

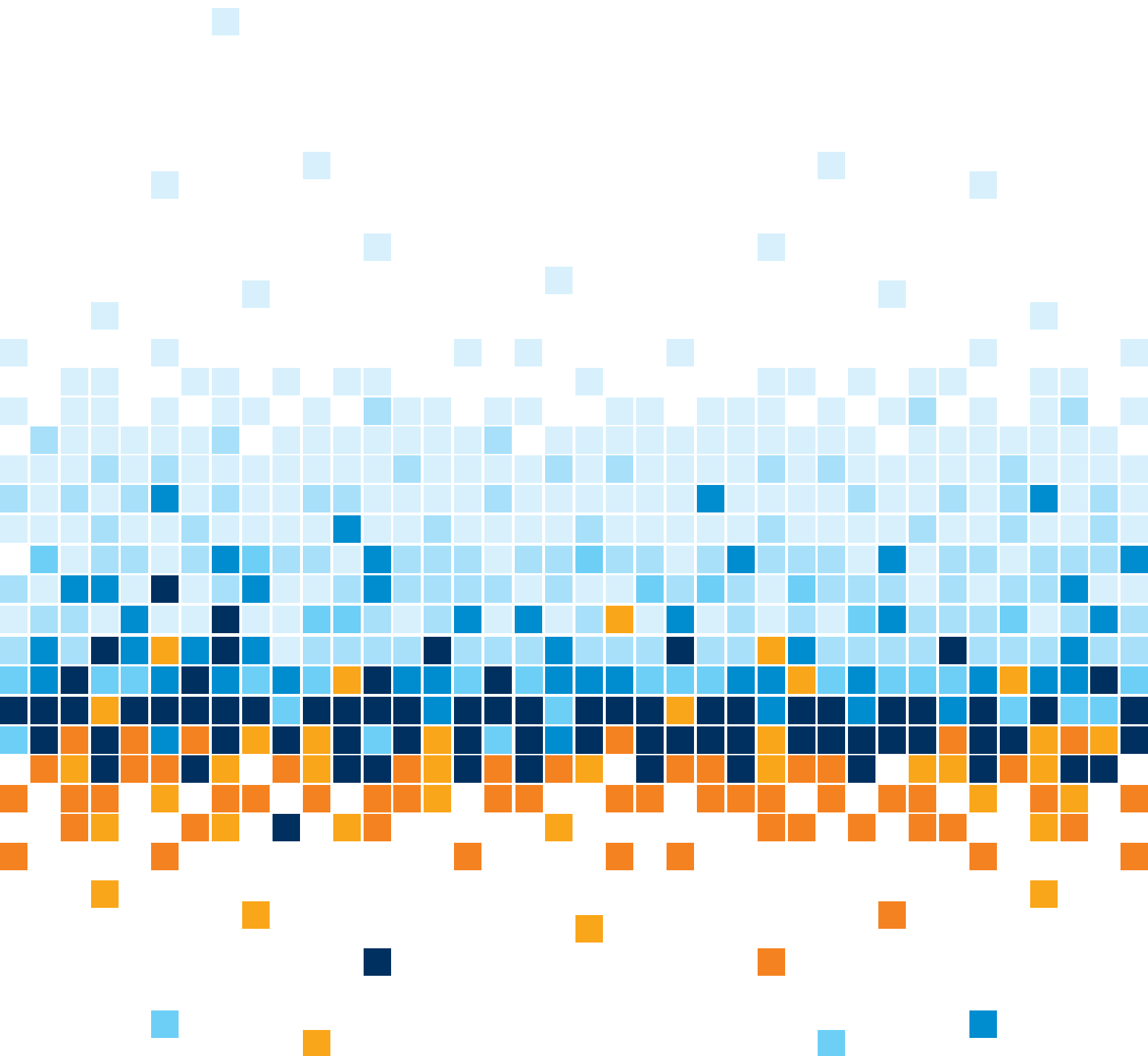
# Annual report

2012/2013

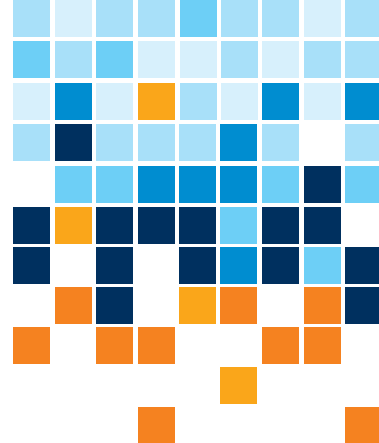
Any members of the Association who require clarification on the Annual Report are invited to contact:

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Energy Skills Queensland  
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# Chairperson's Report

Mr Peter Price



**Energy Skills Queensland (ESQ) is the Industry Skills Body established to deliver specialised workforce planning and development services to meet the needs of Queensland's energy and telecommunications industries.**

Energy Skills Queensland plays a critical role in effectively engaging with industry and government on education and training, skills development and labour market issues.

After a very successful 2013, it is important to acknowledge and thank our members for their ongoing support, commitment and involvement. Energy Skills Queensland facilitates a range of "Leaders Groups" from emerging sectors such as the drilling industry to the established electricity supply industry and telecommunications sectors. These groups focus on issues and opportunities that are most relevant to Energy Skills Queensland's members and ensure that appropriate and contemporary advice is provided to Government.

This year's annual conference on the theme of 'Skilling for our Future' was arguably the most successful ever and focused on a range of issues impacting the broader energy and telecommunications industries. A popular feature of the conference was a panel session on how the current VET reforms in Queensland will have a positive impact on the energy and resource sectors. Energy Skills Queensland also launched the Queensland CSG to LNG Industry Workforce Plan: Operations and Maintenance 2014-2034. Support for the conference was outstanding and it was a great opportunity to further engage with all industry sectors on the important issues for 2013 and beyond.

To continue to provide the services to its members, it is imperative that it remains a commercially viable, vibrant and innovative organisation. In early 2013, Energy Skills Queensland expanded its range of workforce planning and development solutions to service the energy and mining industries through the purchase of several key mining training products. This expansion has provided a range of opportunities including new commercial avenues to leverage ideas from the mining sector into our energy and telecommunications sectors. The expansion also provides the opportunity to better understand the skilling issues faced by our members in a time of ongoing change and convergence across the energy and telecommunications sectors.

Technology change is impacting everyday lives, and is perhaps most evidenced by our increasing reliance on energy to support growing demand for smart devices and telecommunications services. The recently released CSG to LNG Industry Workforce Plan highlights my views on convergence across the energy and telecommunications in the list of skills required for what might be seen as a report for the gas industry only. Included in the list of skills required to support this rapidly growing sector of the Queensland economy are electrical fitter/mechanics, cable jointers, high voltage switching electricians, telecommunication technicians and SCADA (supervisory control and data acquisition) professionals. This highlights the importance of Energy Skills Queensland to continue to develop its capabilities to assess the skill needs of industry sectors and develop an understanding of skills requirements that are common across industry sectors. Perhaps the most obvious example of this is the increasing demand for technicians to support automated control systems and associated communications networks which are now part of all infrastructure development.

Reform of the Vocational Education and Training (VET) sector in Queensland has progressed at a great pace this year. This is essential to ensure that Queensland energy and telecommunications sectors have access to the number of skilled workers needed to support economic development. This reform includes changes to the industry engagement model. Throughout 2013, Energy Skills Queensland has continued to engage with government and stakeholders to support and inform this reform agenda. Energy Skills Queensland has maintained its contract with the Department of Education, Training and Employment to deliver workforce planning and development services to the energy industry and the Queensland Government under its Industry Skills Body Agreement.

As mentioned earlier, it is critical that Energy Skills Queensland continues to innovate. I take this opportunity to congratulate Glenn and his staff for their hard work and dedication throughout 2013. Innovation has been a critical ingredient of every aspect of Energy Skills Queensland's activities ranging from the Skills Passport to documenting new competencies for the drilling industry. It is evident that a critical element of innovation at Energy Skills Queensland is an absolute commitment to understand and meeting the needs of our customers, stakeholders and industry sectors to ensure that Energy Skills Queensland continues to grow and support its members in 2014.

# Chief Executive Officer's Report

Mr Glenn Porter



**Energy Skills Queensland has had a significant year of organisational growth and further advanced its position as a leader in workforce planning and development for the energy, resources and telecommunications sectors.**

In the past financial year, Energy Skills Queensland has enhanced its expertise and methodology for delivering the following workforce planning and workforce development initiatives:

- Engaging with industry to build relationships and establish an understanding of broader skill needs.
- Undertaking workforce planning in collaboration with key industry enterprises and stakeholders to identify potential skill shortages.
- Communicating identified shortages and workforce risks to industry and its stakeholders to encourage market-based responses.
- Working with industry and training providers to identify initiate and implement workforce development strategies to attract, develop and retain the right skills in the right place at the right time.
- Continuing to monitor and support industry to meet future skills needs.

Significant commercial workforce planning projects undertaken by Energy Skills Queensland in 2012/2013 that analyse future workforce needs include:

- Energy and Telecommunications Industry Skills and Workforce Development Report
- CSG/LNG Industry Workforce Plan – Operations and Maintenance 2014 – 2034
- 2013 Heartbeat Report for the Mining Industry

The CSG to LNG Industry Workforce Plan – Operations and Maintenance 2014 – 2034 identifies the future demand for skilled workers during a 20 year forecast period, with the workforce expected to peak at around 14,900 workers in 2024. The report also identifies the many and varied skills development and training needs for the long term growth of the CSG to LNG industry in Queensland.

