,572	\$4,762,034	\$4,597,610	\$3,981,624
<b>Expenditure</b>	\$5,347,705	\$5,491,354	\$5,248,554	\$6,590,871	\$6,545,807



The Authority’s income for the year ending 30 June 2024 was \$3,981,624 which was \$615,986 (13.4%) lower than the income of \$4,597,610 in 2022-23.

This was due to levy income from building applications being significantly less than expected, due to the lower value of applicable building and construction works being undertaken during the year. This was the lowest level of levy income collected since FY 2011-12.

The Authority is anticipating that levy income in the financial year 2024-25 will be higher than the income in 2023-24, due to a projected increase in value of activities related to infrastructure projects, most notably the ACT Stage 2A of the light rail project. Residential apartment construction, residential homes in newly established estate developments and civil construction projects in the ACT are expected to remain steady.



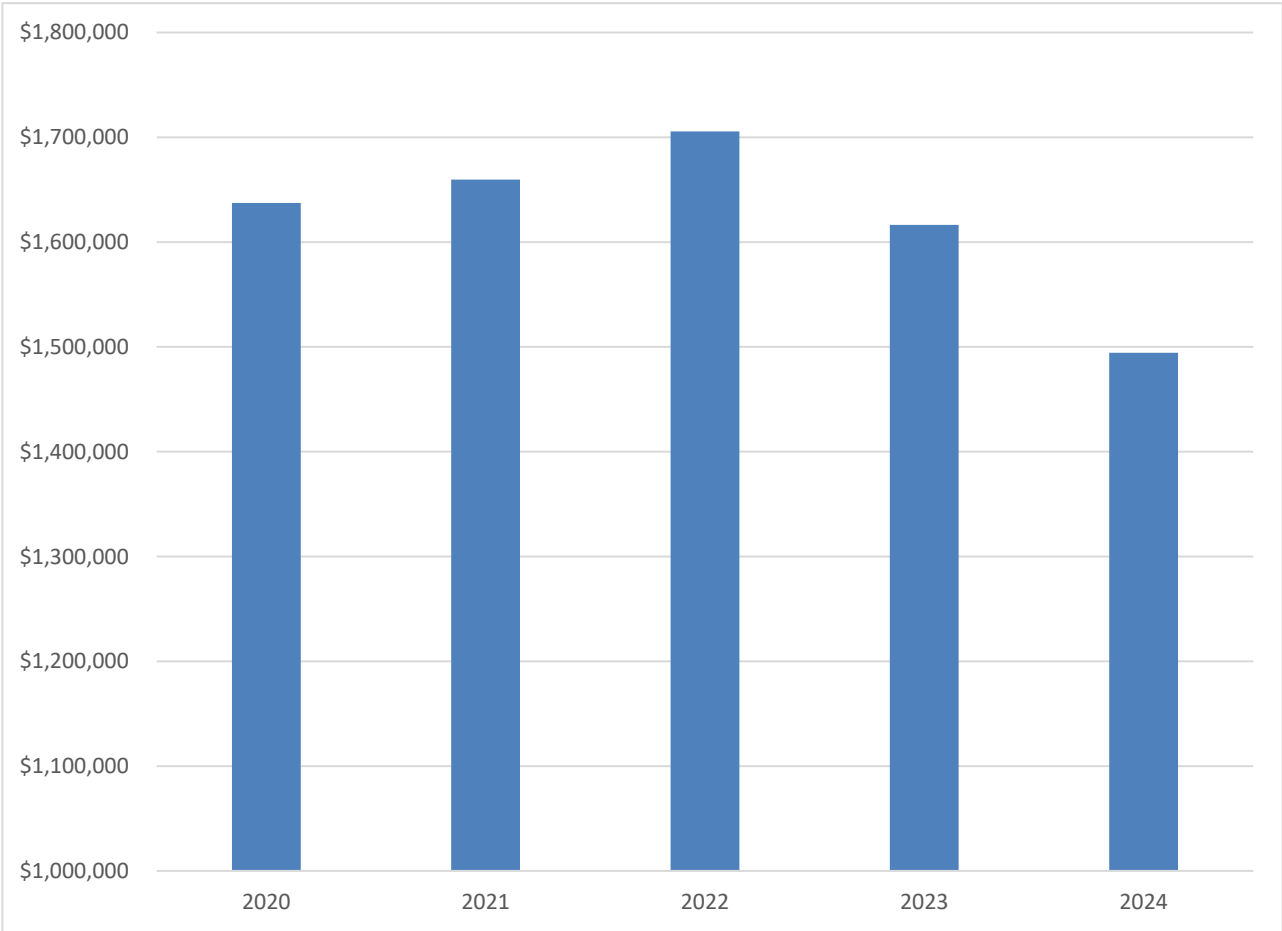
**Achievements in Entry Level Training**

The Authority provided funding totalling \$1,494,475 to employers of Australian Apprentices, Registered Training Organisations (RTOs), Group Training Organisations (GTOs) in the ACT, ACT Schools and Colleges and other stakeholders from its Entry Level Training program in 2023-24. This amount is a decrease of \$121,975 over the amount of \$1,616,450 expended in 2022-23 and was due to a minor reduction in numbers of apprentices employed by GTOs that receive an incentive payment per apprentice, as well as reduction in GTO funding for apprentices commencing from 1 January 2024.

This remains a substantial investment in training for the current and future workforce of the ACT building and construction industry.

**Expenditure - Entry Level  
Program Year Ending June  
2020 – 2024**

2020	2021	2022	2023	2024
\$1,637,400	\$1,659,629	\$1,705,619	\$1,616,450	\$1,494,475



The Authority provided funding for the following areas:

Sector	Number of funded training places
Australian Apprenticeships employed by Group Training Organisations in the ACT	326
Skill Shortages trades	79

Examples of funding include:

- Annual Australian Apprenticeship funding to GTOs in the ACT.
- Australian School-based Apprentices (ASbA).
- The continuation of incentives for employers of apprentices in trades identified as having a skills shortage.
- The continuation of incentives for employers of apprentices in trades identified as having a Women in Trades, Aboriginal & Torres Strait Islander persons, and Mature Age (25-44 years).
- Construction Industry Training Council – Entry Level Support Program.
- Certificate II in Construction for students at three ACT colleges.

With \$1,494,475 in funding being expended in the Entry Level Training program, the Authority was able to support entry-level apprentices, trainees and Australian School-based Apprenticeships (ASbAs). Funding also supported school and college students trained in courses associated with the building and construction industry across multiple different vocations in the ACT. The Authority provided funding support to 178 school students undertaking Cert II Construction Pathways, in addition to 53 Certificate II in Construction industry ASbAs employed by GTOs.

## Achievements in Up-Skilling and Cross-Skilling Training

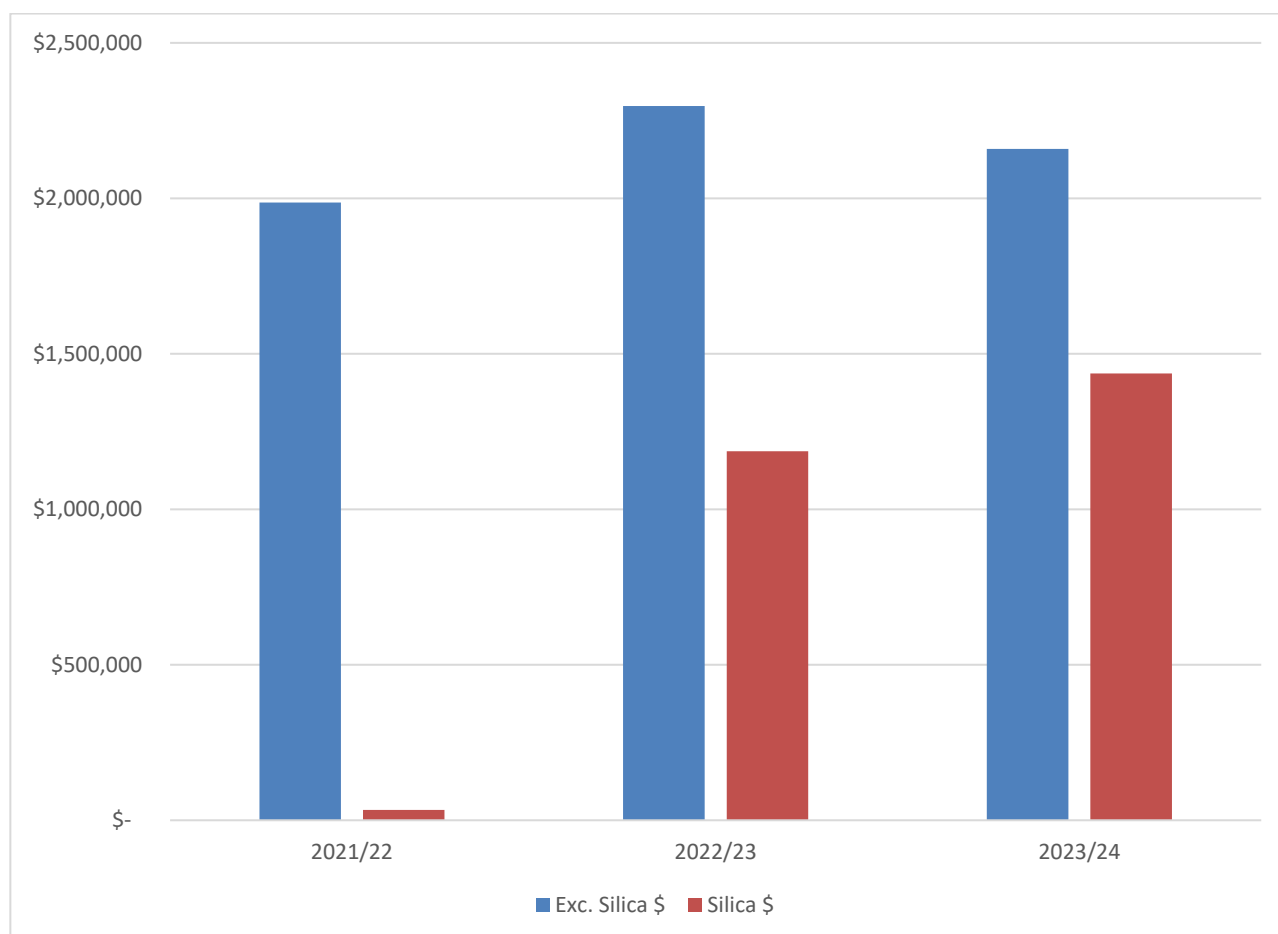
The Authority expended a total of \$3,596,229 in 2023-24 on the Up-Skilling and Cross-Skilling Training Program. This amount is an increase of \$112,480 compared to the amount of \$3,483,749 expended in 2022-23.

The increase in funding expenditure this financial year is due to *Work Health & Safety Amendment Regulation 2022 (No 1) (ACT)* (the amending regulation) which was notified on 30 June 2022 and commenced on 14 July 2022. In continuation of additional spending required in 2022-23, all ACT Construction industry workers have been mandated to undertake Crystalline silica awareness training by 1 July 2023 (since amended to 1 October 2023). Demand for training rebates across all other programs also increased across the 2 years since the mandatory training for Crystalline silica awareness was introduced.

### Analysis of spending on Up-Skilling and Cross-Skilling Training

– 1 July 2021 to 30 June 2024

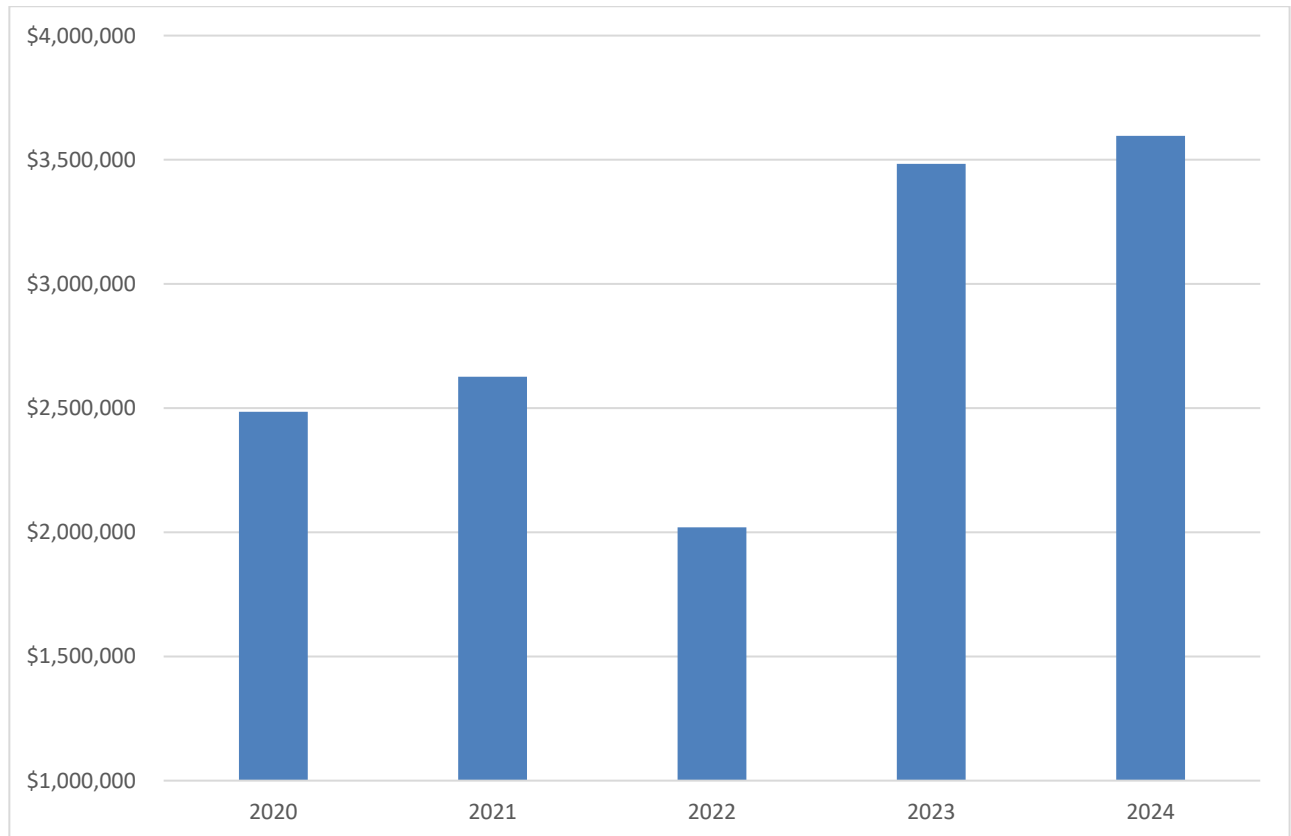
YEAR	Exc. Silica \$	Silica \$	Total \$
2021/22	\$ 1,986,719	\$ 33,140	\$ 2,019,859
2022/23	\$ 2,297,146	\$ 1,186,603	\$ 3,483,749
2023/24	\$ 2,159,232	\$ 1,436,997	\$ 3,596,229
<b>TOTAL \$ spent</b>	<b>\$ 6,443,097</b>	<b>\$ 2,656,740</b>	<b>\$ 9,099,837</b>



## Expenditure – Up-skilling and Cross-skilling Training Program

Year ending June 2020 – 2024

2020	2021	2022	2023	2024
\$2,485,548	\$2,626,424	\$2,019,860	\$3,483,749	\$3,596,229



The following table shows the number of training places funded by the Authority. The Authority provided funding for 26,065 training places during 2023-24.