There are a number of key recommendations included in this report to leverage a range of workforce development activities which continue to build a flexible and competent workforce and to ensure all benefits from this emerging industry are realised.

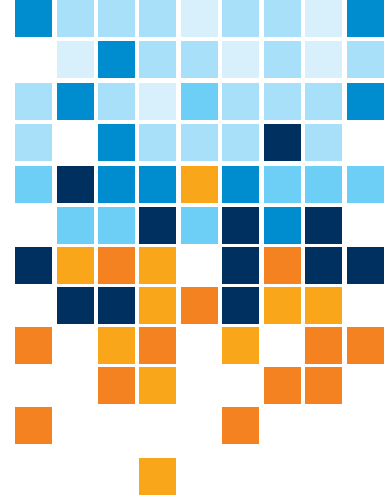
This year, Energy Skills Queensland expanded its services to the mining sector with the acquisition of key products from the Kinetic Group. This included the purchase of the Generic Safety Induction and the 2013 Heartbeat for the Mining Industry report. Energy Skills Queensland has successfully integrated the Generic Induction Safety Program and associated specialist staff into our business. This product has been completely re-developed and was launched on 28 November 2013.

The 2013 Heartbeat Report for the Queensland Mining Industry is the fourth in a series of evidence based workforce analysis reports and follows on from the 2006, 2009 and 2012 publications. The research has been completed in conjunction with ten Queensland mining, resources and contracting organisations and I would like to acknowledge and thank all the companies that contributed to developing this Report.

As the mining industry strives for a skilled and sustainable workforce, it needs to continue to commit to effective research to identify the changing skill needs of the industry. Providing relevant and valid industry workforce information through ongoing Heartbeat reports will ensure the sector can proactively address the labour market challenges of recruitment, retention and workforce development.

Energy Skills Queensland continues to develop and implement a range of workforce development strategies to increase the supply of skills and the range of industry funded employment and training programs designed to build the supply of workers for the CSG to LNG industry include:

- The Queensland Workforce Skilling Strategy
- Electrotechnology Pre-Apprenticeship Program
- Electrician to Electrical and Instrumentation Technician Program



The Queensland Workforce Skilling Strategy enables Energy Skills Queensland to build our profile across regional Queensland with six staff based in Gladstone, Gympie, Bundaberg and Rockhampton. Energy Skills Queensland has built a positive corporate presence in these regions and is broadening its industry networks across Queensland.

The Electrotechnology Pre-Apprenticeship Program has enabled Energy Skills Queensland to increase the number of people gaining apprenticeships within the electrotechnology industry. The Program provides participants with key skills, knowledge and attitudes to make a successful transition into a full-time electrotechnology apprenticeship.

The Electrician to Electrical and Instrumentation Technician Program is designed to train more dual trade electrical and instrumentation technicians to fill the significant skill gap created by the CSG to LNG and mining industries. Cross training existing electricians enables these skills to be developed in a very short timeframe compared to the traditional pathway.

The Queensland Government contracted Energy Skills Queensland for another year to deliver a range of workforce planning and development services to industry and the Queensland Government under its Industry Skills Body Agreement. This clearly demonstrates the new Queensland Government's commitment to continue its support of Energy Skills Queensland.

In July 2012, Energy Skills Queensland partnered with Master Electricians Australia to deliver the ApprenticeConnect Australia Advisors (ACAA) Project. The project expands Energy Skills Queensland's Careers in Energy concept with thousands of students and job seekers across Australia benefiting from this apprenticeship advisory initiative aimed at promoting energy career opportunities and pathways.

Energy Skills Queensland's Annual Conference was a huge success again in 2013 with nearly 300 delegates in attendance, excellent speakers and both the Minister for Education, Training and Employment and Assistant Minister for Technical and Further Education featured in the program. The discussion forum provided senior industry and training representatives as well as the Assistant Minister to discuss the impact of the government reforms on the future of training for the energy industry. The CSG to LNG Industry Workforce Plan was also officially launched at the 2013 conference.

Energy Skills Queensland is striving towards financial sustainability and is on track to achieve financial independence to ensure its long term viability. In the 2012/2013 financial year almost 50 per cent of Energy Skills Queensland's revenue was from commercial non-government sources.

The 2013/2014 financial year promises to deliver a number of major skilling challenges for the energy industry and Energy Skills Queensland is now well-placed to effectively assist industry to address emerging workforce challenges.

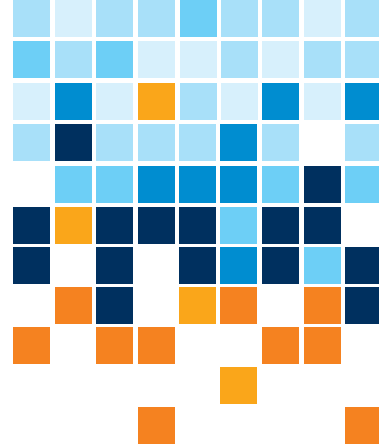
## ESQ's workforce solutions for the mining industry

From early 2013, Energy Skills Queensland expanded its range of workforce planning and development solutions to service the mining sector through the purchase of key products and services from the Kinetic Group. The acquisition allows Energy Skills Queensland to bring its experience and capability in servicing the energy sector to the mining sector.

In November, Energy Skills Queensland launched the release of the Heartbeat Report for the Mining Industry and the re-developed Generic Induction (GI) Safety Program. Commissioner for Mine Safety and Health Stewart Bell was a guest speaker at the event which was attended by 115 representatives from mining companies and contractors, training companies, government and industry.

The GI Safety Program has been re-developed through extensive consultation with industry to provide a centralised, standardised and high quality program to equip resources workers with core risk assessment and safety skills to operate safely on work sites.

# Strategic Plan



## Organisation Vision

The vision of Energy Skills Queensland is to be the organisation of choice in workforce planning and workforce development for the energy, mining and telecommunications industries in Queensland.

## Mission Statement

In achieving this vision, Energy Skills Queensland strives to provide insight and solutions for the Queensland energy, mining and telecommunications industries to understand and develop their workforce.

## Key Objectives

### Workforce Planning

- Examine the current and future workforce to identify skills needs and associated risks.
- Develop and communicate strategies to address skills needs and associated risks.

### Industry Engagement

- Act as the conduit between government, industry, education and training organisations and individuals.
- Lobby government and regulatory bodies to enhance skilling frameworks to meet skills needs.
- Assist industry to implement strategies to meet skills needs and mitigate workforce risk.
- Assist education and training organisations to deliver appropriate training and recognition of prior learning to meet skills needs.
- Generate stronger stakeholder engagement by joining and contributing to established groups, including committees, forums, workshops and Boards within the energy industry.

### Workforce Development

- Execute higher value skilling solutions.
- Develop innovative pathways to increase skill development to meet future needs.
- Further develop best practice recruitment and career advice portals.
- Further develop Energy Skills Queensland's ability to broker training and workforce development solutions.
- Work with selected Registered Training Organisations (RTO's) to develop specialist training facilities.
- Monitor the quality and assessment delivered by RTOs.

### Industry Training Resources

- Ensure a competent and safe industry by delivering a standardised Generic Induction Safety Program that is quality-driven through continuous improvement.
- Ensure all employees are competent and safe to perform their roles through the delivery of SkillPASS – an industry-wide competency management system.

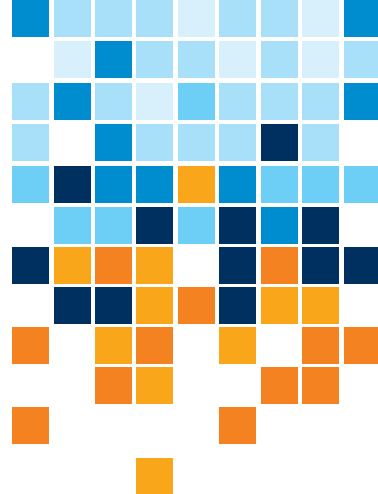
### Organisation-wide

- Build a sustainable business model.





# Management Committee



## Energy Skills Queensland Management Committee 2012/2013



**Peter Price**  
Chairperson

Executive General  
Manager Network  
Performance, Energex



**Malcolm Richards**  
Deputy Chairperson

Chief Executive Officer,  
Electrical Contractors  
Association (ECA)



**Edwin De Prinse**  
Treasurer

General Manager -  
Transmission, APA Group



**Dick Williams**  
Director

Electrical Trades Union  
Representative



**Peter Billing**  
Director

Executive General Manager  
Operations, Ergon Energy



**Geoff Favell**  
Director

Executive Director Industry  
Development, Queensland  
Government Department of  
Education, Training and Employment