Sector	Funding Provided
Work Health and Safety	\$2,272,361
General Construction / Civil Engineering	\$801,849
Finance, Business and Management	\$144,860
Electrotechnology / Plumbing	\$377,159

Following are examples of training courses funded:

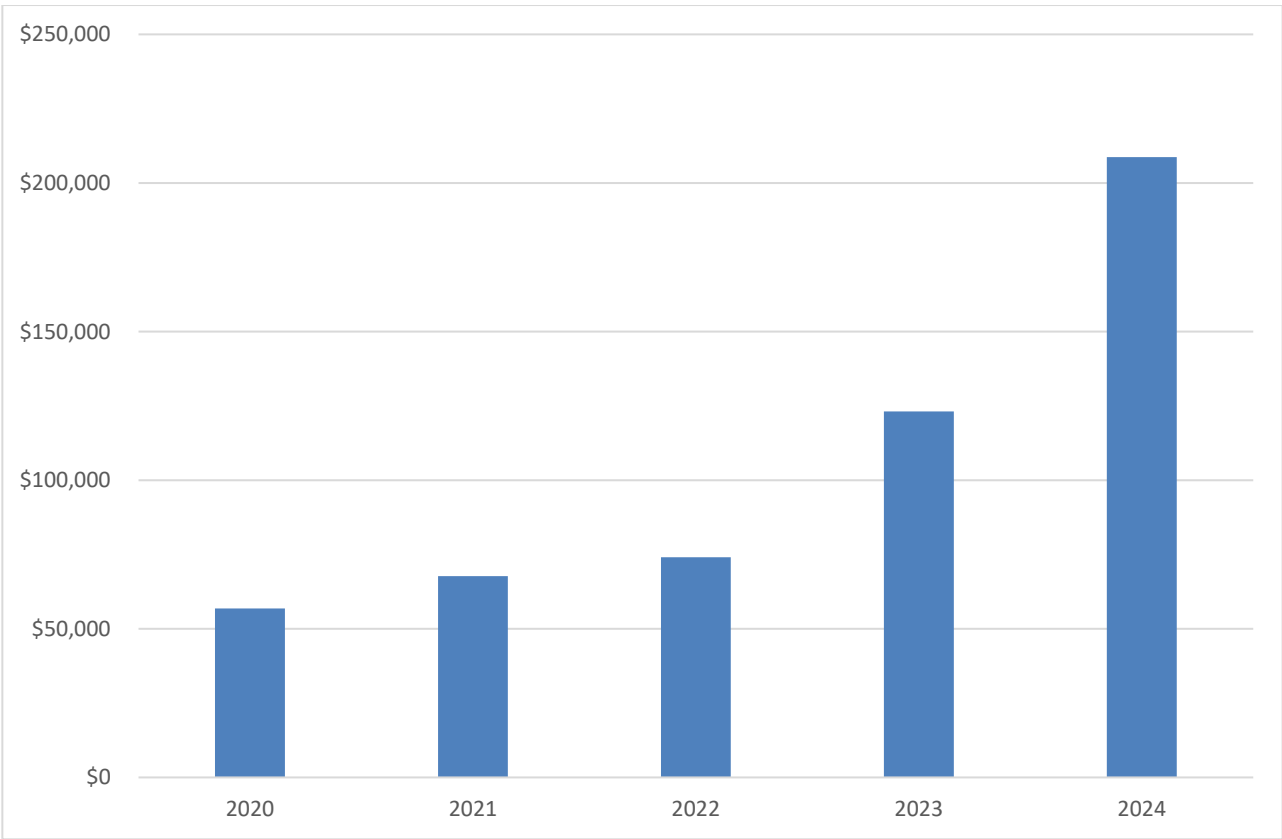
▪ Accounting / Computer Software	▪ First Aid/CPR
▪ ACT Construction Induction Card	▪ Forklift
▪ Asbestos Awareness	▪ Heavy Rigid Truck
▪ Backflow Prevention	▪ Manual Handling
▪ Backhoe loader	▪ Mental Health
▪ Business Administration and Management	▪ Mobile Chipper and Mulcher
▪ Cable Jointing Polymeric	▪ Personnel/Materials Hoist
▪ Certificate IV in Building & Construction	▪ Plan and Organise Civil Work
▪ Chainsaw	▪ Restrictive Electrical Training for Plumbers
▪ Compact Asphalt with Rollers	▪ Rigging
▪ Confined Space	▪ Scaffolding
▪ Crystalline Silica Awareness	▪ Solar Battery Storage - Various
▪ Electrical Wiring Rules	▪ Test and Tag Electrical Equipment
▪ Elevated Work Platforms	▪ Working Safely at Heights
▪ Fall Trees Manually	▪ Working Safely with Asbestos Containing Materials
▪ Fire Warden Training	▪ WHS Hazard Identification

**Achievements in Promotion, Marketing and Sponsorship**

The Authority expended \$208,715 on Promotion, Marketing and Sponsorship programs in 2023-24 to support several industry events, vocational education and training awards and projects. This amount is an increase of \$85,601 expended in 2022-23.

**Expenditure – Promotion, Marketing and Sponsorship Program  
Year Ending June 2020 – 2024**

2020	2021	2022	2023	2024
\$56,860	\$67,751	\$74,104	\$123,114	\$208,715



Funds were allocated to applications for support to the following training initiatives and awards of industry associations, apprenticeships and Vocational Education and Training (VET):

- ACT Government Office for Women – Women in Construction Pipeline Program.
- Australian Training Company (ATC) Women in Construction Pathways.
- ACT Government Education and Training Directorate – Training Excellence Awards.
- ACT Regional Building and Construction Industry Training Council (CITC) – Graduating Apprenticeship and Industry Encouragement Awards – Indigenous Apprentice of the Year.
- Creative Safety Initiatives (CSI) Drug & Alcohol Educational program.

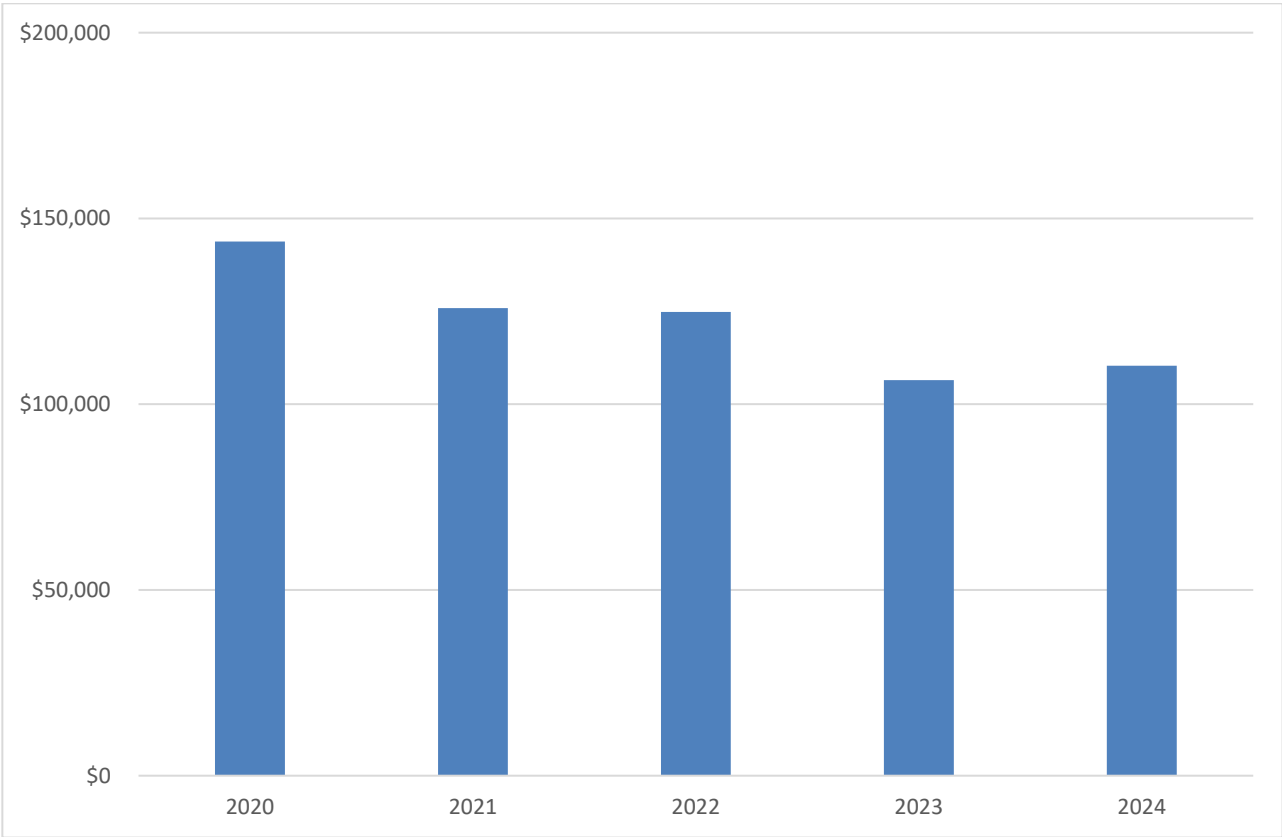
- Housing Industry Association (HIA) ACT/Southern NSW – Housing Industry and Apprenticeship Awards.
- Master Builders Association (MBA) of the ACT – Safety & Culture Leadership forums.
- MBA Group Training – Apprentice Awards.
- Master Plumbers Drainers & Gasfitters Association (MPA) – Apprentice Awards.
- National Electrical & Communications Association (NECA) - Industry Briefings.
- Promoting and advertising the Authority’s programs through industry functions, association journals, newsletters, and social media platforms.

**Achievements in Research and Development**

The Authority expended \$110,367 on the Research and Development program in 2023-24. This amount is an increase of \$3,890 compared to the 2022-23 financial year.

**Expenditure - Research & Development  
Program Year Ending June 2020 – 2024**

2020	2021	2022	2023	2024
\$143,763	\$125,855	\$124,820	\$106,477	\$110,367



Funds were expended on the following Research and Development programs:

- Research, planning, development and production of the Authority’s annual training plan, including production and provision of industry advice from the ACT Electrotechnology and Energy Advisory Board (EEAB), the ACT Regional Building and Construction Industry Training Council (CITC) and the Association of Commercial Air-Conditioning Contractors (ACACC).
- Audits conducted on behalf of the Authority of funding allocated via Registered Training Organisations (RTOs).



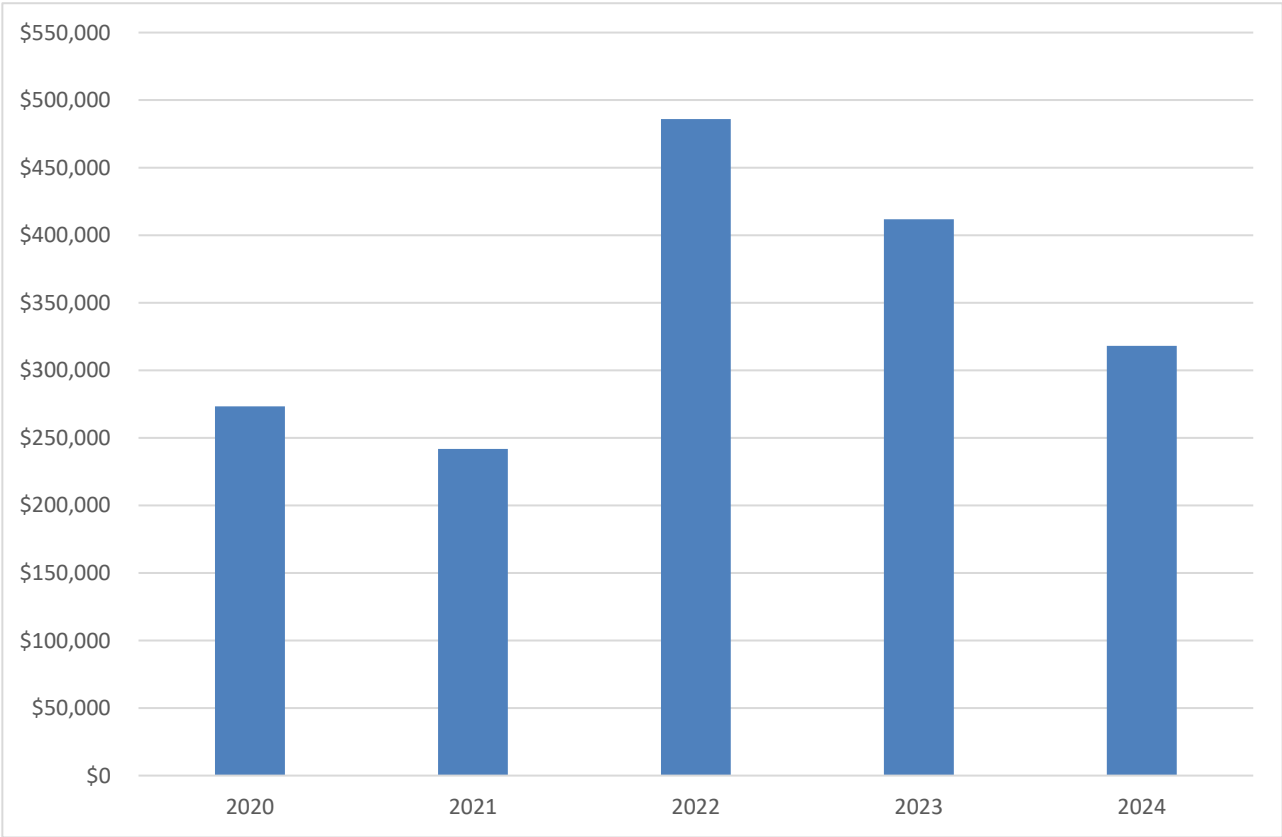
**Achievements in Access and Equity**

The Authority provided \$318,135 in funding in 2023-24 through the Access and Equity program. This amount is a decrease of \$93,685 over the 2022-23 financial year.

Funding provided incentive payments to employers of ACT apprentices supporting entry level and existing workers of identified minority groups and people with special needs within the building and construction industry.

**Expenditure - Access & Equity  
Program Year Ending June 2020 –  
2024**

2020	2021	2022	2023	2024
\$273,262	\$241,820	\$485,975	\$411,820	\$318,135



Funds were expended on the following Access and Equity programs:

- The Authority paid incentives to Employers who employed 71 Aboriginal and Torres Strait Islander apprentices.
- The Authority paid incentives to Employers who employed 28 Mature Age (25-44 yrs at commencement) apprentices.

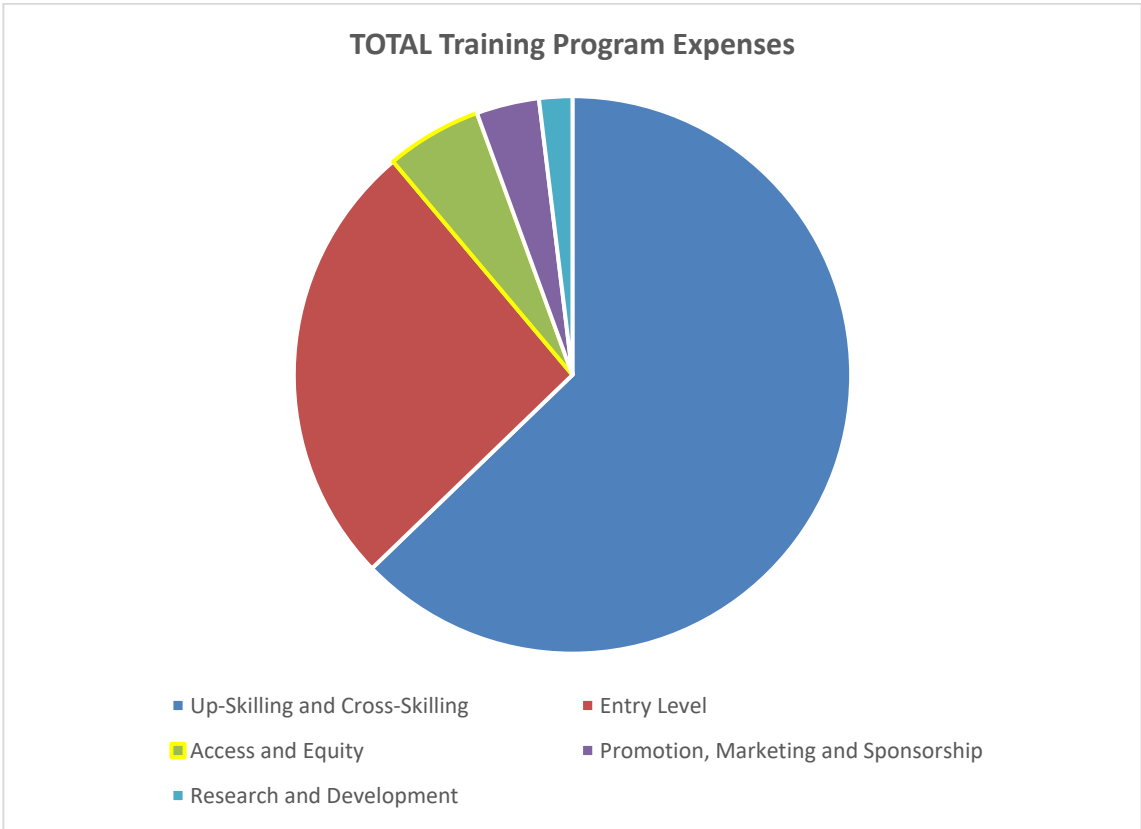
- The Authority paid incentives to employers for 71 female apprentices. The women were employed in non-traditional trades including cabinetmaking, electrotechnology, carpentry, horticulture, civil construction, plumbing, painting and decorating, resources and infrastructure, wall and ceiling lining and sports turf management.
- Support funding for industry skills training at the Alexander Maconochie Centre (AMC).
- Industry Starter program for Migrants with MBA Group Training.
- Training in mandatory cards for secondary students as part of the Understanding Building & Construction Pathways (UBCP) program.

**Total Funding Provided to Five Operational Programs**

The following table and graph are an indicative summary of the total funding provided to the five operational programs in 2023-24.

**Funding provided to five operational programs Year Ending June 2024**

Program	\$ Amount	Percentage %
Entry Level	1,494,475	26.1
Up-Skilling and Cross-Skilling Development	3,596,229	62.8
Promotion, Marketing and Sponsorship	208,715	3.6
Research and Development	110,367	1.9
Access and Equity	318,135	5.6
<b>Total</b>	<b>\$5,727,921</b>	<b>100.0%</b>



## **Future Priorities**

### **Program 1 ENTRY LEVEL TRAINING**

**Entry Level Training arrangements under this program only apply to persons who are under an ACT Contract of Training in an occupation, or an activity considered relevant to the building and construction industry, or persons employed as entry level workers in general construction.**

## **Future Priorities**

- Continue to support apprentices and trainees employed in trades and vocations relevant to Schedule 1 of the Act.
- Continued support for accredited training in schools/colleges to provide alternative pathways for entry level persons to enter the building and construction industry.
- Continue to promote the building and construction industry as a rewarding career choice.

### **Program 2 UP-SKILLING AND CROSS-SKILLING**

**An existing worker eligible for Up-Skilling and Cross-Skilling training rebates is a person who works a minimum of 80% of their time in the building and construction industry in the ACT. The eligible person may or may not be under an ACT Contract of Training and undertakes an approved funded training program through an RTO.**

## **Future Priorities**

- Continue to support and fund existing worker training and professional development for those persons employed within the ACT building and construction industry.

### **Program 3 PROMOTION, MARKETING AND SPONSORSHIP**

**The Promotion, Marketing and Sponsorship promotes the Authority to industry and other stakeholders.**

## **Future Priorities**

- Continue to promote industry training, careers and industry forums.
- Implement cost effective promotional activities to encourage an increase in the uptake of training and careers within the industry.
- In all promotional activities, emphasise the building and construction industry as a positive, rewarding, meaningful and worthwhile life-long career.

#### **Program 4 RESEARCH AND DEVELOPMENT**

**The Research and Development program supports research for the Authority's annual training plan.**

##### **Future Priorities**

- Continue the involvement of building and construction industry organisations, stakeholders, and individuals in the development of the annual training plan.

#### **Program 5 ACCESS AND EQUITY**

**The Access and Equity program supports several funding initiatives that support the employment and training of entry level and existing workers.**

##### **Future Priorities**

- The Authority will continue to provide support to Women in trades, Aboriginal and Torres Strait Islander persons, Mature Age apprentices and persons who have additional training needs.

## B.2 Performance Analysis

Actual annual performance against the projected performance.

- The Authority's income for the year ending 30 June 2024 was \$3,981,624 which was 1,714,376 (30.1%) lower than the budgeted amount of \$5,696,000 for 2023-24. This was due to levy income from building applications being less than expected, due to the lower value of applicable building and construction works being undertaken during the year. The amount of levy collected by the Authority was the lowest since 2011-12.

### Income

Financial Year	2022-23	2023-24
Income	\$4,597,610	\$3,981,624

- The Authority's total income in 2023-24 was \$615,986 (13.4%) lower than the 2022- 23 total income amount of \$4,597,610.
- The Authority is anticipating that levy income in the financial year 2024-25 (budgeted \$4,900,000) will be higher than the income in 2023-24 (from \$3,847,674) mainly due to a projected increase in value of activities related to infrastructure projects in the ACT (significantly Stage 2A of the light rail project) combined with predictions of a small increase in residential apartment construction, and residential homes.

### Expenditure

Financial Year	2022-2023	2023-2024
Expenditure	\$6,590,871	\$6,545,807

- The Authority's total expenditure in 2023-24 was \$45,064 (0.7%) lower than the 2022-23 total expenditure amount of \$6,590,871. The Authority's expenditure on training programs is dependent on the number of applications received and the amount of funding requested. Expenditure was comparable to 2022-23 due of continued demand for training programs rebates for mandatory Silica Exposure Awareness training. The *Work Health & Safety Amendment Regulation 2022 (No1) (ACT)* which requires employers to ensure all relevant workers have Crystalline silica awareness training was initially set at 1 July 2023 and was amended to 1 October 2023.
- The Authority is anticipating that expenditure in the operating statement for financial year 2024-25 will be lower than 2023-24, because of reduced expenditure related to Training program expenses, budgeted for 2024-25 to be \$3,715,000. This is due to anticipated reduced demand for training in Crystalline silica awareness, as most of the industry has now completed this requirement. This is evident in total numbers of rebates already funded and number of claims reducing since the end of 2023. Additionally, the rebates provided to all other areas have been reviewed and will be managed with an upper limit of spending based on pre-approvals, that prevent actual spending to exceed budget.

### B.3 Scrutiny

There were no inquiries or reports conducted by ACT Legislative Assembly Committees relating to operations of the Authority.

In the second half of 2023, the ACT Government engaged a consultant to review the *Building and Construction Industry Training Levy Act 1999*.

The Authority has undergone both financial and performance auditing by the ACT Auditor-General's Office during the reporting year. The auditors noted the disclosures made by the Authority in Note 2 of the Financial Statements 'Basis of preparation of the Financial Statements - Non-compliance with section 56(4) of the Financial Management Act 1996'.

### B.4 Risk Management

- The Authority has in place a Risk Management Plan that provides assurance that the Authority has identified and managed its risks.
- The Authority is committed to, and places high priority on, managing its risk strategically and systematically. Risk management is an activity that begins at the highest level and is applied consistently through all levels of management.
- All staff are required to integrate risk management procedures and practices into their daily activities.

The Authority has in place a Disaster Recovery Plan and an Information Technology (IT) and Business Continuity Plan that provides assurance that the Authority meets its overall objectives. It ensures that critical processes delivered by the Authority to the Minister, businesses, service providers, stakeholders, clients and the community continue in the event of a minor or major disruption or an emergency. The Business Continuity Plan identifies critical processes, alternate processes, contact lists and the recovery and resumption procedures for each business area. The Authority will identify, prepare, test, and govern these critical and alternate processes.

### B.5 Internal Audit

As of 30 June 2024, the Authority's staff comprised of the following three positions and their core functions:

Position	Core functions
Chief Executive Officer (CEO)	Policy formulation and development, finance, accounts, human resources administration and non-voting member of the Authority board.
Compliance Manager	Administration and compliance of levy collection, levy rebates, finance, payroll processing, accounts development, and management of training plan.

Communications and Engagement Manager

Communication strategies, manages stakeholder engagement, leads website development, IT management, branding, creative design, marketing and social media.

Two of the three staff have started employment with the Authority during 2023-24 (the CEO and Communications and Engagement Manager). Both the CEO and Compliance Manager have previously worked in the public and private sectors (including RTOs) in a wide range of positions and levels.

The Authority's administrative staff are full-time permanent employees engaged under individual employment contracts and the CEO is engaged under a five-year contract in line with the requirements of the *Building and Construction Industry Training Levy Act 1999*.

Staff are also appointed as inspectors under the *Building and Construction Industry Training Levy Act 1999*. In the reporting period, staff levels remained the same as the previous reporting year.

The Authority's Chief Executive Officer has responsibility for the following role and functions:

- Provide advice and assistance to the Board on strategic business directions.
- Provide leadership to staff to ensure effective, efficient, and professional operations of the organisation.
- Undertake a major contribution to the formulation and implementation of strategic policy and programs for the organisation.
- Manage and coordinate the financial operations of the organisation, including the day-to-day management and reporting on income and expenditure.
- Prepare detailed reports and submissions to the Board.
- Responsibility for the completion of the annual report, training plan, statement of intent, financial statements and other reports and documents provided to the Board and Minister as required.
- Liaise with external organisations, key stakeholders and represent the Authority as required.
- Ensure the application of workplace diversity, industrial democracy, work health and safety principles and guidelines in the workplace.
- Non-voting member of the Board.

The Authority's board consists of an independent chairman, two members representing the interests of employers in the industry and two members representing the interests of employees in the industry. The Minister appoints board members for a term of no longer than six years or two serving terms in accordance with the ACT Government board governance requirements.

### **Attendance at Meetings**

The Authority conducted seven meetings during the reporting period. The number of meetings attended by the chairman and members of the Authority were as follows:



## Members of the Authority

Name of Board Members	Position	Duration Years	Meetings Attended
<b>Michael Young</b> <ul style="list-style-type: none"> <li>CEO Transformed Pty Ltd</li> </ul>	Independent Chairman	4.5	7
<b>Melissa Bryne</b> <ul style="list-style-type: none"> <li>HIA Executive Director Industrial Relations and Legal Services</li> </ul>	Member	3	5
<b>Matthew McCann</b> <ul style="list-style-type: none"> <li>Senior Organiser ACT / Sthn NSW Electrical Trade Union of Australia (NSW Branch)</li> <li>CEPU Electrical Trades Union Division, NSW Branch</li> </ul>	Member	2	0
<b>Allen Hicks</b> <ul style="list-style-type: none"> <li>Divisional Branch Secretary ACT / NSW Electrical Trades Union</li> <li>Communications Electrical Trades Union</li> </ul>	Member	0.5	5
<b>Zachary Smith</b> <ul style="list-style-type: none"> <li>Secretary of the ACT Branch &amp; National Secretary of the Construction, Forestry, Maritime, Mining and Energy Union</li> </ul>	Member	6	4
<b>Graciete Ferreira</b> <ul style="list-style-type: none"> <li>Manager Director of Pacific Formwork Pty Ltd</li> </ul>	Member	6	6
<b>Glenn Carter</b> <ul style="list-style-type: none"> <li>CEO ACT Building and Construction Industry Training Fund Authority</li> </ul>	Non-voting member	10	3
<b>Jo Whitfield</b> <ul style="list-style-type: none"> <li>CEO ACT Building and Construction Industry Training Fund Authority</li> </ul>	Non-voting member	0.5	5

The ACT Remuneration Tribunal determines procedures for establishing and revising remuneration paid to voting board members. The board reviews the CEO performance and discusses any pay related increases, assessing against CPI or similar.

Due to the size of the entity, the Authority does not have any sub-committees. The board as a whole resolves all matters and has access to independent legal and professional advice as required. Each year the board submits a Statement of Intent, Training Plan, Annual Report, and Financial Statements to the Minister outlining its corporate objectives, financial and operational plans.

## B.6 Fraud Prevention

### Fraud and Corruption Prevention Plan

- The Authority Board reviewed and approved a Fraud Policy in March 2024, outlining individual responsibilities, prevention measures, reporting and investigation requirements.
- The Authority has a Fraud and corruption prevention plan that provides assurance that the Authority has identified and manages any risk associated with fraud, corruption, operational activities and financial management.
- The emphasis of the Fraud and corruption prevention plan is on targeting and optimising the available resources to best manage the risks the Authority may be exposed to and efficiently meet the Authority's agreed objectives.

## B.7 Freedom of Information

During the reporting period there were no requests made to the Authority from members of the public for information under the *Freedom of Information Act 2016* section 96.

All sectors within the building and construction industry (employers and employees) are represented on the board of the Authority by members who have equal representation. The staff of the Authority formulates policy and administers procedures.

The Authority's website contains information on all programs which the Authority administers. It also advises eligible people how they can obtain training funds for professional development training. The Authority is centrally located on the ground floor at Suite 4, Mungga – Iri House, 18 Napier Close, Deakin ACT 2600, where there is adequate parking and disabled access.

The Authority has available and/or promotes online and hard copy documents and information brochures for the purpose of informing the community of its statutory responsibilities, governance and powers.

Information available includes:

- *Building and Construction Industry Training Levy Act 1999.*
- ACT Building and Construction Industry Training Fund Authority Factsheets:
  - Applying for Training Rebates
  - Eligibility for Training Rebates
- Annual Training Plans.
- Annual Reports.
- Ability to make a request under the *Freedom of Information Act 2016* (<https://trainingfund.com.au/contact-us>)
- The Authority's website address is: [www.trainingfund.com.au](http://www.trainingfund.com.au)

## B.8 Community Engagement and Support

During the reporting period, the Authority consulted with relevant industry sectors and stakeholders for the collection of data for the development of the 2024 Training Plan. The consultation process applied at three levels including:

1. The ACT Regional Building and Construction Industry Training Council (CITC) provided reports to the Authority on building and construction training issues, consulting widely with the construction industry and other stakeholders such as RTOs and GTOs.
2. The Electrotechnology and Energy Advisory Board (EE-AB) provided training needs advice to the Authority from the electrotechnology and electricity supply sectors.
3. The Authority also undertook individual industry consultation with other industry stakeholders.

**Following are samples of stakeholders consulted:**

### Industry Organisations

Civil Contractors Federation (CCF)	Master Builders Association of the ACT
Construction, Forestry, Maritime, Mining & Energy Union (CFMEU)	Master Plumbers Association of the ACT
Electrical Trades Union (ETU)	National Association for Women in Construction
Housing Industry Association – ACT & Southern NSW Region	Skills Canberra
CITC (Construction Industry Training Council)	Canberra Institute of Technology (CIT)
Yurauna Centre (Aboriginal Education at CIT)	Multiplex
WorkSafe ACT	OzHelp
BuildSkills Australia	Local and National Committees
ACT Government - Office for Women	

### Registered Training Organisations and Group Training Organisations

▪ 1300 Apprentice	▪ Housing Industry Association Group Training
▪ AlertForce	▪ Lemke Timber Training
▪ Australian Training Company (ATC)	▪ MBA Group Training (part of the Master Builders Association in the ACT)
▪ Canberra Institute of Technology (CIT)	▪ National Electrical Contractors Association
▪ Creative Safety Initiatives (CSI)	▪ Orbus3
▪ Electro Group Training	▪ Safenet

- Global Energy Training Solutions
- St John Ambulance

## Regulatory Bodies

- ACT Government – Environment, Planning and Sustainable Development Directorate
- ACT Government – Chief Minister, Treasury and Economic Development Directorate – Access Canberra
- ACT Government – Chief Minister, Treasury and Economic Development Directorate – Skills Canberra

Consultation took place with organisations within the commercial, housing, and civil sectors in the ACT. The ACT Regional Building and Construction Industry Training Council (CITC), the Electrotechnology and Energy Advisory Board (EE-AB) and the Authority used the following tools to engage stakeholders and the community in the development of the Training Plan:

- |                                       |                               |
|---------------------------------------|-------------------------------|
| ▪ Surveys                             | ▪ Workshops                   |
| ▪ Direct contact and phone interviews | ▪ Industry forums             |
| ▪ Industry magazine and journals      | ▪ Newsletters and direct mail |

Through extensive research and consultation with the above-mentioned industry participants and stakeholders, the Authority produced the 2024 Training Plan which reflects training priorities identified during this process.

## Community Grants / Assistance / Sponsorship

The Authority provided the following funding to support community activities associated with training and development for the building and construction industry. It also provided funding to encourage and promote quality in apprenticeship training and acknowledge excellence in the building and construction industry in the ACT.

Organisation / Recipient	Project Description / Sponsorship	Amount \$ Incl GST
ACT Regional Building and Construction Industry Training Council	Graduating Apprentice and Industry Encouragement Awards	\$6,000
ACT Government - Education and Training Directorate	ACT Training Excellence Awards	\$3,000
Australian Training Company	Women in Construction Pathways	\$19,770
Community Services Directorate	Office for Women – Women in Construction Pipeline Project	\$124,435
Construction Charitable Works	Drug and Alcohol Education Program and a wide range of support services to workers and their families in the ACT	\$16,173

MBA Group Training	Outstanding Apprenticeship and Training Awards	\$4,000
Master Plumbers Association ACT	Excellence Awards	\$4,000

## B.9 Aboriginal and Torres Strait Islander Reporting

### Access and Equity Initiatives

The Access and Equity program remains committed to supporting the employment and training of Aboriginal and Torres Strait Islander people within the building and construction sector. During the 2023-24 reporting period, the Authority undertook several initiatives to enhance the participation and retention of Aboriginal and Torres Strait Islander workers in the industry.

#### Incentives for Aboriginal & Torres Strait Islander Apprentices:

The Authority continued to provide financial incentives for employers hiring Indigenous apprentices, offering a total of \$4,000 per apprentice in the first year of their ACT Training Contract. This includes an initial \$2,000 payment after three months of employment, followed by a further \$2,000 payment upon the apprentice's twelve-month anniversary. During this period, these incentives were provided to employers of 45 Aboriginal & Torres Strait Islander apprentices, maintaining consistent support for Indigenous workers in the industry.

#### Engagement and Community Support:

Building on previous successes, the Authority enhanced its targeted training and mentoring programs aimed at increasing the retention and success rates of Indigenous apprentices. These programs were developed in close consultation with Indigenous communities, the CIT Yurauna Centre (Aboriginal Education), and key industry stakeholders to ensure they addressed the unique challenges faced by Indigenous workers in the construction sector. By fostering a culturally supportive learning environment, the Authority is empowering Indigenous apprentices to thrive in their careers.

#### New Initiatives:

In response to feedback from industry consultations, the Authority is exploring additional support mechanisms to assist Indigenous workers in transitioning from entry-level roles to more advanced positions within the industry. This includes providing increased funding for training rebates of entry level training for those students identifying as Aboriginal and Torres Strait Islander and scholarships for both Certificate IV and Diploma level training in Building and Construction.

These initiatives reflect the Authority's ongoing commitment to improving access and equity within the construction sector, ensuring that Indigenous Australians have the support and opportunities they need to succeed.

## **B.10 Multiculturalism**

The Authority is committed to supporting and valuing the contributions, backgrounds, and experiences of all community members. The Authority recognises the benefits that diversity brings to our cultural, economic, educational, political, and social life. In line with ACT Public Service Performance Framework and Respect, Equity and Diversity (RED) Framework, and the Authority has zero tolerance for unethical behaviour, as well as racism and other forms of unlawful discrimination.

The Authority has demonstrated support for multiculturalism as follows:

- Training rebates for the MBA Group Training Migrant Kickstart to Construction introductory program, to fund entry-level training for new migrant workers in the ACT Construction industry
- Funding the for the Office for Women’s Understanding Building & Construction Pathways program for female and non-binary students in ACT schools and colleges.
- Diversity representation on the Authority’s Board

## **B.11 Work Health and Safety**

The Authority has in place Work Health and Safety policies and procedures that identify, manage and monitor safety risks within the workplace.

There were no workplace accidents or injuries reported within the Authority in the reporting period.