**Troy Spence**  
Director

District Secretary,  
Australian Workers' Union



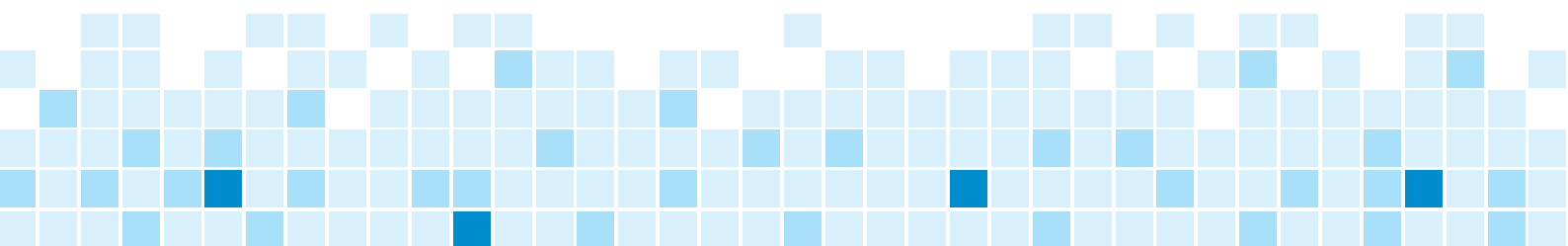
**Glenn Porter**  
Company Secretary

Chief Executive Officer,  
Energy Skills Queensland

## Management Committee Meetings 2012/2013

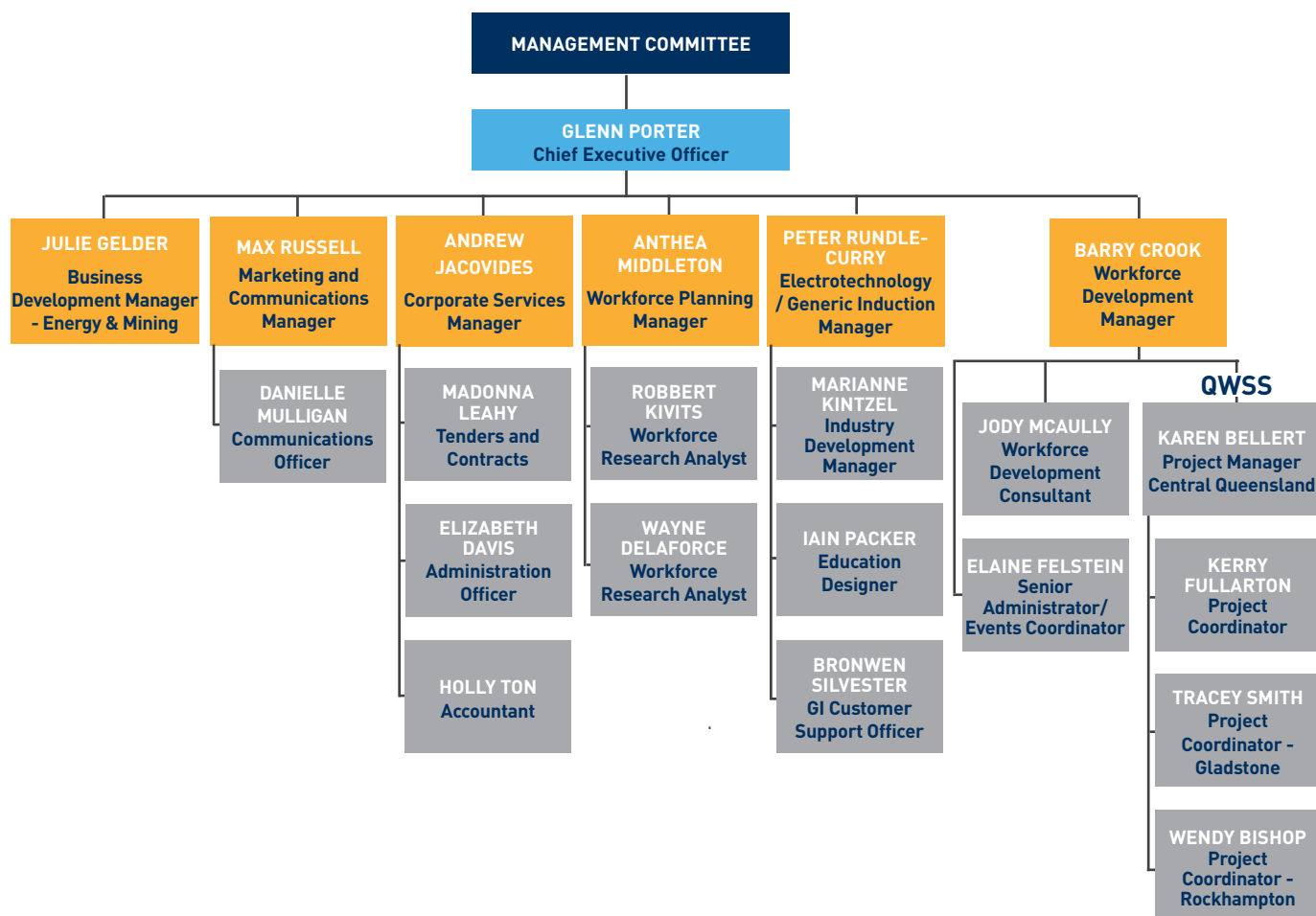
The following are the dates of all Energy Skills Queensland Management Committee meetings held during the 2012/2013 financial year:

30 August 2012  
25 October 2012  
13 December 2012  
28 February 2013  
16 April 2013





# Organisational Structure



# Workforce Planning

**Energy Skills Queensland's Workforce Planning function has the following objectives:**

- Examine the current and future workforce to identify skills needs and associated risks.
- Conduct workforce analysis for both supply and demand on an industry-wide and enterprise basis.
- Develop and communicate strategies to address skills needs and associated risks to meet workforce requirements.

## Energy Industry Skills Report 2013

In July 2013, Energy Skills Queensland released its annual Industry Skills and Workforce Development Report.

The report provided an overview of the energy and telecommunications industries in Queensland during the previous 12 months and presented a five year workforce skills and development outlook for the industry sectors.

The immediate priorities for skilling and workforce development are detailed in this report and provide advice to inform government and industry investments in training and education for the energy and telecommunications industries.

Australia's energy and resources industries will continue to be one of the major key external drivers to impact Queensland's energy and telecommunications industries in coming years.

## Key Industry Challenges and Opportunities

The report identified critical issues common across multiple industry sectors. The workforce issues can be categorised as:

1. Regional workforce requirements and labour mobility
2. Training and education – Length and cost of training and education for critical job roles
3. Training and education – Low completion rates for trade roles and low enrolment rates for professional roles
4. Training and education capability and capacity

### Critical Issue One: Regional workforce requirements and labour mobility

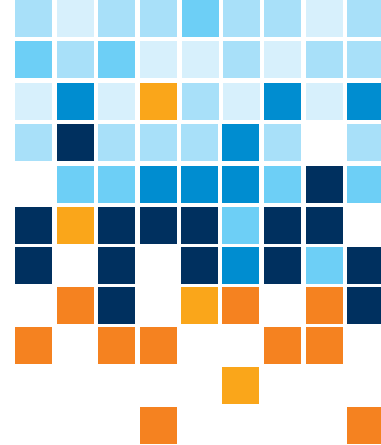
The impact of investment and major projects will most keenly be felt by regional areas such as the Bowen Basin, Surat Basin, Galilee Basin, Gladstone and Mackay. Growth in these areas continues to provide significant employment opportunities. It is important to continue initiatives to ensure there are positive outcomes for local people and businesses.

The transition from a construction to an operational phase in CSG to LNG industry continues to increase the demand for a skilled and mobile workforce. Increasing employment opportunities in rural centres such as Miles, Chinchilla, Dalby, and Wandoan and across to Gladstone, is a key area of focus for training and development initiatives.

## Key Achievements 2013 - Industry Based Workforce Planning

Energy Skills Queensland assists the energy and telecommunications industry to develop their workforces to meet future demand. Energy Skills Queensland has completed several highly successful industry funded research and workforce planning projects including:

- Queensland CSG to LNG Industry Workforce Plan 2014 – 2034
- Heartbeat for the Mining Industry in Queensland
- Western Downs Traditional Owner Groups Community Workforce Plan
- 2013 Annual Skills and Workforce Development Report
- Bechtel Indigenous Skills Audit
- Electrical Trades Employee Survey in collaboration with the Electrical Trades Union
- Facilitation of the development of the training program for Leading Hands, Foremen and Supervisors in the electrical industry
- Facilitation of the Queensland ISB Community of Practice for Workforce Planning working group



## **Critical Issue Two: Training and education – Length and cost of training and education for critical job roles**

There are shortages driven by long training and education requirements, most commonly trade and professional roles. Various critical job roles require four or more years training and/or education in order to be competent to work in those roles. In addition, usually at least three to five years of experience is desired for most roles e.g. engineers, electrical trades workers, geologists and drillers.

The cost of training continues to be one of the biggest barriers cited by employers for not employing new apprentices. This is contributing to the decline in the number of new commencements in electrical trades.

The cost of training to up-skill existing workers for individuals and organisations is a barrier to ongoing career development. With changes to State Government funding, and the removal of the Strategic Investment Fund (SIF) and the Productivity Places Program (PPP), training enrolments for advanced diplomas in electrical and other occupational areas have declined.

## **Critical Issue Three: Training and education – Low completion rates for trade roles and low enrolment rates for professional roles**

Energy Skills Queensland continues to highlight the on-going concern of low apprenticeship completion rates for trades' roles, and low enrolment rates for professional roles, contributing to long term shortages of skilled workers. The number of electrical apprentices who commenced during 2012/13 has decreased significantly from previous years.

The commencement figures reported by month to June 2013 (cumulative) are approximately 1,000 below the figure reported in June 2012. The overall commencements in 2012/13 are significantly lower than the last two years, and have dropped below the commencement figures reported in the global financial crisis years of 2008/09.

The residential/domestic industry typically employs the most electrical apprentices. The downturn in this sector is likely to be contributing to the low apprenticeship commencement numbers during the last 18 months. This is projected to cause long term impacts i.e. five+ years, to the ongoing shortage of qualified electrical workers.

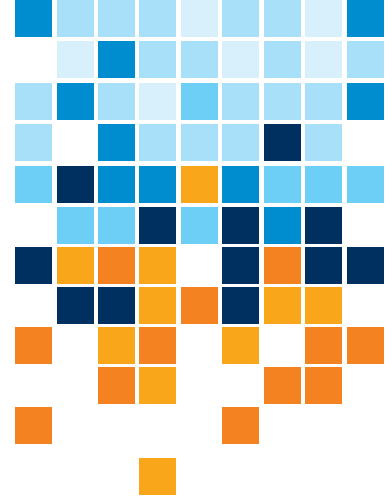
Lower numbers of electrical apprentices, combined with an existing workforce population that has 45 per cent of workers over the age of 45 will mean Queensland faces a severe shortage of electrical workers during the coming decade if serious intervention is not initiated.

As well as the trade roles, various university courses have experienced low study and completion rates. The on-going demand for qualified and experienced specialised engineers will continue to impact the workforce costs associated with specialised labour. Reliance on an external workforce from interstate and overseas as global shortages in key professional roles such as supervisory control and data acquisition (SCADA) professionals, sub-surface engineers, geologists and surveyors is likely to continue.

## **Critical Issue Four: Training and Education capability and capacity**

Various Queensland and national RTOs and universities deliver formal training and education for critical job roles in the energy and telecommunications industries. A lack of information on the numbers of students enrolled and completing qualifications hinders decision making by both industry and governments on where investment should be focused.

Currently, RTOs are only required to provide enrolment and completion data to the Department of Education, Training and Employment if a proportion of State Government funding is used to supplement the cost of training. This results in a lack of a full understanding of potential workforce supply in critical roles and as a result future workforce supply is difficult to determine.



Discipline specific mapping of Queensland university enrolments to completions are also very difficult to locate. Total attrition figures are available with a significant lag at the sector or university level. When industry and government decision makers are planning for critical skill issues the availability of accurate and timely information is imperative. Attrition levels available only account for students leaving the sector, rather than the course and discipline movements that will affect future industry supply forecasts.

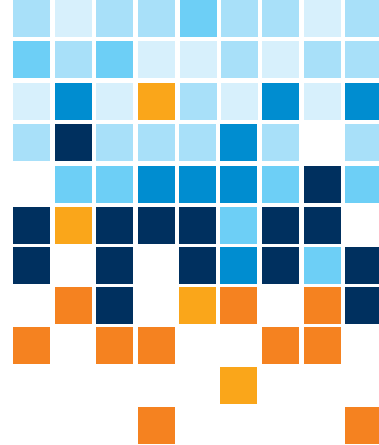
Another key issue is the capacity of TAFEs and private RTOs to deliver training that is aligned to industry needs. This has been driven by TAFE and RTO capability (staff, resources – physical and learning, equipment) to respond to a new industry sectors.

## Critical Skills and Occupations in Demand

- Electrical Fitter/Mechanic
- Instrumentation Control and Automation Technicians
- High Voltage Switching Electricians
- Lineworkers, including Live Lineworkers
- Cable Jointers
- Energy Auditing
- Electrical Lead Hand/Supervisor Skills
- Estimators
- Electrical Engineering Para-Professionals
- Electrical Engineer
- Specialised VET Trainers and RTO Capacity
- Doggers and Riggers
- Assistant Drillers and Drillers
- Well Servicing Roles
- Geologists
- Health, Safety and Environment Officers
- SCADA Professionals
- Automation Specialists



Image courtesy of Saxon Energy Services



## Key Recommendations

The culmination of Energy Skills Queensland's research and industry engagement during the last 12 months has produced the following recommendations:

### Regional workforce requirements and labour mobility

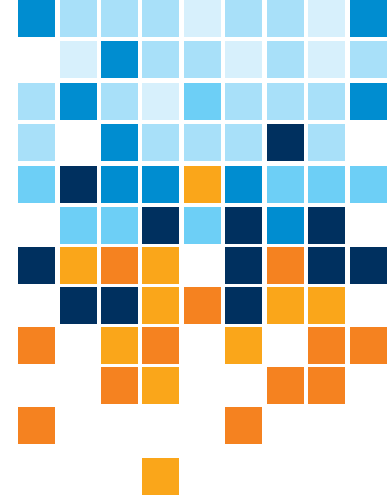
- Prioritise workforce planning initiatives across a number of industry sectors to improve training and employment investment decisions. There is reported to be a misalignment between long term forecasting and the number of highly-skilled workers required at any given time during the rollout of major projects. This is most urgent within industry sectors that rely heavily on a contracted and specialised workforce, where long term planning is difficult to deliver due to the often competitive and diverse nature of organisations involved in major projects.
- Introduction of an electronic skills database, similar to that introduced in the Electricity Supply Industry, to allow organisations working in or supporting the energy and telecommunications sectors to transition their workforce with greater ease and reliability.
- Greater focus on employment and training programs that train new workers from skill surplus regions, and place them into jobs in skill shortage regions e.g. skilling electrical workers from South East Queensland in instrumentation, hazardous areas, automation, high voltage etc to assist in gaining employment in the energy and resources industry.
- Investment in creating opportunities for unskilled workers is required through programs which deliver job ready people with entry level skills set.
- Support employment and training programs for Aboriginal and Torres Islander people and Traditional Owner groups in regional Queensland and connect them to local employment opportunities to reduce industry's reliance on non-resident workers.
- Implement improved systems at industry level to manage and assure the competence of a flexible and dynamic contractor workforce.

- Develop strategies to reduce the turnover and attrition of FIFO and DIDO workers as attrition rates are more than double when compared to resident workers. This could include tools to be used in induction and on-boarding programs to assist non-resident workers cope with the family and associated pressures of living and working away from home.

### Training and education - Length and cost of training and education for critical job roles

- Additional funding is required to incentivise small to medium enterprises to train more apprentices. The aim is to increase the number of trade qualified people entering the resources industry to assist in both the construction and operation phases of development. There has been under-investment in apprenticeships during the past five years, and more involvement is needed to address this critical need.
- Greater access to State Government training funding is needed to help offset the high cost of training, especially in enabling workers to obtain formal skill sets. This will directly impact the ability to gain employment within various industry sectors, particularly CSG to LNG roles. The current funding model does not fully meet industry needs, as only funding for qualifications to Certificate III level are covered.
- Greater public and private funding is required in cross-skilling electrical workers with industrial skills to meet the demand of the resources sector. The introduction of new programs which cross-skill workers with residential skills and experience to work in the industrial/infrastructure sectors will help address skills surplus/shortage mismatch.
- Appropriate training pathways are required to skill CSG well workover and well servicing tradespeople and technicians, including traineeships, apprenticeships, technician and para-professional pathways.





### Training and education - Low completion rates for trade roles and low enrolment rates for professional roles

- A 'big picture' approach to apprenticeship training and up-skilling of current electricians is required. Energy Skills Queensland urgently recommends a taskforce be established with representation from industry, stakeholders, the State Government and Energy Skills Queensland, with the purpose of increasing electrical apprentice commencement and completion numbers. The Queensland Government reform action plan for further education and employment has provided additional funding aimed at increasing the number of trade apprentices.
- Up-skill existing workers to maintain a competent workforce is required by industry to improve productivity, safety, environmental and regulatory compliance and adoption of new technology.
- Develop innovative trade and technician training pathways to better skill workers in areas such as CSG drilling and well workover.

### Training and education capability and capacity

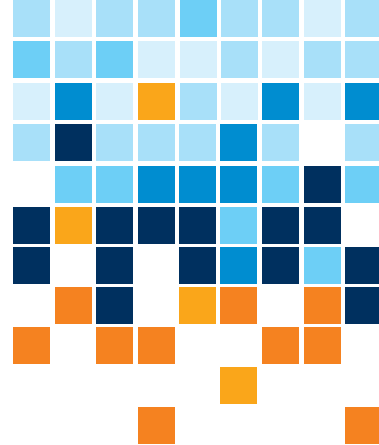
- Greater support is needed from government to build TAFE capability, including flexibility in industrial relations laws. This will enable TAFE institutions and other registered training organisations to attract and retain highly skilled staff. It is anticipated the new TAFE reforms will help this process, however, the CSG to LNG industry needs to be prioritised.
- The introduction of a new competency delivery model which incorporates new technology. Addressing the gap between competency updates and creation, RTO and TAFE capability and capacity to deliver training in new technologies will better service a demand driven training model. A practical approach is needed for training organisations to effectively deliver these high demand skills. A new model of delivery could include:
  - Research industries demand for new technologies.
  - Develop specific content.
  - Seek Industry feedback.
  - Design new competencies.

- Seek industry and training organisation feedback.
- Develop example delivery resources, activities and assessment materials through a central body.
- Provide state wide professional development workshops targeting training organisations.
- Collecting detailed and comprehensive training data from registered training organisations (RTOs) will better inform tertiary policy making and planning. The Australian Government has embarked on a series of reforms to transform skills development in Australia and the Standing Council on Tertiary Education, Skills and Employment (SCOTESE) has agreed to the mandatory collection and reporting of total VET activity data from 01 January 2014. Together with the Unique Student Identifier (USI), this will enable students to have their record of vocational education achievements across Australia brought together in the one place and online. It is recommended that a similar model be introduced into the university system to enable stronger reporting and funding decision making.
- Facilitate industry and RTO partnerships to further develop capacity and capability of the Queensland training industry to respond to specialist skills training. Major gaps remain in specialist skills training for the gas and resources industry, increasing pressure on industry to effectively skill their workforce.