The Authority has in place workers compensation policy arrangements with the ACT Government Public Sector Workers’ Compensation Fund.

## **B.12 Human Resources Management**

The Authority’s management is committed to implementing an inclusive approach to managing the Authority. The principles include reviewing staff performance, informing staff on policy, group meetings and receiving feedback. These principles are considered when providing advice on policy issues to staff and board members.

Feedback to staff members allows for free-flow communication, which contributes effectively to achieving the goals of the Authority. Management also encourages staff to undertake relevant professional development and training and prepares written plans for this on an individual basis with each staff member. Priority areas for training include cross-training of staff in other internal functions of the Authority, and review and updating of policies and procedures across the business.

The Authority staff conducts regular staff meetings where all staff are encouraged to suggest improvements to the Authority’s operations. All staff of the Authority attend board meetings to provide a summary of work achieved since the previous board meeting and outline future activities.

The Board and management also ensure integrity in the recruitment and selection process of staff whereby Equal Employment Opportunity principles of equity and diversity are followed, ensuring the process is fair and equitable and equal opportunity and natural justice are observed.

**Workplace Relations**

The Authority’s administrative staff are employed under individual employment contracts.

**Full Time Equivalent (FTE) & Headcount:**

	Female	Male	Total
<b>FTE by Gender</b>	1	2	3
<b>Headcount by Gender</b>	1	2	3
<b>% of Workforce (headcount)</b>	33	67	100

**Classifications**

Classification Group	Female	Male	Total
<b>Employment Contract</b>	1	2	3
<b>TOTAL</b>	1	2	3

**Employee Category by Gender**

Employee Category	Female	Male	Total
<b>Casual</b>	-	-	-
<b>Permanent Full-time</b>	-	2	2
<b>Permanent Part-time</b>	-	-	-
<b>Temporary Full-time</b>	1	-	1
<b>Temporary Part-time</b>	-	-	-
<b>TOTAL</b>	1	2	3

**Average Length of Service by Age-Group and Gender**

Average Length of Service	Baby Boomers 1946 to 1964 (Inclusive)		Generation X 1997 to 2012 (inclusive)		Generation Y 1981 to 1996 (inclusive)		Generation Z & Millennials 1997 to 2012 (inclusive)		Total	
	M	F	M	M	F	M	F	M	F	M
<b>0-2</b>		1						1	1	1
<b>2-4</b>										
<b>4-6</b>										
<b>6-8</b>										
<b>8-10</b>										
<b>10-12</b>			1							1
<b>12-14</b>										
<b>14+ years</b>										

#### Total Average Length of Service by Gender

Gender	Average length of service
Female	0.8
Male	6.1
Total	6.7

#### Age Profile

Age Group	Female	Male	Total
<20			
20-24		1	1
25-29			
30-34			
35-39			
40-44			
45-49		1	1
50-54	1		1
55-59			
60-64			
65-69			
70+			

#### Agency Profile

Branch/Division	FTE	Headcount
Statutory Authority	3	3
Total	3	3

#### Agency Profile by Employment Type

Branch/Division	Permanent	Temporary	Casual
Statutory Authority	3	-	-
Total	3	-	-

#### Equity & Workplace Diversity

	category A Aboriginal and/or Torres Strait Islander	category B Culturally & Linguistically Diverse	category C People with disability	Employees who identify in category A, B or C	Women
Headcount	-	-	-	-	1
% of Total Staff	-	-	-	-	33

#### Note:

- Staff profile statistics exclude board members
- Board members and staff are not paid by ACT Government.



### B.13 Ecologically Sustainable Development

Ecological Sustainable Development is the effective integration of economic, social and environmental considerations taken in decision-making processes and achieved through the implementation of principles.

*Commissioner for Sustainability and the Environment (CSE) Act 1993, Section 23, Climate Change and Greenhouse Gas Reduction Act 2010 and the Environment Protection Act 1997* requires agencies and authorities to report on their actions and initiatives taken during the reporting year to support ecologically sustainable development.

#### Sustainable Development Performance 2022-23 and 2023-24

Indicator as of 30 June	Unit	2022-23	2023-24	Percentage change
<b>Stationary energy usage</b>				
Electricity use	Kilowatt hours	4.318	4.444	2.92
Natural gas use (non-transport)	Megajoules			
Diesel use (non-transport)	Megajoules			
<b>Transport fuel usage</b>				
Battery electric vehicles (BEV)	Number			
Hydrogen fuel cell Electric vehicles (FCEV)				
Plug-in hybrid electric vehicles (PHEV)	Number			
Hybrid electric vehicles (HEV)				
Internal combustion engine (ICE)	Number			
Total number of vehicles	Number	3	3	Nil
Fuel use – Petrol	Kilolitres	2.880	2.242	-6.39
Fuel use – Diesel	Kilolitres	1.509	1.534	1.66
Fuel use – Liquid Petroleum Gas (LPG)	Kilolitres			
Fuel use – Compressed Natural Gas (CNG)	Kilolitres			
<b>Water usage</b>				
Water use	Kilolitres			
<b>Resource efficiency and waste</b>				
Reams of paper purchased	Reams	15	20	33.33
Recycled content of paper purchased	Percentage	50	50	N/A

Waste to landfill	Litres	125	130	4
Co-mingled material recycled	Litres	45	45	Nil
Organic material recycled	Litres			
<b>Greenhouse gas emissions</b>				
Emissions from natural gas use (non-transport)	Tonnes CO <sub>2</sub> -e			
Emissions diesel use (non-transport)	Tonnes CO <sub>2</sub> -e			
Emissions from transport fuel use	Tonnes CO <sub>2</sub> -e	11	9.29	-15.55%.
Emissions from Refrigerants	Tonnes CO <sub>2</sub> -e			
Total emissions	Tonnes CO <sub>2</sub> -e	11	9.29	-15.55%.

Petrol usage decreased from 2.880 kilolitres (KL) in 2022-23 to 2.242 kilolitres in 2023-24, representing a 22.15% reduction. This decrease is attributed to two of the three vehicles being reallocated to staff with reduced travel requirements.

Diesel usage saw a slight increase from 1.509 kilolitres in 2022-23 to 1.534 kilolitres in 2023-24, reflecting a 1.66% rise. This marginal increase corresponds to minor adjustments in diesel-powered activities within the Authority. No consumption of alternative fuels such as LPG or CNG was recorded, suggesting either a lack of reliance on these fuels or that data for these fuels was unavailable.

Our paper purchases and waste management practices highlight the scale of our operations and our commitment to sustainability. Paper purchases increased from 15 reams in 2022-23 to 20 reams in 2023-24, a 33% increase. This rise was due to a combination of supplying home-based workstations and the timing of purchases in a small office setting. However, the increased paper usage is offset by our recycling efforts, which saw a 25% increase (from 240 litres in 2022-23 to 300 litres in 2023-24), largely driven by the disposal of 10 years' worth of obsolete records during a significant office clean-up. Additionally, the Authority has introduced recyclable coffee pods and sustainable cleaning products as part of our ongoing commitment to environmental sustainability.

In terms of energy use, the Authority continues to uphold the principles of Ecologically Sustainable Development (ESD) in line with the ACT Government's Carbon Neutral Framework. Since the ACT shifted to 100% renewable energy in January last year, all electricity consumption now produces zero emissions, eliminating the need for emission factor calculations. The Authority also aligns with the Climate Change and Greenhouse Gas Reduction Act 2010, implementing energy-saving initiatives such as energy-efficient lighting and ensuring all systems are powered down when the office is closed.

We remain dedicated to exploring additional measures to further reduce greenhouse gas emissions and to actively support the ACT Government's sustainability goals.

## Section C – Financial Management Reporting:

### C.1 Management Discussion and Analysis

The following financial information is based on the audited Financial Statements for 2022-23 and 2023-24 and the 2023-24 Statement of Intent. Estimates presented below for 2024-25 through to 2027-28 are based on the 2023-24 Statement of Intent. The Financial Statements have been prepared by Vincents.

#### The Authority's Purpose and Objectives

The Building and Construction Industry Training Fund Authority (the Authority) provides funding for the training of entry-level and eligible existing workers for the development of skills identified as being in short supply in the ACT building and construction industry. Funding training outcomes and therefore reducing the cost of training to industry, the Authority aims to improve access to training and promote a training culture to support the entry of new people into the building and construction industry. This is achieved by:

- To promote, through training, increased productivity, career opportunities, personal satisfaction and work health and safety within the building and construction industry.
- To ensure equitable funding to eligible workers in employment-related training in the building and construction industry.
- To allocate funds against determined priorities and outcomes for training delivery.
- To encourage employment and skills development in the building and construction industry.

#### Financial Performance

The following financial information is based on the audited Financial Statements for 2022-23 and 2023-24 and the 2023-24 Statement of Intent. Estimates presented below for 2023-24 through to 2026-27 are based on the 2023-24 Statement of Intent.

#### Total Expenditure

##### 1. Components of Expenditure

The Authority's total expenditure in 2023-24 was \$6,545,807. This expenditure was mostly related to the Authority's expense items which include training programs (87.5%), with the remainder made up of employee expenses (6.7%), supplies and services (4.1%) depreciation (1.6%) and finance costs (0.1%).

##### 2. Comparison to Budget

The Authority's total expenditure in 2023-24 was \$951,807 (17.0%) higher than budgeted amount of \$5,594,000. This was mainly due to a higher than anticipated value of funding expended for training programs rebates in the upskilling and cross skilling program because of the extension of timeframes to complete mandatory Silica Exposure Awareness training. The Work Health & Safety Amendment Regulation 2022 (No1) (ACT) requires employers to ensure all relevant workers have Crystalline silica awareness training. This training was initially set to be

completed by 1 July 2023 and was later amended to 1 October 2023 in June 2023. This change in due date was made after the Authority's budget for 2023-24 had been completed.

### 3. Comparison to 2022-23 Actual Expenditure

The Authority's total expenditure in 2023-24 was \$45,064 (0.7%) lower than the 2022-23 total expenditure amount of \$6,590,871. Expenditure was comparable because of continued demand for training programs rebates for mandatory Silica Exposure Awareness training and all other training. The Work Health & Safety Amendment Regulation 2022 (No1) (ACT) requires employers to ensure all relevant workers have Crystalline silica awareness training. This training was initially set to be completed by 1 July 2023 and was later amended to 1 October 2023.

### 4. Future Trends

The Authority is anticipating that expenditure in the operating statement for financial year 2024-25 will be lower than 2023-24, because of reduced expenditure related to Training program expenses, which is budgeted for 2024-25 to be \$3,715,000. This is due to anticipated reduced demand for training in Crystalline silica awareness, as most of the industry has now completed this requirement.

## **Total Income**

### 1. Components of Income

The Authority's total income in 2023-24 was \$3,981,624. This income was derived from levy income on building and construction projects at the legislated rate of 0.2% on the value of work and interest earned on cash held at bank.

### 2. Comparison to Budget

The Authority's income for the year ending 30 June 2024 was \$1,714,376 (30.1%) lower than the budgeted amount of \$5,696,000 for 2023-24. This was due to levy income from building applications being less than expected, due to the lower value of applicable building and construction works being undertaken during the year. The amount of levy collected by the Authority was the lowest since 2011-12.

### 3. Comparison to 2022-23 Actual Income

The Authority's total income in 2023-24 was \$615,986 (13.4%) lower than the 2022-23 total income amount of \$4,597,610. This was due to levy income from building applications being less than expected, due to the lower value of applicable building and construction works being undertaken during the year.

### 4. Future Trends

The Authority is anticipating that levy income in the financial year 2024-25 (budgeted \$4,900,000) will be higher than the income in 2023-24 (\$3,847,674) mainly due to a projected increase in value of activities related to infrastructure projects in the ACT (significantly Stage 2A of the light rail project) combined with predictions of a small increase in residential apartment construction, and residential homes.

## Financial Position of the Authority

### 1. Components of Total Assets

The Authority's assets as of 30 June 2024 were \$1,435,853 which consist of cash (58.9%), receivables (28.1%), other assets (1.2%) and property plant and equipment (11.8%).

### 2. Comparison to Budget

The Authority's total assets as of 30 June 2024 were \$3,667,147 (71.9%) lower than the budgeted amount of \$5,103,000. This was due to both a decrease in cash because of lower levy income received during the year due to a reduction in levies from applicable building and construction project work, and higher training program expenses for the upskilling and cross skilling program, in addition to the Work Health & Safety Amendment Regulation 2022 (No1) (ACT) which required employers to ensure all relevant workers have Crystalline silica awareness training by 1 October 2023. Receivables are not impaired or overdue. All amounts are statutory in nature.

### 3. Comparison to 2022-23 Actuals

The Authority's total assets as of 30 June 2024 were \$1,435,853, which is \$3,281,600 (69.6%) lower compared to the total assets as of 30 June 2023 of \$4,717,453. This was due to a decrease in cash because of lower levy income received during the year as lower levies were collected from applicable building and construction project work, combined with higher training program expenses for the upskilling and cross skilling program. Work Health & Safety Amendment Regulation 2022 (No1) (ACT) requires employers to ensure all relevant workers have Crystalline silica awareness training by 1 July 2023 (later extended to 1 October 2023).

## Total Liabilities

### 1. Components of Total Liabilities

The Authority's total liabilities for the year ending 30 June 2024 were \$715,215 which is made up of payables (74.6%), lease liabilities (17.3%), employee benefits (6.5%) and other liabilities (1.7%).

### 2. Comparison to Budget

The Authority's total liabilities were \$419,785 (37%) lower than the budgeted amount of \$1,135,000 in 2023-24. This is mainly due to lower than anticipated outstanding payables for training rebates, received after 30 June 2024, and a reduction in employee benefits liabilities with the retirement of two out of three long term employees. Also, the one remaining staff member with long service leave took eight weeks of long service leave. There has been a decrease in the lease liability against budget as management is yet to confirm whether to rent new premises from 1 May 2025 or exercise the option of maintaining the current rented premises until 30 April 2028.

### 3. Comparison to 2022-23 Actual

The Authority's total liabilities as of 30 June 2024 were \$715,215, which is \$718,417 (50.1%) lower compared to the total liabilities as of 30 June 2023 of \$1,433,632. This was mainly due to a reduction in employee benefits, because of two long term staff members retiring. There has also been reduction in the lease liability for the office lease due to a change in the assumption by management that the current office lease extension period would be utilised. Management will determine towards the end of the current office lease period and based on market conditions whether to exercise the lease extension option or rent new premises.

#### 4. Liquidity

Liquidity is the ability of the Authority to satisfy its short- and long-term liabilities as they fall due. The Authority has a short-term liquidity ratio of 1.9:1 which indicates that it can meet its short-term financial commitments. While the Authority saw an increase in expenditure and decrease in levy income during the year, it was able to maintain sufficient liquid assets in the form of \$846,214 of Cash and \$403,033 of Trade and Other Receivables to cover its short-term financial commitments of \$650,676. Further strategies to monitor and re-assess training rebate liabilities have been instated to assist the Authority in its ability to satisfy its short- and long-term liabilities.

**BUILDING AND CONSTRUCTION  
INDUSTRY  
TRAINING FUND AUTHORITY**

ABN 72 484 134 864

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
30 JUNE 2024**



## BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY

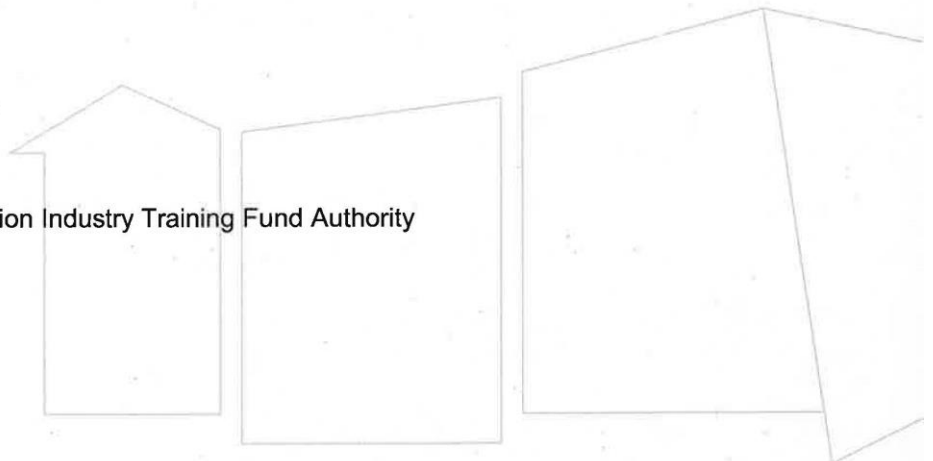
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024

### STATEMENT OF RESPONSIBILITY

As the Chairman of Building and Construction Industry Training Fund Authority I am responsible for the preparation of the financial statements as well as the judgements exercised in preparing it. In my opinion, the Authority's financial statements fairly reflect the financial operations for the year ended 30 June 2024 and the financial position on that date.

Michael Young  
Chairman  
Building and Construction Industry Training Fund Authority

23 September 2024







## BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024

### STATEMENT BY THE CHIEF EXECUTIVE OFFICER

In my opinion, the Authority's financial statements have been prepared in accordance with the Australian Accounting Standards, are in agreement with its accounts and records and fairly reflect its financial operations for the year ended 30 June 2024 and the financial position on that date.