### Workforce Planning 2014 Outlook

Energy Skills Queensland will seek to complete several important industry and enterprise based workforce planning projects in 2014. Following the key findings of the Annual Skills and Workforce Development Report, the CSG to LNG Industry Workforce Plan, The Western Downs Traditional Owner Groups Community Workforce plan and the Heartbeat for the Mining Industry, the focus will be on regional delivery of workforce planning initiatives.

The research will focus on gaining greater insight into the supply chain workforces that support the delivery of major projects. By doing so, there will be greater opportunity to address the key of workforce shortages and allow for enhanced planning and investment to realise the economic benefits that growth in regional Queensland will provide.



# Industry Structure

Energy Skills Queensland's industry structure has been organised into the following sectors:

## Electricity

### Electricity Supply and Rail

- Transmission - electricity transported from power stations through the high voltage transmission network.
- Distribution - electricity is distributed to homes and businesses via 'bulk supply' substations.
- Rail - electricity is distributed for transportation of people and goods by various types of rail traction vehicles (e.g. tram and train).

### Electricity Generation

- Generation of electricity.

### Electrotechnology

- Installation wiring, appliance servicing, instrumentation and control, refrigeration, power and motor re-winding.
- Communications and telecommunications, lifts, consumer and commercial electronics and systems installation.

### Sustainable and Renewable Energy

- Energy efficient built environment and related industries.
- Solar, wind, biomass, geothermal and hydro-electric subsectors of the renewable energy industry.

## Gas

### Gas Transmission and Distribution

- Manufacture, processing, transmission and distribution of natural gas.

### Coal Seam Gas to Liquefied Natural Gas

- Extraction, transmission and distribution of coal seam gas, and processing into liquefied natural gas.

### Drilling

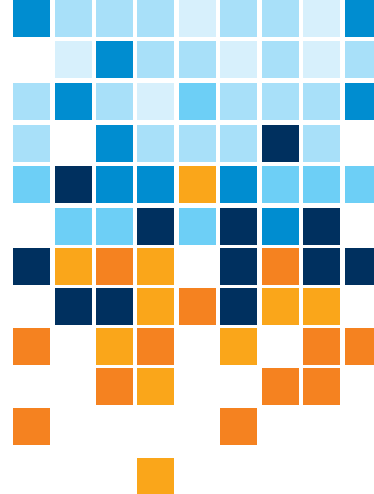
- Extraction of coal seam gas and well servicing.

## Telecommunications

- Installation and maintenance of telecommunication cabling, equipment, digital technologies and networks.



# Workforce Development



**Energy Skills Queensland assists industry and enterprises to increase workforce productivity and efficiency through targeted workforce development strategies.**

During 2012/2013, Energy Skills Queensland engaged with industry to determine their workforce development needs and then worked with companies, training organisations and government agencies to implement projects that build a stronger and more productive workforce. As a consequence of this industry engagement, Energy Skills Queensland implemented a new Certificate IV Electrical apprenticeship which included gaining user choice funding.

Energy Skills Queensland's Brisbane and regional Queensland based Workforce Development Consultants work to connect skilled workers with industry employers. Energy Skills Queensland also engages through Industry Leaders Groups which are a peak body of key industry stakeholders that improve skilling and workforce development outcomes for the industry. The groups are supported by other committees such as project teams and training committees.

During 2012/2013, Energy Skills Queensland convened 30 meetings which were attended by more than 300 members and observers. Key achievements across the three sectors in industry engagement and workforce development are outlined in the following pages.

## Electricity

Energy Skills Queensland works with electricity industry sectors such as electrotechnology, generation, distribution and energy efficiency.

### Electrotechnology Industry Leaders Group

A key outcome of the Electrotechnology Industry Leaders Group was the implementation of the new UEE11 training package.

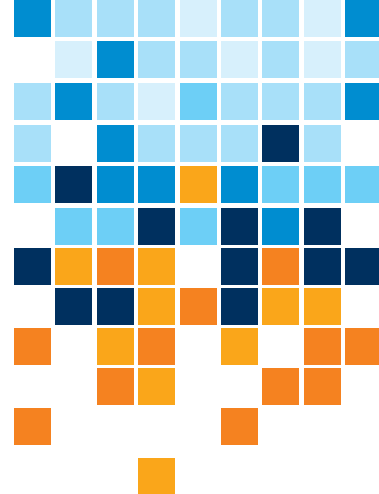
The group worked with EE-Oz Training Standards Australia (now E-Oz Energy Skills Australia) to assist the rollout, which included members attending the E-Oz Training Package Implementation Workshop held on 20 February 2013.

The Electrotechnology Industry Leaders Group will focus on increasing the number of electrical workers in the industry through providing additional pathways and incentives to employ apprentices, setting minimum standards for entry to the industry and upskilling existing workers to increase their productivity, particularly in instrumentation and energy efficiency.

### Electrotechnology Projects with E-Oz Energy Skills Australia

Energy Skills Queensland is working in partnership with E-Oz Energy Skills Australia to provide technical consultation on the design of learning and assessment plans for a range of competency standard units. Projects included are listed over the page:





### Clean Energy and Other Skills Package: Energy System Retail

Following a detailed review of industry's requirement for this project, Energy Skills Queensland designed a new competency standard unit "Provide retail advice on residential energy efficient systems". This project included the design of student resources, delivery plan, assessments and facilitator guides. These resources will enable a training organisation to have access to these resources removing the need for the design of their own and providing a national standardised delivery and assessment standard.

*Targeting Emerging Technology and Associate Skills Demands:*

#### Driverless Trains and Mining Dump Trucks

Energy Skills Queensland reviewed the requirements of this project which led to the undertaking of a Qualitative Research Project - "Problem Solving Autonomous Guided Vehicle Systems". This project studied the problem solving skills of current employees who as part of their roles include the maintenance of autonomous guided vehicle systems. The companies targeted in the study were both underground mining facilities each implementing state of the art autonomous guided vehicle systems.

The outcome of this study was the requirement for the following new competency standard units to be designed:

- Solve problems in high level industrial networks.
- Solve problems in autonomous guided vehicle guidance sensors.
- Solve problems in autonomous guided vehicle operational sensors.
- Functional electronic safety systems.

#### Review of Delivery and Assessment Resources for Instrumentation

Work undertaken in this project included the review and modification of the performance criteria, range statement, knowledge and skills topics. Assessments and delivery framework are also being reviewed and modified to enable a more detailed and current set of resources for training organisations.

### Post Trade Industrial Control and Automation

The project sought to address skill shortages in electrical/electronic trades through digital support tools for training package skill sets for new technology and processes. The project partnered with industry, resources sector enterprises and vendors to identify and map equipment specific training to national competencies to facilitate recognition of original equipment manufacturers (OEM)/vendor training programs.

Energy Skills Queensland is currently negotiating agreements with several companies with a view to aligning their training programs to the requirements of the UEE training package. The outcome will be to select one of these organisations to modify their training and assessment practices to competency standard units. Once this is concluded, training organisations will be able to form agreements with OEM to undertake training through the new learning and assessment modules.

#### Electricity Supply Industry Skills Recognition Group

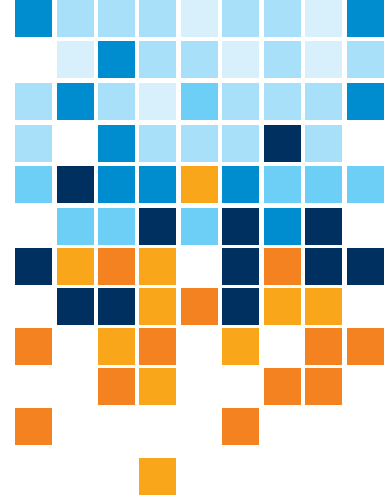
The Electricity Supply Industry (ESI) Skills Recognition Group works collaboratively to identify training efficiencies and maximise mutual recognition of training outcomes with network operators Energex, Ergon and Powerlink.

The Group made progress in harmonising the requirements and training programs of the three organisations which will reduce the training burden and increase mobility of the workforce.

The Group also looked at identifying mutual recognition of the more generic contractor inductions and researched national harmonisation in respect to licensing and reducing differences in state legislation.

In the future, the ESI Skills Recognition Group will:

- Identify and share best practice with regard to safety including developing consistent safety training resources.
- Identify cost reductions for each organisation.
- Facilitate application of RPL and RCC for workers moving across corporations which is important during times of natural disaster.
- Identify, define, and where possible, reduce the amount of 'gap training' required between organisations.



### Electrotechnology Pre-Apprenticeship Program

In October 2012, Energy Skills Queensland commenced a Pre-Apprenticeship Program – Certificate II Electrotechnology (Career Start) to maximise the successful commencement and retention of new apprentices within the electrotechnology sector.

The initiative, funded by the Queensland Government selects the most suitable candidates through a rigorous selection process, and provides accredited training, making graduates very attractive to prospective employers and maximises the likelihood of completing their apprenticeship.

Energy Skills Queensland partnered with several industry employers to secure vocational placement for candidates and provide a no cost recruitment strategy for employers. The program recruited 231 participants across Queensland and 212 enrolled into the program with 210 completing the Certificate II in Electrotechnology. The training was provided by TAFE and private training providers.

### Certificate IV Electrical – Instrumentation

In October 2012, Energy Skills Queensland commenced the upskilling of existing electrical workers into Certificate IV Electrical Instrumentation initiative. The initiative is funded by the Queensland Government and is designed to meet a skill shortage highlighted by Energy Skills Queensland's workforce planning research. Two training providers were engaged to deliver training to 145 participants in Brisbane and the Gold Coast.