Josephine Whitfield  
Chief Executive Officer  
Building and Construction Industry Training Fund Authority

23 September 2024

## INDEPENDENT AUDITOR'S REPORT

To the Members of the ACT Legislative Assembly

### Opinion

I have audited the financial statements of the ACT Building and Construction Industry Training Fund Authority (Authority) for the year ended 30 June 2024 which comprise the operating statement, balance sheet, statement of changes in equity, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In my opinion, the financial statements:

- (i) present fairly, in all material respects, the Authority's financial position as at 30 June 2024, and its financial performance and cash flows for the year then ended; and
- (ii) are presented in accordance with the *Financial Management Act 1996* and comply with Australian Accounting Standards.

### Basis for opinion

I conducted the audit in accordance with the Australian Auditing Standards. My responsibilities under the standards are further described in the 'Auditor's responsibilities for the audit of the financial statements' section of this report.

I am independent of the Authority in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (Code). I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinion.

### Emphasis of Matter

I draw attention to Note 2b) 'Non-compliance with section 56(4) of the *Financial Management Act 1996*' of the financial statements, which describes a historical non-compliance matter with the *Financial Management Act 1996*.

My opinion is not modified in respect of this matter.

### Responsibilities of the Authority for the financial statements

The Governing Board of the Authority is responsible for:

- preparing and fairly presenting the financial statements in accordance with the *Financial Management Act 1996* and relevant Australian Accounting Standards;
- determining the internal controls necessary for the preparation and fair presentation of the financial statements so that they are free from material misstatements, whether due to error or fraud; and
- assessing the ability of the Authority to continue as a going concern and disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting in preparing the financial statements.

## Auditor's responsibilities for the audit of the financial statements

Under the *Financial Management Act 1996*, the Auditor-General is responsible for issuing an audit report that includes an independent opinion on the financial statements of the Authority.

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with 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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the Authority's internal controls;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Authority;
- conclude on the appropriateness of the Authority's use of the going concern basis of accounting and, based on audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in this report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of this report. However, future events or conditions may cause the Authority to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether they represent the underlying transactions and events in a manner that achieves fair presentation.

I communicated with the Governing Board of the Authority regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identified during my audit.



Rosa San Miguel  
Audit Principal, Financial Audit  
23 September 2024

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**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

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**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**OPERATING STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2024**

	Note No.	Actual 2024 \$	Original Budget 2024 \$	Actual 2023 \$
<b>Income</b>				
Levy income	4	3,847,674	5,500,000	4,404,840
Interest revenue		109,809	196,000	192,770
Gain on Re-assessment of lease term	10(i)	24,141	–	–
<b>Total Income</b>		<b>3,981,624</b>	<b>5,696,000</b>	<b>4,597,610</b>
<b>Expenses</b>				
Training program expenses	5	5,727,921	4,700,000	5,741,610
Employee expenses	6	438,304	519,000	490,572
Supplies and services	7	266,687	309,000	255,540
Depreciation		107,059	60,000	103,418
Finance costs		4,836	6,000	(269)
<b>Total Expense</b>		<b>6,545,807</b>	<b>5,594,000</b>	<b>6,590,871</b>
<b>Operating Result</b>		<b>(2,563,183)</b>	<b>102,000</b>	<b>(1,993,261)</b>
<b>Total Comprehensive Result</b>		<b>(2,563,183)</b>	<b>102,000</b>	<b>(1,993,261)</b>

The above Operating Statement is to be read in conjunction with the accompanying notes.



**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**BALANCE SHEET  
AS AT 30 JUNE 2024**

	Note No.	Actual 2024 \$	Original Budget 2024 \$	Actual 2023 \$
<b>Assets</b>				
Cash	8	846,214	4,433,000	3,969,842
Receivables	9	403,033	378,000	372,438
Other Assets		16,594	12,000	14,362
<b>Total Current Assets</b>		<b>1,265,841</b>	<b>4,823,000</b>	<b>4,356,642</b>
Property, Plant and Equipment	10	170,012	280,000	360,811
<b>Total Non-Current Assets</b>		<b>170,012</b>	<b>280,000</b>	<b>360,811</b>
<b>Total Assets</b>		<b>1,435,853</b>	<b>5,103,000</b>	<b>4,717,453</b>
<b>Liabilities</b>				
Payables	11	533,236	597,000	914,026
Employee Benefits	12	44,961	149,000	86,690
Lease Liabilities	13	72,479	78,000	75,131
<b>Total Current Liabilities</b>		<b>650,676</b>	<b>824,000</b>	<b>1,075,847</b>
Employee Benefits	12	1,222	–	78,409
Lease Liabilities	13	51,163	297,000	267,222
Other Liabilities		12,154	14,000	12,154
<b>Total Non-Current Liabilities</b>		<b>64,539</b>	<b>311,000</b>	<b>357,785</b>
<b>Total Liabilities</b>		<b>715,215</b>	<b>1,135,000</b>	<b>1,433,632</b>
<b>Net Assets</b>		<b>720,638</b>	<b>3,968,000</b>	<b>3,283,821</b>
<b>Equity</b>				
Accumulated Funds		720,638	3,968,000	3,283,821
<b>Total Equity</b>		<b>720,638</b>	<b>3,968,000</b>	<b>3,283,821</b>

The above balance sheet is to be read in conjunction with the accompanying notes.

**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2024**

	<b>Accumulated Funds Actual 2024 \$</b>	<b>Total Equity Actual 2024 \$</b>	<b>Total Equity Original Budget 2024 \$</b>
<b>Balance at 1 July 2023</b>	<b>3,283,821</b>	<b>3,283,821</b>	<b>3,866,000</b>
Operating Result	(2,563,183)	(2,563,183)	102,000
<b>Total Comprehensive Result</b>	<b>(2,563,183)</b>	<b>(2,563,183)</b>	<b>102,000</b>
<b>Balance at 30 June 2024</b>	<b>720,638</b>	<b>720,638</b>	<b>3,968,000</b>
	<b>Accumulated Funds Actual 2023 \$</b>	<b>Total Equity Actual 2023 \$</b>	
<b>Balance at 1 July 2022</b>	<b>5,277,082</b>	<b>5,277,082</b>	
Operating Result	(1,993,261)	(1,993,261)	
<b>Total Comprehensive Result</b>	<b>(1,993,261)</b>	<b>(1,993,261)</b>	
<b>Balance at 30 June 2023</b>	<b>3,283,821</b>	<b>3,283,821</b>	

The above statement of changes in equity is to be read in conjunction with the accompanying notes.



**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2024**

	Note No.	Actual 2024 \$	Original Budget 2024 \$	Actual 2023 \$
<b>Cash Flows from Operating Activities</b>				
<b>Receipts</b>				
Levies		3,817,079	5,500,000	4,409,068
Goods and Services Tax Input Tax Credits from the ATO		–	196,000	348,233
Interest Received		109,809	250,000	192,770
<b>Total Receipts from Operating Activities</b>		<b>3,926,888</b>	<b>5,946,000</b>	<b>4,950,071</b>
<b>Payments</b>				
Employee Payments		(557,220)	(519,000)	(470,725)
Training Programs		(5,730,153)	(4,700,000)	(5,504,663)
Supplies and Services		(411,077)	(309,000)	(248,874)
Finance Costs		(4,836)	(6,000)	(2,246)
Goods and Services Tax Paid to Suppliers		(236,400)	(250,000)	(279,166)
<b>Total Payments from Operating Activities</b>		<b>(6,939,686)</b>	<b>(5,784,000)</b>	<b>(6,505,574)</b>
<b>Net Cash Inflows/(Outflows) from Operating Activities</b>		<b>(3,012,798)</b>	<b>162,000</b>	<b>(1,555,603)</b>
<b>Cash Flows from Investing Activities</b>				
Purchase of Property, Plant and Equipment		(10,702)	–	(225)
<b>Net Cash Inflows/(Outflows) from Investing Activities</b>		<b>(10,702)</b>	<b>–</b>	<b>(225)</b>
<b>Cash Flows from Financing Activities</b>				
Repayments of Lease Liabilities - Principal	13	(100,128)	–	(79,460)
<b>Net Cash Inflows/(Outflows) from Financing Activities</b>		<b>(100,128)</b>	<b>–</b>	<b>(79,460)</b>
<b>Net Increase / (Decrease) in Cash</b>		<b>(3,123,628)</b>	<b>162,000</b>	<b>(1,635,288)</b>
Cash at Beginning of the Reporting Period		3,969,842	4,271,000	5,605,130
<b>Cash at End of the Reporting Period</b>	8	<b>846,214</b>	<b>4,433,000</b>	<b>3,969,842</b>

The above statement of cash flows is to be read in conjunction with the accompanying notes.

## **BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024**

#### **NOTE 1. OBJECTIVES OF BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY**

The Authority is a not-for-profit Australian Capital Territory (ACT) Government entity (as profit is not its principal objective) that administers the ACT Building and Construction Industry Training Fund (the Fund). The Fund receives the Building and Construction Industry Training Levy which is collected directly, or via Access Canberra. The Levy is charged on applicable building and construction projects, at the rate of 0.2% of the value of the project.

The Authority assesses funding applications received from eligible applicants, and provides training rebates from the Fund, where the criteria of the Training Plan are satisfied.

#### **NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS**

##### **a) Legislative Requirement**

The *Financial Management Act 1996* ('FMA') requires the preparation of annual financial statements for Territory Authorities. The FMA and the *Financial Management Guidelines* issued under the FMA, requires a territory authority's financial statements to include:

- (i) an Operating Statement for the year
- (ii) a Balance Sheet as at the end of the year
- (iii) a Statement of Changes in Equity for the year
- (iv) a Statement of Cash Flows for the year
- (v) the significant accounting policies adopted for the year; and
- (vi) other statements as are necessary to fairly reflect the financial operations of the Authority during the year and its financial position at the end of the year.

These general purpose financial statements have been prepared in accordance with:

- (i) Australian Accounting Standards (as required by the FMA)
- (ii) ACT Accounting and Disclosure Policies.

##### **b) Non-compliance with section 56(4) of the *Financial Management Act 1996***

On 7 August 2024, the *Building and Construction Industry Training Levy Regulation 2001* made under the *Building and Construction Industry Training Levy Act 1999* ('the Act') was amended to include the definition of 'approved training'. Until that date, no definition of approved training was included in the legislation.

As a result, any payments made for training courses or programs between 1999 and 7 August 2024 were technically made without a precise legal definition of approved training as required by Section 28 (3) of the Act.

In accordance with section 56(4) of FMA, *Responsibilities of governing boards of territory authorities*, the payments for training courses or programs are deemed to have been incurred without proper authorisation.

# BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

### NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS (CONTINUED)

The FMA does not impose any penalties for non-compliance with Section 56(4), and there is no financial impact on the Authority as a result. The payments made for or due for training courses or programs are detailed in *Note 5: Training Program Expenses* and *Note 11: Payables*.

#### **c) Accrual Accounting**

The financial statements have been prepared using the accrual basis of accounting. The financial statements have also been prepared according to the historical cost convention.

#### **d) Currency**

The financial statements are presented in Australian Dollars, which is the Authority's functional currency.

#### **e) Rounding**

All amounts in the financial statements have been rounded to the nearest dollar (\$). Use of "—" represents zero amounts or amounts rounded down to zero.

#### **f) Reporting Period**

These financial statements state the financial performance, changes in equity and cash flows of the Authority for the year ended 30 June 2024 together with the financial position of the Authority as at 30 June 2024.

#### **g) Comparative Figures**

##### *(i) Budget Figures*

To facilitate a comparison with the Budget Papers, as required by the FMA, budget information for 2023–24 has been presented in the financial statements. Budget numbers in the financial statements are the original budget numbers that appear in the Statement of Intent.

##### *(ii) Prior Year Comparatives*

Comparative information has been disclosed in respect of the previous period for amounts reported in the financial statements, except where an Australian Accounting Standard does not require comparative information to be disclosed.

#### **h) Going Concern**

While the Authority can currently meet its current financial obligations (\$650,676) through the use of its current assets (\$1,265,841) including cash (\$846,214) and receivables (\$403,033), the focus for the year ahead will be to consolidate and improve on the current financial position. This will be achieved by:

- (i) Implementation of rebate expense mitigation factors including reductions in rebates from 100% of training costs to as low as 80% of training costs and further decreases once budgeted expenditure triggers thresholds such as 80% and 90% of budgeted rebate funding.
- (ii) Capping the budget allocation of Upskilling and cross skilling into six-month blocks. Meaning that once an allocation of funding is met no further rebates will be paid.
- (iii) Continuation of reductions outside of the Upskilling and cross skilling training program payments.
- (iv) Continued review of operational expenses and leasing arrangements.

As a result of the above, the Authority is estimating a surplus of approximately \$800,000 by 30 June 2025.

## BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

#### NOTE 3. IMPACT OF ACCOUNTING STANDARDS ISSUED BUT YET TO BE APPLIED

All Australian Accounting Standards and Interpretations issued but yet to be applied are applicable to future reporting periods and will be adopted from their application date.

Standards and Interpretations issued but yet to be applied have been assessed as not being relevant to the Authority or will have an immaterial financial impact on the Authority. However, AASB 18 *Presentation and Disclosure in Financial Statements* (applicable 1 January 2028 for not-for-profit public sector entities) does contain some major presentation/disclosure changes that will impact on the Authority including operating and financing categories as well as additional subtotals to be included in the Authority's operating statement.

#### NOTE 4. LEVY INCOME

##### Description and Material Accounting Policies Relating to Levy Income

Levy income is collected in accordance with the *Building and Construction Industry Training Levy Act 1999*.

Levy Income consists of the Building and Construction Industry Training Levy collected on the value of works. The levy is collected by Access Canberra on behalf of the Authority where a building application (BA) is required. Where work does not require a building application (BA), the levy is paid directly to the Authority.

The amount of training levy payable is ascertained by multiplying the estimated value of the work by the rate of the levy, which for this reporting period is 0.2% (2022-23: 0.2%).

Levy income is accounted for under AASB 1058: 'Income for Not-For-Profit Entities' and recognised at fair value when the Authority's right to receive the income is established.

		2024 \$	2023 \$
<b>Levy income collected from the following sectors:</b>			
ACT Government work not requiring a BA	i	569,707	456,400
BA work via Access Canberra	ii	3,081,140	3,760,704
Other work not requiring a BA		196,827	197,987
		3,847,674	4,415,091
Levies Refunded	iii	–	(10,251)
<b>Total Levy Income</b>		<b>3,847,674</b>	<b>4,404,840</b>

## BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

#### NOTE 4. LEVY INCOME (Continued)

- i) Levy Income from ACT Government Directorates and Territory Authorities increased due to the higher value of applicable building and construction works being undertaken during the year.
- ii) Levy income from BA work via Access Canberra collected for FY 2024 was at its lowest level since 2012. This is because of downturn in building activity, particularly in residential building in the ACT.
- iii) Part 3 Section 22 (5) of the *Building and Construction Industry Training Levy Act 1999* allows for a refund if the amount of training levy paid is greater than the amount that would have been payable. The Authority must pay to the project owner an amount equal to the difference. Nil refunds were applicable during FY 2024.

#### NOTE 5. TRAINING PROGRAM EXPENSES

##### Description and Material Accounting Policies Relating to Training Program Expenses

Training program expenses consist of training rebates provided for up-skilling and cross-skilling, entry level training, research and development, access and equity and promotion, marketing and sponsorship.

The budget is approved by the ACT Minister for Skills, in the form of a Training Plan in accordance with *Building and Construction Industry Training Levy Act 1999 (Act)* Section 25. Funding for approved training is provided under Section 28 of the same Act and is authorised by the Authority's Board.

Access and equity payments include funding for training support to disadvantaged workers such as people with a disability or workers requiring Language, Literacy, Numeracy or Digital skills (LLND) support. Access and equity payments also include providing funding to employers who employ an apprentice from one of the following equity groups:

- a. Women in trades
- b. Aboriginal and Torres Strait Islander persons
- c. Mature Age (25-44 years)

		2024 \$	2023 \$
Up-skilling and cross-skilling	i	3,596,229	3,483,749
Entry level training		1,494,475	1,616,450
Research and development		110,367	106,477
Access and equity	ii	318,135	411,820
Promotion, marketing and sponsorship	iii	208,715	123,114
<b>Total Training Program Expenses</b>		<b>5,727,921</b>	<b>5,741,610</b>

## **BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024**

#### **NOTE 5. TRAINING PROGRAM EXPENSES (Continued)**

- i) Up-Skilling and Cross-Skilling training rebates remained in high demand in FY 2024, with Crystalline Silica Exposure Awareness training rebates totalling \$1,400,000. Additionally, training other than Crystalline Silica Exposure Awareness remained steady as compared to the FY 2023 in terms of value of training rebates paid. The past two years have significantly impacted the financial reserves of the authority because of the mandating of Crystalline silica awareness training under the *Work Health & Safety Amendment Regulation (2022 (No 1) (ACT) Section 418D*. However, evidence of training rebates claimed since 1 January 2024 indicate the peak of additional training is completed for silica awareness.
- ii) The employment of apprentices across all three equity groups has declined for the second year in a row. As compared to FY 2023, payment of subsidies to employers of Women in trades in the industry has declined by \$60,000 (31%), Aboriginal and Torres Strait Islander persons by \$32,000 (28%) and Mature Age apprentices has declined by \$21,000 (26%).
- iii) Sponsorship funding increased due to the approval of funding for sponsoring a Pipeline for Women in Construction initiative at the cost of \$120,000 paid in FY 2024.

#### **NOTE 6. EMPLOYEE EXPENSES**

##### **Description and Material Accounting Policies Relating to Employee Expenses**

Employee benefits include:

- (i) short-term employee benefits, such as wages and salaries, annual leave loading, and applicable on-costs, if expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the related services.
- (ii) other long-term benefits, such as long service leave and annual leave.
- (iii) termination benefits.

On-costs include annual leave, long service leave, superannuation and other costs that are incurred when employees take annual leave and long service leave. Employee benefit liabilities as 30 June 2024 are disclosed in Note 12: Employee benefits.

Staff superannuation entitlements are paid directly to the employee's fund of choice superannuation accumulation schemes, which provide benefits to employees on retirement, death or disability.

During the reporting period the Authority contributed 11.5% employees' gross salaries in accordance with a legally enforceable obligation on the Authority to contribute to the superannuation funds.

The respective superannuation funds recognise the superannuation liability of each employee.

All defined benefit employer superannuation contributions are recognised as expenses on the same basis as the employer superannuation contributions made to defined contribution schemes.



**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 6. EMPLOYEE EXPENSES (Continued)**

	<b>2024</b>	<b>2023</b>
	<b>\$</b>	<b>\$</b>
Wages and Salaries	473,297	394,227
Annual Leave Expense	i (16,365)	6,452
Long Service Leave Expense	ii (103,756)	10,385
Workers' Compensation Insurance Premiums	4,807	3,202
Superannuation to External Providers	46,041	41,401
Fringe Benefits Tax Expenses	iii 34,280	34,905
<b>Total Employee Expenses</b>	<b>438,304</b>	<b>490,572</b>

- i) Annual leave expense has decreased significantly during the year and resulted in a negative balance due to payment of the annual leave liability balances owing to staff who left the Authority.
- ii) Similarly to annual leave, long service leave has decreased significantly during the year. This has resulted in a negative balance due to payment of long service leave liability balances owing to eligible staff who left the Authority during the year combined with staff long service leave taken during the period. The decrease was partially offset because of accruals of long service leave for staff currently employed by the fund.
- iii) Fringe benefits tax expenses were not disclosed separately in previous year financial statements; however, these balances have been disclosed above and prior year balances have been adjusted to reflect this.

**NOTE 7. SUPPLIES AND SERVICES**

**Description and Material Accounting Policies Relating to Supplies and Services**

*a) General - Supplies and Services*

Purchases of Supplies and Services generally represent the day-to-day running costs incurred in normal operations, recognised in the reporting period in which these expenses are incurred.

*b) Audit Fees*

Audit Fees consists of financial audit services provided to the Authority by the ACT Audit Office to conduct the financial audit. No other services were provided by the ACT Audit Office.

*c) Insurance*

Major risks are insured through the ACT Insurance Authority. The excess payable, under this arrangement, varies depending on each class of insurance held.

*d) Accounting and Payroll Services*

Accounting and Payroll Services consist of financial statement preparation including preparation of the annual shell documents, financial statements and note disclosures for the year ended 30 June 2024, fringe benefits taxation calculations and submission to the Australian Taxation Office (ATO) and business activity statement preparation and submission to the ATO.

**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 7. SUPPLIES AND SERVICES (Continued)**

*e) Consultants Fees*

Consultant fees consist of engaging an external recruitment company for the recruitment of the positions of Chief Executive Officer and Industry Liaison Officer within the Authority, as well as engaging an external consultant as part of the preparation of the Statement of Intent.

		<b>2024</b>	<b>2023</b>
		<b>\$</b>	<b>\$</b>
Audit Fees	i	40,171	49,725
Accounting and Payroll Services		39,411	35,800
Communications		22,334	21,484
Computing Costs		3,391	1,127
Consultants' Fees		34,850	39,420
Levy Collection Fee		25,494	24,727
Insurance		1,501	1,666
Legal Fees	ii	8,928	300
Motor Vehicles – Operating Expenses		8,627	8,697
Motor Vehicles – Lease Payments	iii	7,243	14,606
Postage, Printing and Stationery		4,609	2,790
Sitting Fees Paid to Board Members		31,635	30,895
Subscriptions		7,374	7,351
Travel		3,481	2,740
Utilities		2,158	1,914
Other		25,480	12,298
<b>Total Supplies and Services</b>		<b>266,687</b>	<b>255,540</b>

- i) Audit fees – Fees for FY 2024 reflect costs charged by the ACT Audit Office for the 30 June 2024 financial statement audit.
- ii) Legal Fees – Due to feedback in the Lockbridge report (engaged by ACT government to conduct a review of the *Building and Construction Industry Training Levy Act 1999*), the Board requested legal advice with regards to allowable spending activities under the *Act*. Additional enquiries were sought regarding:
- a. Advice to terms and conditions regarding a master lease agreement for vehicles
  - b. Interpretation of eligible work under the *Act*
  - c. Ability to collect levy and pay rebates to eligible workers in Jervis Bay
- iii) Motor vehicle - Lease payments. Lease payments related to motor vehicles are predominantly held within Note 13 as movements in Lease Liabilities balances. The rental payments made during the year are removed from the Profit & Loss to reflect movements in the lease liabilities under AASB 16 *Leases*. As a result, the remaining expenses reflect various other motor vehicle leasing costs which decreased during the period because of two motor vehicle leases reaching the end of their terms during the year.



**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**ASSET NOTES**

**Material Accounting Policies – Assets**

**Assets – Current and Non-Current**

Assets are classified as current where they are expected to be realised within twelve months after the reporting date. Assets which do not fall within the classification of current are classified as non-current.

**NOTE 8. CASH**

**Description and Material Accounting Policies Relating to Cash**

Cash includes cash at bank and cash on hand.

The Authority holds two bank accounts with Westpac Banking Corporation, separate to the whole-of-government banking arrangements. The Authority receives interest on these accounts. The petty cash previously held as cash on hand has been banked and the petty cash system removed.

	<b>2024</b>	<b>2023</b>
	<b>\$</b>	<b>\$</b>
Cash at Bank	846,214	3,969,622
Cash on Hand	–	220
<b>Total Cash</b>	<b>846,214</b>	<b>3,969,842</b>

**(a) Reconciliation of Cash at the End of the Reporting Period in the Statement of Cash Flows to the Equivalent Items in the Balance Sheet**

	<b>2024</b>	<b>2023</b>
	<b>\$</b>	<b>\$</b>
<b>Cash recorded in the Balance Sheet</b>		
Cash at Bank	846,214	3,969,622
Cash on Hand	–	220
<b>Cash at the End of the Reporting Period as Recorded in the Statement of Cash Flows</b>	<b>846,214</b>	<b>3,969,842</b>

**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 8. CASH (Continued)**

**(b) Reconciliation of the Operating Result to the Net Cash Inflows / (Outflows) from Operating Activities**

	<b>2024</b>	<b>2023</b>
	<b>\$</b>	<b>\$</b>
<b>Operating Result</b>	(2,563,183)	(1,993,261)
Add: Non-Cash Items:		
Depreciation	107,059	103,418
(Gain)/Loss on Re-assessment of Lease Term	(24,141)	–
<b>Changes in Operating Assets and Liabilities:</b>		
(Increase)/Decrease in Receivables	(30,595)	4,874
(Increase) in Other Assets	(2,232)	(2,002)
(Decrease)/Increase in Payables	(380,790)	317,237
(Decrease)/Increase in Employee Benefits	(118,916)	16,646
(Decrease)/Increase in Other Liabilities	–	(2,515)
<b>Net Cash Inflows / (Outflows) from Operating Activities</b>	<b><u>(3,012,798)</u></b>	<b><u>(1,555,603)</u></b>

**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 9. RECEIVABLES**

**Description and Material Accounting Policies Relating to Receivables**

Accounts receivables are measured at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement.

Receivables consists of payments received by Access Canberra from private developers, on behalf of the Authority, which has not been remitted to the Authority by 30 June, and levies receivable by the Authority for work not requiring a BA which were carried out during the year.

	<b>2024</b>	<b>2023</b>
	<b>\$</b>	<b>\$</b>
<b>Current Receivables</b>		
Net Goods and Services Tax Receivable	42,409	69,957
Receivables	360,624	302,481
<b>Total Current Receivables</b>	<b>403,033</b>	<b>372,438</b>
<b>Ageing of Receivables</b>		
Not Impaired and Not Overdue	<b>403,033</b>	<b>372,438</b>
<b>Classification of ACT Government / Non-ACT Government Receivables</b>		
<b>Receivables with ACT Government Entities</b>		
Receivables	330,228	302,259
<b>Total Receivables with ACT Government Entities</b>	<b>330,228</b>	<b>302,259</b>
<b>Receivables with Non-ACT Government Entities</b>		
Receivables	30,396	222
Net Goods and Services Tax Receivable	42,409	69,957
<b>Total Receivables with Non-ACT Government Entities</b>	<b>72,805</b>	<b>70,179</b>
<b>Total Receivables</b>	<b>403,033</b>	<b>372,438</b>

Receivables are not impaired or overdue. All amounts due are statutory in nature.

## BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

#### NOTE 10. PROPERTY, PLANT AND EQUIPMENT

##### Description and Material Accounting Policies Relating to Property, Plant and Equipment

The Authority has the following four classes of Property, Plant and Equipment:

- **Right-Of-Use Buildings** are leased structures and land improvements that are separately identifiable from the land they are constructed upon. Right-Of-Use buildings include the leased office space.
- **Right-Of-Use Plant and Equipment** has the same definition as plant and equipment, with the exception that they are held under a lease. Plant and Equipment held by The Authority includes motor vehicles.
- **Leasehold Improvements** are capital expenditure items incurred in relation to leased assets. Leasehold improvements represent fit outs in leased buildings.
- **Plant and Equipment** are tangible assets like machinery, motor vehicles, implements or tools used by The Authority to provide services. Plant and equipment tend to be smaller and more mobile in nature than other types of property, plant and equipment like buildings and land. Plant and Equipment includes office furniture and computer equipment.

Property, Plant and Equipment does not include assets held for sale or investment property.

##### *Acquisition and Recognition of Property, Plant and Equipment*

Property, plant and equipment is initially recorded at cost. Right-of-use assets are also measured at cost, which comprises its purchase price, any directly attributable costs and the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located. For right-of-use assets cost comprises the initial amount of the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration less any lease incentives received. The Authority capitalises purchases of plant and equipment costing more than \$300.

##### *Measurement of Property, Plant and Equipment After Initial Recognition*

Subsequent to initial recognition, the Authority measures its property, plant and equipment at cost. After the commencement date, all right-of-use assets are measured at cost less any accumulated depreciation and accumulated impairment losses and adjusted for any re-measurement of the lease liability. Right-of-use assets are presented in property, plant and equipment in their own separate asset class.

##### *Impairment of Assets*

Assets have been assessed for impairment and no material impairment exists.

##### *Depreciation and Useful Life*

Depreciation is the systematic allocation of the cost of an asset less its residual value over its useful life. Depreciation commences when property, plant and equipment is ready for its intended use. Depreciation is applied to physical assets such as buildings, infrastructure assets, and plant and equipment.

**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 10. PROPERTY, PLANT AND EQUIPMENT (Continued)**

Right-of-use buildings, right-of-use plant and equipment, leasehold improvements, and plant and equipment, are depreciated over the estimated useful life of each asset, or the unexpired period of the relevant lease, whichever is shorter.

All depreciation is calculated after first deducting any residual values, which remain for each asset.

Depreciation for non-current assets is determined as follows:

<b>Class of Asset</b>	<b>Depreciation Method</b>	<b>Useful Life (Years)</b>
Right-of-Use Buildings	Straight Line	10
Right-of-Use Plant and Equipment	Straight Line	2–3
Leasehold Improvements	Straight Line	10
Plant and Equipment	Straight Line	3–6

**Reconciliation of Property, Plant and Equipment 2023-24**

	<b>Plant and equipment \$</b>	<b>Leasehold Improvement s \$</b>	<b>Right-of-Use Buildings \$</b>	<b>Right-of-Use Plant and Equipment \$</b>	<b>Total \$</b>
			i	ii	
<b>Balance at beginning of the year</b>	<b>4,533</b>	<b>62,012</b>	<b>239,665</b>	<b>54,601</b>	<b>360,811</b>
Additions	10,702	–	–	50,550	<b>61,252</b>
Depreciation	(6,680)	(12,109)	(40,054)	(48,216)	<b>(107,059)</b>
Lease Re-assessment /Modification	–	–	(166,231)	21,239	<b>(144,992)</b>
<b>Balance at end of the year</b>	<b>8,555</b>	<b>49,903</b>	<b>33,380</b>	<b>78,174</b>	<b>170,012</b>

**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 10. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**Reconciliation of Property, Plant and Equipment 2022-23**

	Plant and equipment \$	Leasehold Improvements \$	Right-of- Use Buildings \$	Right-of- Use Plant and Equipment \$	Total \$
<b>Balance at beginning of the year</b>	12,114	74,121	289,426	41,313	416,974
Additions	225	–	–	47,030	47,255
Depreciation	(7,806)	(12,109)	(49,761)	(33,742)	(103,418)
<b>Balance at end of the year</b>	<b>4,533</b>	<b>62,012</b>	<b>239,665</b>	<b>54,601</b>	<b>360,811</b>

- i) Lease Re-assessment/Modification for the Right-of-Use Buildings asset in the current year relates to a revision in managements estimate that the 3-year option period will be exercised for the leased office premises. In the prior year management were of the assumption that the option would be exercised upon completion of the initial 7-year period in April 2025; however, during the current year, management are of the position that all office rental options will be considered at the completion of the initial period of the current office lease. Therefore, the term of the least term has been re-assessed to be 7 years. The Authority has recognised as gain of \$ \$24 141 resulting from the re-assessment of the lease term.
- ii) Lease additions and modification/revisions for the Right-of-Use Plant and Equipment asset relates to the addition of 1 new vehicle lease in June 2024 and the extension of 2 vehicle leases during the period for an additional lease period of 6 months and 32 months respectively.

**LIABILITY NOTES**

**Material Accounting Policies – Liabilities**

**Liabilities – Current and Non-Current**

Liabilities are classified as current when they are due to be settled within 12 months after the reporting date or the Authority does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date. Liabilities, which do not fall within the classification of current are classified as non-current.

**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 11. PAYABLES**

**Description and Material Accounting Policies Relating to Payables**

Payables include Accrued Expenses.

Payables are initially recognised at fair value based on the transaction cost and subsequent to initial recognition at amortised cost, with any adjustments to the carrying amount being recorded in the operating statement. All amounts are normally settled within 30 days after an invoice is received.

	<b>2024</b>	<b>2023</b>
	\$	\$
<b>Current Payables</b>		
Accrued Expenses	533,236	914,026
<b>Total Payables</b>	<b>533,236</b>	<b>914,026</b>
<b>Payables are aged as follows:</b>		
Not Overdue	–	914,026

Accrued expenses decreased (\$381,000) because of less outstanding claims for training rebates as of the end of FY 2024, compared to FY 2023 (\$440,000 decrease). This decrease was partially offset by movements in grant sponsorship and other accrued expenses (\$59,000 Increase).

**NOTE 12. EMPLOYEE BENEFITS**

**Description and Material Accounting Policies Relating to Employee Benefits**

*Accrued Salaries and Wages*

Accrued salaries and wages are measured at the amount that remains unpaid to employees at the end of the reporting period.

*Annual and Long Service Leave*

Annual and long service leave including applicable on-costs that are not expected to be wholly settled before twelve months after the end of the reporting period, when the employees render the related service, are measured at the present value. The present value is determined based on estimated future payments to be made in respect of services provided by employees up to the end of the reporting period.

Consideration is given to the future wage and salary levels, experience of employee departures and periods of service. At the end of each reporting period, the present value of future annual leave and long service leave payments is estimated using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the estimated future cash flows.

**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 12. EMPLOYEE BENEFITS (Continued)**

Annual leave liabilities have been estimated on the assumption they will be wholly settled within one year. In 2023–24 the rate used to estimate the present value of future leave payments is:

- i) Annual leave — 98.2% (98.2% in 2022–23).
- ii) Long service leave — 91.2% (93.0% in 2022–23).

The long service leave liability is estimated with reference to the minimum period of qualifying service. For employees with less than the required minimum period of seven years of qualifying service, the probability that employees will reach the required minimum period has been considered in estimating the provision for long service leave and applicable on-costs.

The provision for annual leave and long service leave includes estimated on-costs. As these on-costs only become payable if the employee takes annual and long service leave while in service, the probability that employees will take annual and long service leave while in service has been considered in estimating the liability for on-costs.

Annual leave and long service leave liabilities are classified as current liabilities in the balance sheet where there are no unconditional rights to defer the settlement of the liability for at least 12 months. Conditional long service leave liabilities are classified as non-current because the Authority has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

Significant judgements have been applied in estimating the liability for employee benefits. The estimated liability for long service leave requires a consideration of the future wage and salary levels, experience of employee departures and periods of service. The estimate also includes an assessment of the probability that employees will meet the minimum service period required to qualify for long service leave and that on-costs will become payable.