### National Passport for the Electricity Supply Industry

The National Electricity Supply Industry (ESI) Passport has been widely accepted across Australia with 24 electricity entities signing the agreement. Energy Skills Queensland has worked with other states to develop a database of skills and qualifications held by industry personnel and a card that can be read by smart phones which links back to the database.

A National Passport Steering Committee was held to establish a pilot group to further progress stage two with Energy Skills Queensland facilitating this process.

The pilot group consists of ENERGEX (Qld), Western Power (WA), Power and Water (NT), Electranet (SA), SA Power Networks (SA), United Energy (Vic), Jemena (Vic) and Energy Skills Queensland.

Energy Skills Queensland has established the pilot and has progressed this important work. Cards have been distributed to pilot companies and the four month trial has commenced.

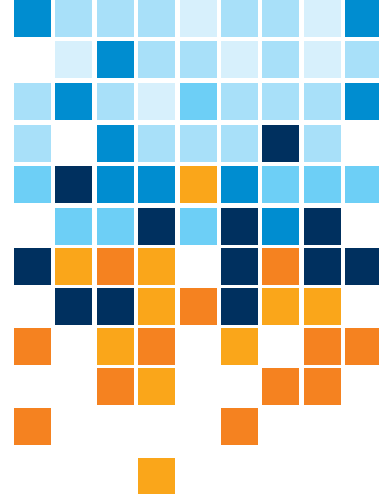


## Energy Skills Queensland recognised at Queensland Training Awards

Energy Skills Queensland was a finalist for the 2013 Queensland Training Awards Premier's Industry Collaboration category in recognition of its Gladstone Workforce Skilling Strategy (GWSS).

The Awards are Queensland's highest recognition of vocational education and training excellence.

Pictured above: Minister for Education, Training and Employment John-Paul Langbroek with Energy Skills Queensland Chief Executive Officer Glenn Porter



## Gas

Energy Skills Queensland works with gas industry sectors such as CSG drilling and well servicing, LNG gas compression, transmission and distribution.

### Coal Seam Gas to Liquefied Natural Gas (CSG to LNG) Taskforce

The CSG to LNG Skills Taskforce includes representatives from Origin, Conoco Phillips, QGC, Santos and Arrow Energy, as well as industry-led statutory body Skills Queensland. During 2012/2013, the CSG to LNG Skills Taskforce oversaw development of the 2013 Workforce Plan for the Operations and Maintenance phase of the CSG to LNG industry. The group also shared information across the CSG to LNG projects on skills needs and potential collaborative solutions to meeting their workforce needs. Future projects include the development of apprenticeships for CSG and LNG plant operators.

### Drilling Industry Leaders Group (DILG)

The Drilling Industry Leaders Group (DILG) represents the majority of CSG drilling companies operating within Queensland and has expanded to include participation by mineral exploration companies. During the year, the DILG:

- Finalised the Well Servicing qualifications - a project team from major well servicing companies developed 14 new units of competencies across four new qualifications from Certificate II to Diploma. The qualifications were endorsed by the National Skills Standards Council as part of the RII training package review in 2013.
- Reviewed all drilling qualifications within the Resources and Infrastructure Industry (RII) Training Package.
- Facilitated professional development for drilling industry training managers.
- Formed a Drilling Industry Training Group due to a large increase in RTOs offering drilling training in Queensland and the DILG and Regulator wanting to improve training quality across the industry.

The DILG's plans for the future include seeking declaration of traineeships for well servicing, completing a workforce plan for the drilling and well servicing industry and implementing SkillPASS, a competency management system across the drilling and well servicing industry.

## SkillPASS

In 2012/2013, Energy Skills Queensland began development of SkillPASS, a secure web-based database that provides real time information on employee skills and qualifications, from high risk licences and company inductions to technical training and professional qualifications.

Extensive consultation with industry, government and RTOs revealed inefficiency in tracking skills and qualifications of energy industry workers including:

- Staff carrying large amounts of cards and paper based documentation to job sites.
- Difficulties in updating records as training course are completed.
- Difficulty in tracking expiry of competencies.
- Regulator not able to verify training competency because written records are not available on site.

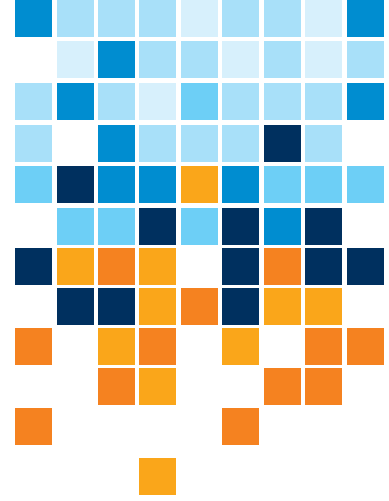
These issues were hindering workforce mobility and skills development.

The SkillPASS system will provide each worker with a SkillPASS card with a QR (Quick Response) code that is linked to the central database. Site supervisors, training managers and HR departments can access the information on SkillPASS to determine a worker's competence to perform tasks and manage training programs. SkillPASS can be used nationally and is designed for any industry requiring specialist skills and operating in high risks environment.

In future years, Energy Skills Queensland will pilot SkillPASS in the CSG drilling industry before a planned implementation across the energy and resources industry.







## Queensland Workforce Skilling Strategy

In 2012/2013, Energy Skills Queensland continued to deliver training and employment programs for skilled workers to enter the Coal Seam Gas to Liquefied Natural Gas industry (CSG to LNG) and locally. The Queensland Workforce Skilling Strategy program provided a holistic approach to help fill the growing skills demands of the energy and resources sector in Queensland.

This successful formula involves Energy Skills Queensland's Workforce Development Consultants engaging with industry employers directly to identify skills needs.

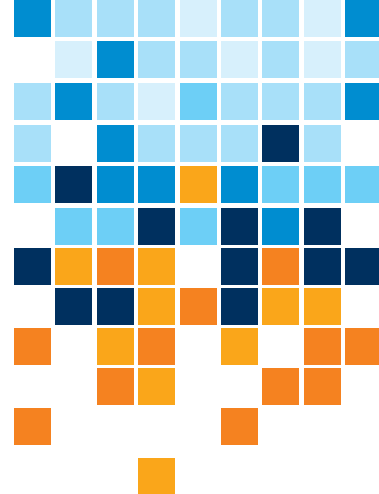
Partnerships are then built with employment service providers and training organisations and to recruit, select and train a skilled workforce to meet this industry need.

During 2012/2013, 471 people participants undertook training and engaged with industry to fill employment opportunities with 342 (72%) participants gaining suitable employment. From the 471 participants, 153 were Indigenous people, of which, 96 (62%) gained sustainable employment.

### Queensland Workforce Skilling Strategy Program Outcomes 2012/2013

	Participants Enrolled	Participants Employed	Percentage Outcome
Non-Indigenous Participants	471	342	72%
Indigenous Participants	153	96	62%





## Industry Partnerships

### Australia Pacific LNG

During 2012/2013, Energy Skills Queensland's highly successful Gladstone Workforce Skilling Strategy expanded to include the Bundaberg, Rockhampton and Toowoomba regions through a \$300,000, three year partnership with Australia Pacific LNG's downstream operator, ConocoPhillips.

The Queensland Workforce Skilling Strategy was funded by industry, including Australia Pacific LNG, the Australian Government's Department of Education, Training and Employment and Workplace Relations and the Queensland Government's Department of Education, Training and Employment.

The funding provides support to the Strategy's approach to training and connecting job seekers with regional employment opportunities for the CSG to LNG industry and other industries and businesses.

As the CSG to LNG industry continues to grow within the regions, the Queensland Workforce Skilling Strategy aims to assist industry to meet workforce skills needs, while addressing broader community requirements to provide local and regional employment opportunities.

### Santos GLNG – Keys to Careers Program

The Santos GLNG Keys to Careers 20 week program provided 10 participants with a full manual drivers licence, accredited training and employability skills to assist with gaining an apprenticeship, traineeship or an employment outcome.

Of the 10 participants, seven gained a full licence and eight participants gained sustainable employment locally in Gladstone (80% outcome).

All participants of the Keys to Careers program were Gladstone locals who identify as Aboriginal or Torres Strait Islander.

### QGC – Bright Sparks Program

Energy Skills Queensland worked closely with QGC to develop training, employment and business opportunities for Indigenous communities within their CSG to LNG footprint.

Energy Skills Queensland developed the Bright Sparks electrical pre-apprenticeship program to assist Indigenous Australians start their career in electrotechnology for the energy and resources industries. The program had the support of Traditional Owners and training was delivered in Toowoomba, Gladstone and Brisbane.

### Indigenous bright sparks ready for work

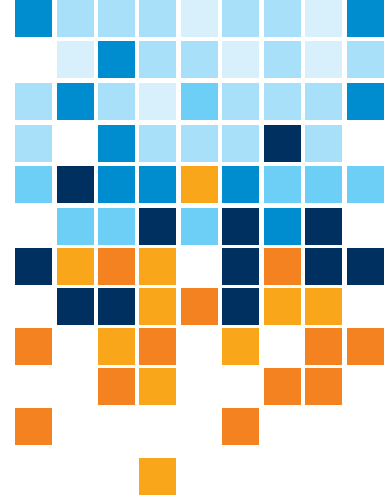
Paul Lacey is one of eleven bright sparks keen to start an electrical apprenticeship after graduating from the Bright Sparks Program program with a Certificate II in Electrotechnology.