	<b>2024</b>	<b>2023</b>
	<b>\$</b>	<b>\$</b>
<b>Current Employee Benefits</b>		
Annual Leave	18,644	35,009
Accrued Salaries and Superannuation	1,741	2,368
PAYG Withholding Payable	7,548	5,776
Superannuation Payable	3,112	3,051
Fringe Benefits Tax	8,570	8,570
Long Service Leave	5,346	31,916
<b>Total Current Employee Benefits</b>	<b>44,961</b>	<b>86,690</b>
Long Service Leave	1,222	78,409
<b>Total Non-Current Employee Benefits</b>	<b>1,222</b>	<b>78,409</b>
<b>Total Employee Benefits</b>	<b>46,183</b>	<b>165,099</b>



**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 12. EMPLOYEE BENEFITS (Continued)**

	<b>2024</b>	<b>2023</b>
	<b>\$</b>	<b>\$</b>
<b>Estimated amount payable within 12 Months</b>		
Annual Leave	18,644	35,009
Accrued Salaries and Superannuation	1,741	2,368
PAYG Withholding Payable	7,548	5,776
Superannuation Payable	3,112	3,051
Fringe Benefits Tax	8,570	8,570
Long Service Leave	5,346	31,916
<b>Total Employee Benefits Payable within 12 Months</b>	<b>44,961</b>	<b>86,690</b>
<b>Estimated amount payable after 12 Months</b>		
Long Service Leave	1,222	78,409
<b>Total Employee Benefits Payable after 12 Months</b>	<b>1,222</b>	<b>78,409</b>
<b>Total Employee Benefits</b>	<b>46,183</b>	<b>165,099</b>

Employee benefits decreased significantly during the year because of annual leave and long service leave taken by current employees combined with payments of annual leave liability and long service leave liability balances owing to staff whose employment ended during the period.

As at 30 June 2024, the Authority employed 3 full-time equivalent staff. There were 3 full-time equivalent staff at 30 June 2023.

One staff member is eligible to take or use part of their Long Service Leave in the next twelve months.

**NOTE 13. LEASE LIABILITIES**

**Description and Material Accounting Policies Relating to Lease Liabilities**

**Authority as a Lessee**

The Authority has leases over a building and motor vehicles. Information relating to the leases in place and associated balances and transactions are provided below.

*Terms and Conditions of Leases*

(i) Building Lease - Office Premises

The Authority has a seven-year non-cancellable operating lease with a three-year Option to Renew, for office premises, which commenced on 1 May 2018. A review of alternative leasing options will be undertaken before committing to the three-year option to renew.

**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 13. LEASE LIABILITIES (Continued)**

The office lease contains a fixed percentage annual price increase at each anniversary of the lease inception.

At the expiry of the lease any improvements or alterations are required to be removed. The requirement is waived should the Authority exercise the Option to Renew.

(ii) Motor Vehicle Leases

The Authority has 2 non-cancellable leases for motor vehicles at 30 June 2024. The terms are 36 months from May 2023 and 48 months from June 2024 respectively.

The leases are typically not renewed at the end of the lease period and, where appropriate, new leases are entered into.

*Accounting Policies Relating to Lease Liabilities*

At inception of a contract, the Authority assesses whether a lease exists, that is, does the contract convey the right to control the use of an identified asset for a period of time in exchange for consideration.

This involves an assessment of whether:

- the contract involves the use of an identified asset – this may be explicitly or implicitly identified within the agreement. If the supplier has a substantive substitution right, then there is no identified asset;
- the Authority has the right to obtain substantially all of the economic benefits from the use of the asset throughout the period of use; and
- the Authority has the right to direct the use of the asset i.e. decision-making rights in relation to changing how and for what purpose the asset is used.

The lease liability is initially measured at the present value of the remaining lease payments at the commencement of the lease.

Lease liabilities include the next present value of the following lease payments:

- fixed payments (including in-substance fixed payments), less any lease incentive receivables;
- variable lease payments that are based on an index or a rate, initially measured using the index or rate as at the commencement date;
- amounts expected to be payable by the lessee under residual value guarantees;
- the exercise price of a purchase option if the lessee is reasonably certain to exercise that option; and
- payments of penalties for terminating the lease, if the lease term reflects the lessee exercising that termination option.

**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 13. LEASE LIABILITIES (Continued)**

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability is remeasured where there is a lease modification, change in estimate of the lease term or index upon which the lease payments are based (e.g, CPI) or a change in the Authority's assessment of lease term.

Lease payments to be made under reasonably certain extension options are also included in the measurement of the liability.

The lease payments are discounted using the interest rate implicit in the lease.

*Extension Options*

Where a lease contains extension options, at commencement date and at each subsequent reporting date, the Authority assesses whether it is reasonably certain that the extension options will be exercised.

There are \$166,798 in potential future lease payments which are not included in lease liabilities as the Authority has assessed that the exercise of the option is not reasonably certain.

*Exemptions to Lease Accounting*

The Authority has elected to apply the exemptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets.

	<b>2024</b>	<b>2023</b>
	<b>\$</b>	<b>\$</b>
<b>Current Lease Liabilities</b>		
Motor Vehicles	27,546	25,577
Building Leases	44,933	49,554
<b>Total Current Lease Liabilities</b>	<b>72,479</b>	<b>75,131</b>
<b>Non-Current Lease Liabilities</b>		
Motor Vehicles	51,163	29,185
Building Leases	–	238,037
<b>Total Non-Current Lease Liabilities</b>	<b>51,163</b>	<b>267,222</b>
<b>Total Lease Liabilities</b>	<b>123,642</b>	<b>342,353</b>
<b>Reconciliation of Lease Liabilities</b>		
Opening Balance of Lease Liabilities	342,353	374,783
Additional Lease Liabilities taken up in the Current Reporting Period	50,550	47,030
Additional Lease Liabilities for extension of leases previously recognised	23,311	–
Decreased Lease Liabilities for revision of extension likelihood	(192,444)	–
Payments to Reduce the Principal of the Liability	(100,128)	(79,460)
<b>Closing Balance of Lease Liabilities</b>	<b>123,642</b>	<b>342,353</b>

## BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

#### NOTE 14. FINANCIAL INSTRUMENTS

##### Description and Material Accounting Policies Relating to Financial Instruments

Details of the material accounting policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset and financial liability are disclosed in the note to which they relate. In addition to these policies, the following are also accounting policies relating to financial assets and liabilities.

The Authority's financial assets consist of cash and receivables and are measured at amortised cost under AASB 9 *Financial Instruments*. Financial liabilities are measured at amortised cost. The following are the classification of the Authority's financial assets under AASB 9 *Financial Instruments*.

Items	Business Model Held to collect principal and interest/sell	Solely for payment of Principal and Interest SPPI Test (basic lending characteristics)	Classification
Cash	Held to collect	Yes	Amortised Cost
Receivables	Held to collect	Yes	Amortised Cost
Accrued Revenue	Held to collect	Yes	Amortised Cost

##### Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss.

The Authority has credit risk exposure from its cash and receivables balances.

Credit risk is managed by the Authority by only holding its cash with the Westpac Banking Corporation. Westpac holds a A+ issuer credit rating with S&P Global Ratings. A 'A+' credit rating is defined as a 'strong capacity to meet financial commitments'.

## BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

#### NOTE 14. FINANCIAL INSTRUMENTS (Continued)

The Authority has exposure to credit risk from potential loss of revenue from non-payment of levies. As levy income is the major source of revenue for the Authority the risk is significant. The *Building and Construction Industry Training Levy Act 1999* provides that levies are payable by project owners and stipulates when the payment becomes due but does not provide the Authority with procedures to collect the levies without recourse to legal action. Penalties can be imposed on project owners for non-payment. Access Canberra collects the levy on building and construction projects when a building approval is issued. The Authority collects levies from estate developers for civil and infrastructure activities and if the levy is not paid, the Authority can undertake legal action to collect the debt.

Credit Risk regarding Receivables is considered minimal as the payment of levies is statutory in nature.

There have been no changes in credit risk exposure since the last reporting period.

#### Liquidity Risk

Liquidity risk is the risk that the Authority will encounter difficulties in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. To limit its exposure to liquidity risk, the Authority ensures that, at any particular point in time, it has a sufficient amount of current financial assets to meet its current financial liabilities. This ensures the Authority has enough liquidity to meet its emerging financial liabilities.

The Authority's exposure to liquidity risk and the management of this risk has not changed since the previous reporting period.

#### Fair Value of Financial Assets and Liabilities

The carrying values of financial assets and financial liabilities approximates their fair value at the end of the reporting period.

All financial assets and liabilities of the Authority are non-interest bearing.

All financial assets and liabilities are measured subsequent to initial recognition at amortised cost. As such, no fair value hierarchy disclosures have been made.

	<b>2024</b>	<b>2023</b>
	\$	\$
<b>Financial Assets</b>		
Receivables	360,624	302,481
<b>Total Financial Assets Measured at Amortised Cost</b>	<b>360,624</b>	<b>302,481</b>
<b>Financial Liabilities</b>		
Payables	533,236	914,026
Lease Liabilities	123,642	342,353
<b>Total Financial Liabilities Measured at Amortised Cost</b>	<b>656,878</b>	<b>1,256,379</b>

# BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

### NOTE 15. COMMITMENTS

#### Description and Material Accounting Policies Relating to Commitments

Commitments are a firm intention, but not a present obligation, at the end of the reporting period to incur future expenditure. As such, commitments do not constitute a liability. The commitments outlined in this disclosure are the amounts approved for funding initiatives by the Authority Board. The initiatives represent all applications approved and are separate to estimates provided by RTOs and individuals for training rebates.

Commitments are measured at their nominal value and are inclusive of GST

#### Other Commitments

Other Commitments contracted at reporting date that have not been recognised as liabilities, are payable as follows:

	<b>2024</b>
	<b>\$</b>
Within one year	260,500
Later than one year but not later than five years	–
Later than five years	–
<b>Total Other Commitments</b>	<b><u>260,500</u></b>

### NOTE 16. CONTINGENT LIABILITIES

#### Material Accounting Policies Relating to Contingent Liabilities

Contingent liabilities are not recognised in the Balance Sheet due to the uncertainty regarding any possible amount or timing of any underlying claim or obligation. Instead, they are disclosed and, if quantifiable, the best estimate is disclosed.

#### Guarantees

The only contingent liability as at 30 June 2024 relates to a Bank Guarantee for the purpose of a security bond for the office lease. The Guarantee is \$13,761 represents three months' rent.

**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 17 RELATED PARTY DISCLOSURES**

**Description and Material Accounting Policies Relating to Related Party Disclosures**

A related party is a person that controls or has significant influence over the reporting entity or is a member of the Key Management Personnel (KMP) of the reporting entity or its parent entity, and includes their close family members and entities in which the KMP and/or their close family members individually or jointly have controlling interests.

KMP are those persons having authority and responsibility for planning, directing and controlling the activities of the Authority, directly or indirectly.

**i. Key Management Personnel**

*Governing Board Members (Appointed by the Minister)*

<b>Name</b>	<b>Position</b>	<b>Representing</b>
Mr Michael Young	Chairman	Independent
Ms Melissa Adler	Member	Housing Industry Association ACT / NSW
Ms Graciete Ferreira	Member	Master Builders Association ACT
Mr Zachary Smith	Member	Construction, Forestry, Mining and Energy Union ACT Branch
Mr Allen Hicks	Member	Electrical Trades Union of Australia ACT/NSW Branch

As of 1 July 2024, the Governing Board (appointed by the Minister) had two member changes as shown below:

<b>Current member</b>	<b>Replacement member</b>
Ms Graciete Ferreira	Ms Michelle Tifan representing Master Builders Association ACT
Mr Zachary Smith	Mr Joshua Bolitho representing Construction, Forestry, Mining and Energy Union ACT Branch

**Specified Executives (Non-Voting Board Member)**

<b>Name</b>	<b>Position</b>
Ms Josephine Whitfield	Chief Executive Officer (appointed November 2023)
Mr Glenn Carter	Chief Executive Officer (ceased December 2023)

This note does not include typical citizen transactions between KMP and the Authority that occur on terms and conditions no different to those applying to the general public.

Compensation by the Authority to KMP is set out below.



**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 17. RELATED PARTY DISCLOSURES (Continued)**

This note does not include typical citizen transactions between KMP and the Authority that occur on terms and conditions no different to those applying to the general public.

**Compensation of Key Management Personnel**

Compensation by the Authority to KMP is set out below

<b>Total Remuneration to Key Management Personnel</b>	<b>2024</b>	<b>2023</b>
	<b>\$</b>	<b>\$</b>
<b>Governing Board Members</b>		
Board sitting fees	31,635	30,895
<b>Specified Executives</b>		
Short-term employee benefits, consisting of salary, fringe benefits and annual leave expense	241,270	186,332
Post-employment benefits, consisting of contributions to superannuation funds	29,773	27,422
Other long-term employee benefits, consisting of provision for long service leave expense and annual leave expense	9,251	12,080
<b>Total Remuneration to Key Management Personnel</b>	<b>311,929</b>	<b>256,729</b>

**ii. Transactions with Key Management Personnel**

There were no transactions with KMP that were material to the financial statements of the Authority.

**iii. Transactions with Parties Related to Key Management Personnel**

The following organisations, with whom Board Members have disclosed an ongoing interest, received funding from the Authority for training programs. The funding was provided in accordance with the Training Plan and was paid in accordance with normal terms and conditions.

The Board Members with an ongoing interest in the relevant organisations did not participate in the Authority's funding decisions in those relevant organisations.

	<b>2024</b>	<b>2023</b>
	<b>\$</b>	<b>\$</b>
Construction Charitable Works	16,173	19,940
Creative Safety Initiatives	212,530	223,319
Housing Industry Association of the ACT/NSW	377,265	358,823
Master Builders Association ACT	10,900	29,050
MBA Group Training	1,103,930	1,144,195
<b>Total Transactions with Parties Related to Key Management Personnel</b>	<b>1,720,798</b>	<b>1,775,327</b>



**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 18. BUDGETARY REPORTING**

**Significant Accounting Judgements and Estimates – Budgetary Reporting**

Significant judgements have been applied in determining what variances are considered 'major variances'. Variances are considered major if both the following criteria are met:

- The line item is a significant line item: where either the line item actual amount accounts for more than 10% of the relevant associated category (Income, Expenses and Equity totals) or more than 10% of the sub-element (e.g. Current Liabilities and Receipts from Operating Activities totals) of the financial statements; and
- The variances (original budget to actual) are greater than plus (+) or minus (-) 2.5% and \$500,000 of the budget for the financial statement line item.

Original budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect to the reporting period (2023–24 Statement of Intent).

Operating Statement	Variance Explanation	Actual 2023–24 \$	Original Budget 2023–24 \$	Variance	
Line Items				\$	%
Levy Income	1	3,847,674	5,500,000	(1,652,326)	(30.04)
Training Program Expenses	2	5,727,921	4,700,000	1,027,921	21.87

**Variance Explanations**

1. Levy income consists of the Building and Construction Industry Training Levy collected on the value of works. The levy is collected by Access Canberra on behalf of the authority where a Building Application (BA) is required. Where work does not require a BA, the levy is paid directly to the Authority. The amount of training levy payable is ascertained by multiplying the estimated value of work by the rate of the levy 0.2%. A downturn in the construction industry particularly with regards to residential housing resulted in lower than anticipated revenue from collection of the training levy. The Authority has no ability to influence the income generated from levy income.
2. *Work Health & Safety Amendment Regulation 2022 (No 1) (ACT)* requirement of mandatory Crystalline Silica Exposure Awareness training was extended in June 2023 by 3 months. As a result, training program expenses exceeding the budgeted allocated was driven by the overall value, after the budget had been confirmed for FY 2024.

Balance Sheet	Variance Explanation	Actual 2023–24 \$	Original Budget 2023–24 \$	Variance	
Line Items				\$	%
Cash	3	846,214	4,433,000	(3,586,786)	(80.91)

**BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**NOTE 18. BUDGETARY REPORTING (Continued)**

**Variance Explanations**

3. *Work Health & Safety Amendment Regulation 2022 (No 1) (ACT)* requirement of mandatory Crystalline Silica Exposure Awareness training was extended in June 2023 by 3 months. As a result, cash reserves were depleted to outlay for training rebates. It was anticipated that the requirement of completing Crystalline Silica Exposure Awareness training would reduce demand for other training rebates, but this was not the case. Additionally, accrued entitlements for two out of three long term staff members were paid out.

Cash Flow Statement Line Items	Variance Explanation	Actual 2023-24 \$	Original Budget 2023-24 \$	Variance	
				\$	%
Levies	4	3,817,079	5,500,000	(1,682,921)	(30.60)
Training Program Expenses	5	5,730,153	4,700,000	1,030,153	21.92

**Variance Explanations**

4. Levy income consists of the Building and Construction Industry Training Levy collected on the value of works. The levy is collected by Access Canberra on behalf of the authority where a Building Application (BA) is required. Where work does not require a BA, the levy is paid directly to the Authority. The amount of training levy payable is ascertained by multiplying the estimated value of work by the rate of the levy 0.2%. The construction industry activity that is associated with payment of the training levy dropped across the FY 2024, which reduced the budgeted levy income substantially. The Authority is limited to generating income only by collection of training levies and bank interest from the fund, as per Section 24 2) a and b of the *Building and Construction Industry Training Levy Act (1999)*.
5. *Work Health & Safety Amendment Regulation 2022 (No 1) (ACT)* requirement of mandatory Crystalline Silica Exposure Awareness training was extended in June 2023 by 3 months. As a result, cash expenditure for training program expenses exceeded the budgeted allocation as the budget had been confirmed for FY 2024 when the extension was announced.