"I'm really glad I was able to be in the Bright Sparks program and to gain the qualifications I need for full-time employment in the energy industry," Mr Lacey said.

"This course has given my career a boost needed to start an electrical apprenticeship."

The employment and training initiative is supported by QGC.





### QWSS participant cooks up new career

Queensland Workforce Skilling Strategy – Southern Wide Bay Burnett camp operations participant Liam McJannett participated in the camp operations program to gain the training and qualification needed to move his career in a new direction.

“I saw ESQ’s free training program as my chance to get into the resource industry and I haven’t looked back,” Mr McJannett said.

“Thanks to their support I’ve successfully landed a full-time job with Morris Corporation at Miles as a Camp Utility worker.”

Energy Skills Queensland managed two electrical pre-apprenticeship courses during 2013; the pilot program delivered in Toowoomba a second program is being delivered in Brisbane. The program was delivered in five stages:

- Recruitment: Online aptitude test (Energy Skills Test) and face-to-face interview to assess suitability.
- Training: UEE 20811 Certificate II Electrotechnology (Career Start) including vocational placement.
- Life Skills: Two weeks employability and life skills training, including white card, CPR and Low Voltage Rescue.
- Job Search: Employment search to assist progression into the electrical industry.
- Mentoring: Ongoing mentoring during the program and six months into employment.

During 2012/2013, Energy Skills Queensland assisted QGC on various other employment and training projects including:

- A skills audit of Indigenous workers within the QGC footprint around Gladstone.
- Industry engagement within the Surat Basin on drilling, camp operations and traffic control.
- Advice on developing a training program for LNG process plant operators.

### Arrow Energy - Whanu Binal Program

The Whanu Binal training and employment programs aims to connect Aboriginal and Torres Strait Islander people with careers by giving them the skills and knowledge to build their career in the CSG industry.

Thirty Aboriginal and Torres Strait Islander Traditional Owner people had the opportunity to gain valuable skills in the camp operations in Gladstone and Bundaberg, and construction in the Western Downs region. From the 30 participants, 17 have gained sustainable employment to date with a 56% outcome.

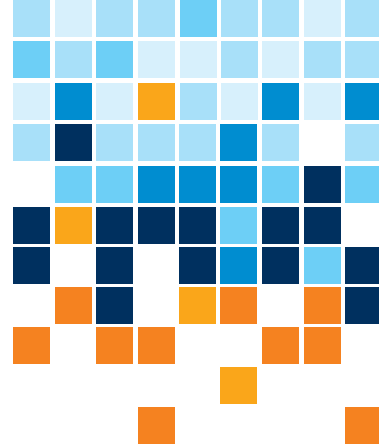
### Telecommunications

#### Telecommunications Industry Committee and Training Committee

The telecommunications industry and training committees actively promoted industry training and skills development to meet the needs of major initiatives such as the National Broadband Network and Digital Television Switchover.

Both groups are working to develop, design and draft telecommunications competencies and strategies to promote telecommunications careers.





## Forums

During 2012/2013, Energy Skills Queensland convened forums with industry, RTOs and government stakeholders to provide the latest information on skilling and workforce development issues and opportunities, and showcase Energy Skills Queensland initiatives.

Energy Skills Queensland's second annual Industry Chair's Lunch was convened on 8 February 2013 and was attended by 25 people including Assistant Minister Saxon Rice, Rod Camm (former Chief Executive Officer of Skills Queensland), Andrew Clegg, former chair of the Mining Industry Strategic Leaders Group and chairs of Energy Skills Queensland's industry and training committees.

Energy Skills Queensland convened a meeting between Minister John Paul Langbroek and representatives of each CSG to LNG company on 12 March 2013 to discuss workforce development issues in the CSG to LNG industry.

Throughout the year, the Energy Skills Queensland's Industry Leaders groups and training groups heard from key stakeholders including:

### Drilling

- Norbert Jamot - General Manager Well Engineering at BG Group on training and competency management from an operators perspective.
- David Sharp - from the Petroleum and Gas Inspectorate on injury statistics in Queensland's drilling industry.
- Daryl Brooker - Petroleum and Gas Inspectorate on auditing and regulatory initiatives for the drilling industry.
- Monica Watt - Skills DMC on the Well Servicing qualifications.
- Michelle Day - Skills DMC on the new RII training package.
- Glenn Porter - Energy Skills Queensland Chief Executive Officer on the 2013 CSG to LNG Workforce Plan.
- Dave March - Training Manager, Saxon Energy Services on the features of a quality RTO.

## Electrotechnology

The electrotechnology industry and training groups heard presentations from people such as:

- Luke Menzell - Energy Efficiency Council on EE Accreditation Schemes.
- Stacey Ozolins - Master Electricians Australia on the ApprenticeConnect Australia Advisors (ACAA) and Apprentice Mentor Programs.
- Graham Proud - Thermodyne, on engineering skills for the energy sector.
- Tineale Veale - WHS Queensland on new licence requirements for operating boilers.
- Anthony Plevy - E-Oz Energy Skills Australia on the new training package template.

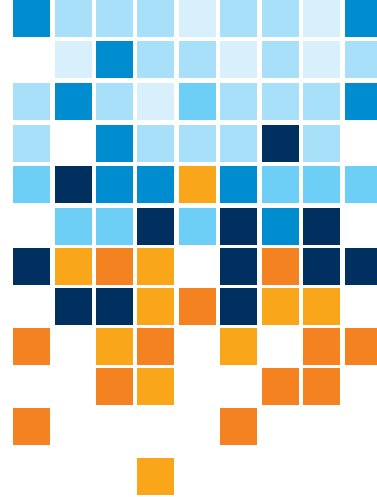
## Telecommunications

The telecommunications (industry and training) groups received presentations from Gabriele Giofre on behalf of David Auld, General Manager, Workforce Development of NBNCo on workforce development opportunities for the NBN.



**Assistant Minister Saxon Rice with Energy Skills Queensland Chair Peter Price and Chief Executive Officer Glenn Porter**

# Generic Induction Safety Program



The Generic Induction (GI) developed in 1997 was primarily designed to service the mining industry in Queensland. The original GI was designed by industry specialists to enable inexperienced and experienced workers to understand the hazards and risks associated with working in the mining environment. The GI product is distributed to a network of GI authorised Registered Training Organisations (RTOs).

## Key Activities/Achievements

Energy Skills Queensland purchased the product from the Kinetic Group early in 2013 which has since been redeveloped and updated based on consultation with industry, regulators, unions and training organisations. The original product needed redevelopment due to poorly aligned content, disorganised facilitator documentation, non-compliance and passive learning design. The updated product has been revitalised by the creation of delivery resources which encourage action learning, content relevancy, and regulatory and training package compliance. The new GI was released to the market at the end of November 2013.

The new GI is also designed to cater for the SkillsDMC 'RII13' version of the resources training package by standardisation of assessment templates which are practical skills based.

## Occupational Health and Safety Online

Energy Skills Queensland has designed a new workplace health and safety online course to enable participants to acquire knowledge, encourage behaviour change and be assessed to nationally accredited training package competencies (formative only). The online course will be innovative, fast paced, interactive and engaging. The course will suit many industrial pathways such as construction, petroleum and gas, mining and heavy industries by complimenting the existing induction processes. This exciting project will enable Energy Skills Queensland to become a leader in the promotion of a higher level of workplace health and safety skills.

The online course has two pathways: the first for the inexperienced worker; and the second for the experienced worker. Both will be assessed. The inexperienced pathway will emphasise conditioning which can encourage behaviour change in the experienced worker. The course will form part of the skills analysis required for recognition of prior learning.

The benefit of the online course is that it suits the GI by reducing the delivery by one day. This approach also suits other areas such as schools, manufacturing and even construction.

## Quality Framework

The GI Quality Framework has been formulated as a consequence of working with industry, unions and regulators to provide a universal standard of delivery to raise quality and drive continuous improvement of safety induction training. This quality framework overview is intended to allow the training organisation to understand the expectation of the quality audit. An auditor would observe the delivery and collect qualitative data based on the delivery style which is then collated into a quality report.

The quality framework is based on a constructivist model of delivery being driven by action learning such as team work, peer and social learning philosophies. There is a minimum benchmark for the RTO to achieve and if they do not meet this benchmark they will be given an appropriate time to rectify the issues and be reassessed. Any registered training organisation failing the second audit will have their licence agreement terminated.

## Other Applications

The new GI templates can be easily modified to cater for other industries such as petroleum and gas which may use differing competencies to the coal mining industry. Energy Skills Queensland envisages a version being available for the petroleum and gas industry by the end of first quarter 2014.



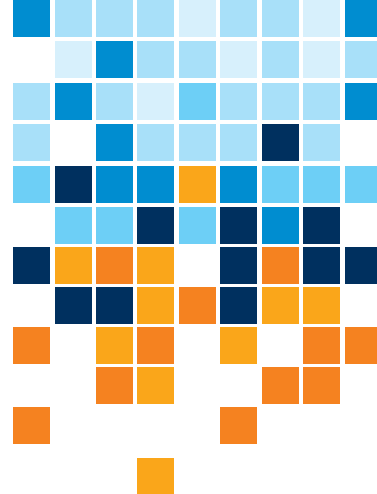
## A decorative graphic in the bottom right corner consisting of a grid of colored squares. The squares are arranged in a roughly rectangular shape, with colors including light blue, dark blue, orange, and white. The pattern is abstract and modern.