### C.3 Capital Works

The Authority did not undertake any capital works projects during 2023-24.

### C.4 Asset Management

#### 1. Assets Managed

The assets managed by the Authority are:

- leased office accommodation;
- furniture and fittings;
- information technology resources and equipment which includes:
  - Office VOIP phone system
  - Server & router
  - Printer & multi-function device
  - 3x laptop computers
  - 3x office computers with 2 monitors each
  - Samsung 4K TV with computer hard drive connected, conference room camera and conference speaker
  - Desktop microphone
  - iPad

During 2023-2024 the following assets were added to the Authority's asset register:

- Apple iPad Air 5th 64GB WI-FI + Cellular
- JBL media microphone

During 2023-2024 the following assets were removed from the Authority's asset register:

- iPad Air 2 Wifi Cell 32 GB – End of life, old technology

#### 2. Assets Maintenance and Upgrade

The Authority did carry out any asset maintenance upgrade.

### **3. Office Accommodation**

The Authority is centrally located on the ground floor at Suite 4, Mungga – Iri House, 18 Napier Close, Deakin ACT 2600, where there is visitor parking available and disabled access.

Total office area is 115m<sup>2</sup>, with the three administrative staff members located in an open plan arrangement with individual workstations complying with the minimum requirement of 15m<sup>2</sup> per office employee.

#### **C.5 Government Contracting**

The Authority did not engage any contractors or consultants during the reporting period.

C.6 Statement of Performance



BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY

STATEMENT OF PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2024

**STATEMENT OF RESPONSIBILITY**

To the best of my knowledge the *Statement of Performance* is in agreement with the Building and Construction Industry Training Fund Authority records and fairly reflects the services performance of the Authority for the year ended 30 June 2024 and also fairly reflects the judgements exercised in preparing it.

Michael Young  
Chairman  
Building and Construction Industry Training Fund Authority

23 September 2024

## INDEPENDENT LIMITED ASSURANCE REPORT

To the Members of the ACT Legislative Assembly

### Conclusion

I have undertaken a limited assurance engagement on the statement of performance of the ACT Building and Construction Industry Training Fund Authority (Authority) for the year ended 30 June 2024.

Based on the procedures performed and evidence obtained, nothing has come to my attention to indicate the results of the accountability indicators reported in the statement of performance for the year ended 30 June 2024 are not in agreement with the Authority's records or do not fairly reflect, in all material respects, the performance of the Authority, in accordance with the *Financial Management Act 1996*.

### Basis for conclusion

I have conducted the engagement in accordance with the Standard on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information*. My responsibilities under the standard and legislation are described in the 'Auditor-General's responsibilities' section of this report.

I have complied with the independence and other relevant ethical requirements relating to assurance engagements, and the ACT Audit Office applies Australian Auditing Standard ASQM 1 *Quality Management for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, Other Assurance Engagements and Related Services Engagements*.

I believe that sufficient and appropriate evidence was obtained to provide a basis for my conclusion.

### Authority's responsibilities for the statement of performance

The Governing Board of the Authority is responsible for:

- preparing and fairly presenting the statement of performance in accordance with the *Financial Management Act 1996* and *Financial Management (Statement of Performance Scrutiny) Guidelines 2019*; and
- determining the internal controls necessary for the preparation and fair presentation of the statement of performance so that the results of accountability indicators and accompanying information are free from material misstatements, whether due to error or fraud.

### Auditor-General's responsibilities

Under the *Financial Management Act 1996* and *Financial Management (Statement of Performance Scrutiny) Guidelines 2019*, the Auditor-General is responsible for issuing a limited assurance report on the statement of performance of the Authority.

My objective is to provide limited assurance on whether anything has come to my attention that indicates the results of the accountability indicators reported in the statement of performance are not in agreement with the Authority's records or do not fairly reflect, in all material respects, the performance of the Authority, in accordance with the *Financial Management Act 1996*.

In a limited assurance engagement, I perform procedures such as making inquiries with representatives of the Authority, performing analytical review procedures and examining selected evidence supporting the results of accountability indicators. The procedures used depend on my judgement, including the assessment of the risks of material misstatement of the results reported for the accountability indicators.

**Limitations on the scope**

The procedures performed in a limited assurance engagement are less in extent than those required in a reasonable assurance engagement and consequently the level of assurance obtained is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. Accordingly, I do not express a reasonable assurance opinion on the statement of performance.

This limited assurance engagement does not provide assurance on the:

- relevance or appropriateness of the accountability indicators reported in the statement of performance or the related performance targets;
- accuracy of explanations provided for variations between actual and targeted performance due to the often-subjective nature of such explanations; or
- adequacy of controls implemented by the Authority.



Rosa San Miguel  
Audit Principal, Financial Audit  
23 September 2024



**Building and Construction Industry Training Fund Authority**  
**Statement of Performance**  
**For the Year Ended 30 June 2024**

<b>Objective</b>	<b>Performance Measure</b>	<b>Original Target 2023-24</b>	<b>Actual Result 2023-24</b>	<b>% Variance from Original Target</b>	<b>Explanatory Notes</b>
Ensure that the training programs funded by the Authority are conducted in accordance with the functions of the Authority and the Authority's funding agreements.	The Authority will conduct audits of Authority funded training programs.	Conduct 25 audits.	Conducted 25 audits.	0%	1
Ensure the funding available for its approved training programs is sufficiently budgeted. <sup>1</sup>	The Authority will have the funds available to fund its approved training programs.	The Authority expects to fund \$4.700 million in training program expenses consistent with the approved training program.	The Authority funded \$5.728 million in approved training program expenses.	21%	2
Ensure the ongoing funding of entry-level apprentices at Group Training Organisations (GTO). <sup>2</sup>	The Authority will continue to fund entry level placements each year at GTOs.	Funding provided for 350 entry-level placements at GTOs each year.	The Authority funded 326 entry-level placements at GTOs.	(7%)	3
Prepare and submit the Authority's annual Training Plan for approval by the Minister by the legislated date.	Obtain approval of the Training Plan by the Minister by the legislated date.	By 31 October 2023.	31 October 2023.	0%	
Ensure the Authority provides on the job training incentives to employers of first year apprentices in trades nominated as skill shortage trades by the Authority.	Provide funding to employers of first year apprentices in trades nominated as skill shortage trades by the Authority.	Provide funding of \$0.050 million to employers of first year apprentices in trades nominated as skill shortage trades by the Authority.	The Authority provided \$0.265 million to employers of first year apprentices in trades nominated as skills shortage trades by the Authority.	430 %	4

**Notes:**

1. The Authority relies upon industry stakeholders to guide the funding direction and needs for training provided by RTOs.
2. To ensure the ongoing viability of GTOs and the ACT building and construction industry, it is essential that the Authority continue the funding of GTOs, as without this funding the GTOs would employ fewer apprentices. This could lead to a reduction in the number of apprentices employed which could lead to skill shortages in the industry in the future.



**Building and Construction Industry Training Fund Authority**  
**Statement of Performance**  
**For the Year Ended 30 June 2024**

Objective	Performance Measure	Original Target 2023-24	Actual Result 2023-24	% Variance from Original Target	Explanatory Notes
Ensure funding of training positions for existing workers in accordance with the approved training programs.	The allocation of funding is provided in accordance with the approved training program.	Provide funding for 6,000 existing worker positions in accordance with the approved training programs.	The Authority funded approved training positions for 24,846 existing workers.	314%	5
Manage the Authority's resources to achieve the budgeted financial result.	Maintain a healthy current ratio over the budget and forward years.	A current ratio of greater than 5.85:1.	1.9:1.	(66%)	6

The above accountability indicators should be read in conjunction with the accompanying notes and were examined by the ACT Audit Office in accordance with the *Financial Management Act 1996*.

**Explanatory Notes:**

1. The Authority engaged an external consultant to undertake audits of the Registered Training Organisations (RTOs) that apply for pre-approved places for training rebates. A total of 25 audits have been completed in 2023-24 across 6 RTO's.
2. The Authority expended \$1.0 million more than its budget allocation for training programs. This includes payments training rebates, entry level support payments for Group Training Organisations (GTOs), Skills Shortage training incentives, Research & Development and Access & Equity payments for Women in non-traditional trades, Mature age, and Aboriginal & Torres Strait Islander apprentices. The overall value and volume of applications for training rebates was higher than previously anticipated for the year due to the extension of timeframes to complete mandatory Crystalline Silica Exposure Awareness training from the initial due date of 30 June 2023 to 30 September 2023. The program has been mandated by WorkSafe ACT for all workers in the ACT Building and Construction Industry. Training rebates totalled more than \$1.0million over budget, with Silica Exposure Awareness training payments totalling \$1.4m. Additionally, training other than Crystalline Silica Exposure Awareness remained steady in terms of value of rebates paid, however this was budgeted to reduce anticipating that training other than Crystalline Silica Exposure Awareness training would reduce. Entry level support payments for GTOs and Skills Shortage training incentives remained consistent with the budget. However, there were some reductions in spending of Access & Equity Payments (\$0.07 million against a budget of \$0.388million) due to a downturn in apprentice employment in building and construction and Sponsorship & Marketing (\$0.08 million against a budget of \$0.29 million) due to reduced funding for non-RTO programs.

**Building and Construction Industry Training Fund Authority**  
**Statement of Performance**  
**For the Year Ended 30 June 202**

**Explanatory Notes (continued):**

3. The Authority funded 326 entry-level placements at GTOs. The actual result is the average of the quarterly apprentice figures for approved ACT Apprentices, provided to the Authority by GTOs. The below target employment figure is consistent with a reduction in building activity consistent with reduced levy income.
4. The Authority's Skill Shortage Incentives payments are provided under the Entry Level Training program. The payment is made to employers of apprentices as an incentive payment to employ first year apprentices in the building and construction industry against annual nominated skills shortage trades. The Skills Shortage Incentive payments exceeded the budgeted amount by 430%. To manage the budget, payments were reduced for the second half of the 2023-24 financial year from \$6,000 annually to \$4,000 annually per apprentice. Additionally, there was a reduction in eligible trades of Skill Shortage Incentives payments.
5. The Authority funded 24,846 existing worker positions in 2023-24, which is exceeding by 18,000 approved training positions (14,331 for Crystalline Silica Exposure Awareness training) than originally budgeted for. This is for existing workers that successfully complete pre-approved training programs. The increase from target was due to extension of timeframes to complete mandatory Crystalline Silica Exposure Awareness training from the initial due date of 30 June 2023 to 30 September 2023. Also reduced demand for other training that was anticipated did not eventuate. The spike in enrolments has now subsided, however a small spike as compared to other enrolments for training continues in relation to Crystalline Silica Exposure Awareness training.
6. Current Ratio = Current Assets / Current Liabilities. The actual result (1.9:1) was lower than target (5.85:1). This is a combination of lower cash amounts held due to transfer from the reserve account to operational account to fund increased training outcomes from the increased Crystalline silica awareness training. This also coincided with the lowest level of levy income in 2023-24 since more than a decade.

## Section D – Whole of Government Annual Reporting:

### D.1 Bushfire Risk Management

The Authority is neither a manager of unleased Territory Land nor the owner (i.e. lessee or occupier) of Territory Land, therefore has no reporting requirements under the *Emergencies Act 2004*.

### D.2 Human Rights

The Authority supports and works to the principles outlined in the *Human Rights Act 2004* to respect, protect and promote human rights.

In its commitment to ensure human rights standards are incorporated into the Authority's operation, the following measures have been taken to respect, protect and promote human rights:

- The Authority developed with all team members, a set of Values for all staff to operate within;
- An Equal Employment Opportunity / Harassment Policy was formulated and distributed to all staff;
- The Authority operates in an environment of open communication;
- Staff members attend regular staff meetings and participate in planning workshops; and
- All existing and potential clients as well as staff are treated with respect, dignity and equally.
- The Authority provided the Justice and Community Safety (JACS) Directorate with a report of their Human Rights related activities for 2023-24 on 15 August 2024.

### D.3 Legal Services Directions

This report is prepared in accordance with section 15 of the *Law Officer Act 2011*.

The Chief Executive Officer has the following procedures in place to ensure that the Authority is aware of and complying with the Guidelines.

(1) All instructions in relation to queries are passed to the Chief Executive Officer and a report is available to the board of the Authority in relation to the progress of matters;

(2) The Authority's legal services were provided initially by MV Law. In June 2024, the Authority was advised to refer any legal enquiries to the ACT Government Solicitors office. The Authority was advised by the ACT Government Solicitors officer that the Authority has complied with section 11 of the *Law Officers (General) Legal Services Directions* and with the Model Litigant Guidelines 2010; and

(3) All staff involved in claims procedures or other decisions which may at some point become the subject of litigation are informed of the guidelines and instructed to comply with them, referring any queries to the Chief Executive Officer.

No breaches of the Model Litigant Guidelines by the Authority occurred during the financial year.

#### **D.4 Territory Records**

The Authority is aware of its statutory responsibilities under the *Territory Record Act 2002* and retains all records (electronically or hard copy format) relating to the collection of the training levy and the programs it administers.

The Authority has taken steps to ensure compliance with the *Territory Records Act 2002*. The Authority's records management program is accurate and accountable to the *Act*.

The public can inspect the records management program at the Authority's registered office in accordance with section 21(1) of the *Territory Records Act 2002*.

The most recent Records Management Program was submitted to the Director of Territory Records on 18 June 2024.

## Section E – State of the Service Report:

### E.1 Workforce Profile

The Authority has completed and provided the workforce profile at B.10 – Human Resources Management.

### E.2 Culture and Behaviour

The Authority's staff are aware of and adhere to the Government's ethical standards and guidelines and appropriate behaviour through staff meetings, ongoing staff feedback and regular performance reviews. All staff adhere to the values and standards of the ACT Public Service (ACTPS) Code of Conduct, Values and Signature Behaviours, Respect, Equity & Diversity (RED) Framework and have been issued with the ACTPS Performance Framework.

### E.3 Learning and Development

During the reporting period, the Authority continued to encourage staff to participate in appropriate professional development and training programs that would be beneficial to themselves and the Authority. Staff attended professional development and training programs relevant to their roles that ensured skills and knowledge were current and enhanced.

### E.4 Public Interest Disclosure

The purpose of the *Public Interest Disclosure Act 2012* is to encourage the disclosure of improper conduct. *The Act* requires the Authority, as a statutory authority of the ACT Government, to establish and maintain procedures to facilitate the making of public interest disclosures.

The Authority's Public Interest Disclosure guidelines advise people interested in making a disclosure to do so to the Authority's Chief Executive Officer, the Authority's board or the ACT Ombudsman. No public interest disclosures were reported during the reporting period.

### E.5 Public Sector Standards Commissioner

During the reporting period there nil investigations by the Public Sector Standards Commissioner.

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## Compliance Statement

The 2023-24 ACT Building and Construction Industry Training Fund Authority (Authority) Annual Report must comply with the Annual Report Directions (the Directions) made under section 8 of the Annual Reports Act. The Directions are found at the ACT Legislation Register: [www.legislation.act.gov.au](http://www.legislation.act.gov.au).

The Compliance Statement indicates the subsections, under Parts 1 to 5 of the Directions, that are applicable to the Authority and the location of information that satisfies these requirements:

### ***Part 1 Directions Overview***

The requirements under Part 1 of the Directions relate to the purpose, timing and distribution, and records keeping of annual reports. The 2023-24 ACT Building and Construction Industry Training Fund Authority Annual Report complies with all subsections of Part 1 under the Directions.

To meet Section 15 Feedback, Part 1 of the Directions, contact details for the Authority are provided within the 2023-24 ACT Building and Construction Industry Training Fund Authority Annual Report to provide readers with the opportunity to provide feedback.

### ***Part 2 Reporting entity Annual Report Requirements***

The requirements within Part 2 of the Directions are mandatory for all reporting entities and the Authority complies with all subsections. The information that satisfies the requirements of Part 2 is found in the 2023-24 ACT Building and Construction Industry Training Fund Authority Annual Report as follows:

- A. Transmittal Certificate, see page 5
- B. Organisational Overview and Performance, inclusive of all subsections, see no. range e.g., pages 7 – 38
- C. Financial Management Reporting, inclusive of all subsections, see page no. range e.g., pages 39-87

### ***Part 3 Reporting by Exception***

The Authority has nil information to report by exception under Part 3 of the Directions for the 2023-24 reporting year.

### ***Part 4 Directorate and Public Sector Body Specific Annual Report Requirements***

The Authority has no agency specific reporting obligation under the Directions.

## ***Part 5 Whole of Government Annual Reporting***

All subsections of Part 5 of the Directions apply to the Authority. Consistent with the Directions, the information satisfying these requirements is reported in the 2023-24 ACT Building and Construction Industry Training Fund Authority Annual Report as follows:

- Bushfire Risk Management, see page 87
- Human Rights, see page 87
- Legal Services Directions, see page 87
- Public Sector Standards and Workforce Profile, see page 89
- Territory Records, see page 88

ACT Public Service Directorate annual reports are found at the following web address: [http://www.cmd.act.gov.au/open\\_government/report/annual\\_reports](http://www.cmd.act.gov.au/open_government/report/annual_reports).