[illegible]

- Developed an A5 career guide booklet and a A5 career pathway chart for all industry sectors – the first of its kind developed.
- Developed an extensive database of Queensland secondary school and university careers advisors/guidance officers and VET coordinators.
- Developed and operated social media channels and a discussion forum/blog to promote career paths for the benefit of Queensland employers and related training organisations.
- Developed other promotional merchandise career resources including coffee mugs, keylights and pens.
- Coordinated Careers in Energy/Master Electricians Australia stands at expos nationally, providing essential career and training advice for the industry.
- Distributed thousands of promotional resources and merchandise to school leavers and job seekers at careers and trade exhibitions.
- Distributed careers promotion resources to industry employers, training organisations, careers advisors and job agencies.
- Developed online profiles for each industry occupation.



# Industry Promotion



## Annual Conference

Energy Skills Queensland's 2013 Conference was attended by 275 delegates with presentations from the Minister for Education, Training and Employment and speakers from the mining, energy, telecommunications and training sectors, as well as an engaging discussion panel on VET reform. In 2013, the conference expanded to include eleven exhibition stands from Energy Skills Queensland and key sponsors.

The Energy Skills Queensland Annual Conference provides industry with a prime opportunity to build and strengthen business relationships and network face-to-face with other professionals from the energy and training industries in Queensland. The Conference provides:

- Effective marketing and communications platform to showcase industry leadership in workforce planning and development.
- Informal exposure to an interested and relevant audience.
- A unique platform to gain valuable perspectives on new and innovative industry directions and latest market insight.
- An opportunity to reinforce Energy Skills Queensland's strong reputation and corporate profile.

Delegates value the quality presentations delivered from industry professionals from a range of sectors and presented with a unique training and skilling focus. This has resulted in the Energy Skills Queensland Annual Conference consistently achieving capacity attendance for three consecutive years (2010, 2011 and 2012).



## Skill Connection Newsletter and eNews

The Skill Connection Newsletter is Energy Skills Queensland's flagship communication tool and is an important source of relevant energy and training industry news. Published bi-monthly, the 16 page newsletter is emailed to contacts with a small number of copies printed for distribution by Energy Skills Queensland staff and at industry events.

In November 2012, Energy Skills Queensland introduced a fortnightly eNews bulletin to provide regular updates on industry and training projects, programs and initiatives including:

- Key industry projects developments and industry announcements for all sectors.
- All Energy Skills Queensland programs, services, initiatives and achievements.
- Workforce planning research and workforce development project training announcements and partnerships.

## Industry Forums and Events

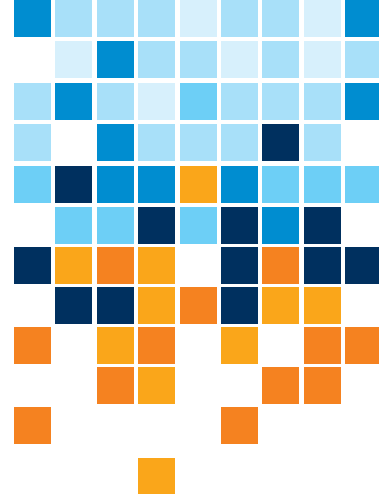
Energy Skills Queensland coordinates a number of industry networking events and forums to facilitate engagement across energy industry sectors, as well as connecting industry with key representatives from suppliers, training organisations and government. In 2012/2013, Energy Skills Queensland organised and hosted a range of workshops, seminars and special events, including:

- Electrotechnology – Increasing Apprenticeship Numbers Workshop – 25 July 2012
- ApprenticeConnect Australia Advisors (ACAA) Project Launch – 7 September 2012
- Energy Sectors Chairs' Lunch – 8 February 2013
- E-Oz Training Package Implementation Workshops - Brisbane – 20 February 2013
- Camp Operations Industry Indigenous Employment Forum – 22 April 2013
- Telecommunications Industry Leaders Forum – 30 May 2013





# Energy Skills Solutions



Energy Skills Solutions (ESS) assisted individuals to upskill or gain entry into the energy and telecommunications industries by providing advice on skills and career pathways.

Energy Skills Solutions commenced at Energy Skills Queensland in September 2009 and continued through to June 2013. Energy Skills Solutions was funded by the Department of Education, Training and Employment as part of its establishment of the Skilling Solutions Program but with a particular focus on the electrotechnology qualifications that had electrical licensing implications.

The Energy Skills Solutions service provided:

- Assistance to individuals to gain recognition of prior learning (RPL).
- Preliminary RPL assessment of an individual's skills, knowledge and previous training into a national qualification.
- Advice to individuals on skills demand areas and the training required to meet those skills demands.
- Advice to individuals on Queensland electrical licensing and how to obtain an electrical license.

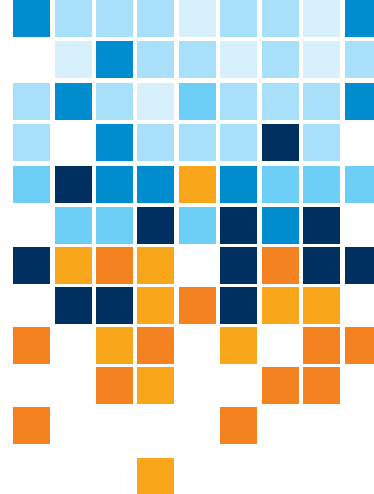
Since its inception, Energy Skills Solutions has received more than 4,366 enquiries relating to recognition of prior learning (RPL), upskilling and employment opportunities in the energy sector. Energy Skills Solutions consultants conducted 1,700 interviews undertaking pre-RPL assessment and referred 1,100 people for RPL funding into national qualifications. In addition, 1,500 people were provided with expert training advice on how to obtain or update electrotechnology qualifications and how to obtain Queensland electrical licenses.

## Summary of Key Activities and Achievements

Energy Skills Solutions was a vital source of information and advice on skills and training opportunities for a career in energy and progression within the energy and telecommunications industries. Energy Skills Solutions consultants delivered the following services:

- Established Energy Skills Queensland as the leading source of training information on Queensland electrical licensing. This was recognised by the Electrical Safety Office (ESO), the Queensland electrical licensing regulator when they identified Energy Skills Queensland as their referral organisation for licensing queries received by the ESO. Licensing outcomes discussed included Restricted Electrical and Electrical Fitter/Mechanic.
- Established Energy Skills Queensland as the leading source of information in relation to overseas qualified electricians obtaining an electrical license and strong working relationships with Future Skills and Vetassess.
- Established Energy Skills Queensland as the leading source of information in relation to gas drilling training and employment information as well as establishing a Queensland Gas Industry Jobs Registry of Interest database and provision of gas industry drilling information email template.
- Participation in Australian Skills Quality Authority (ASQA) audits of several Registered Training Organisations as the technical auditor for electrotechnology qualifications.
- Participation in the Queensland Workforce Skilling Strategy (QWSS) which required conducting pre-RPL assessment and also a general discussion of individual skilling options and employment opportunities at several regional centres throughout Queensland.
- Participation at several career and jobs expos throughout regional Queensland.
- Established Energy Skills Queensland as the leading source of RPL information in electrical qualifications with several registered training organisations.
- Established Energy Skills Queensland as a strong source of information in relation to telecommunications cabling training including maintaining strong links with registered training organisations.

# Financial Statement – CEO Comments



## Income Statement

In 2012/2013, Energy Skills Queensland has increased income from last year by 13% to \$6.48 million and achieved an operating surplus of \$300,317. This is a positive result considering the tough economic climate during the past 12 months. This surplus has increased the accumulative operating surplus to more than \$3 million.

This modest surplus for the 2012/2013 financial year can be attributed to a number of factors, particularly a strong performance in our commercial activities. Earlier in the year we purchased the Generic Induction (GI) business from the Kinetic Group which secured a revenue stream of more than \$1 million per annum for the coming years. The GI business was purchased on 1 March 2013, and within the four months to year-end; it has generated \$436,000 in revenue. Other commercial activities include numerous workforce planning and workforce development initiatives within the coal seam gas to liquefied natural gas industry with industry partners including Australia Pacific LNG, QGC, Arrow Energy and Santos.

It is important to note the contribution other projects have made including the Queensland Workforce Skilling Strategy which contributed \$1.28 million in revenue and the ApprenticeConnect Australia Advisors (ACAA) Program which made a contribution of \$537,000.

The change in Federal Government continues to alter the funding landscape and provides further impetus for Energy Skills Queensland to focus upon developing revenue streams that do not directly rely upon government funding. It is important to note that in 2012/13, Energy Skills Queensland generated almost 50 per cent of its revenue from non-government sources. Energy Skills Queensland has various long term commercial projects in the early stages of development that will further improve Energy Skills Queensland's self-sufficiency.

## Balance Sheet

Energy Skills Queensland has consistently delivered surpluses during the past four years which has resulted in a strong balance sheet. Equity has now exceeded more than \$3 million for the first time. Total assets are nearly \$10 million with cash totalling more than \$5 million.

Energy Skills Queensland is well positioned financially to continue to lead workforce planning and workforce development initiatives and pursue innovative strategies and products that will service industries within the energy and telecommunications sectors.


## Statement by Members of the Management Committee


The management committee have determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the management committee the financial report:

- presents a true and fair view of the financial position of Energy Skills Queensland Incorporated as at 30 June 2013, and its performance for the year ended on that date.
- at the date of this statement, there are reasonable grounds to believe that Energy Skills Queensland Incorporated will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board of the Management Committee and is signed for and on their behalf by:

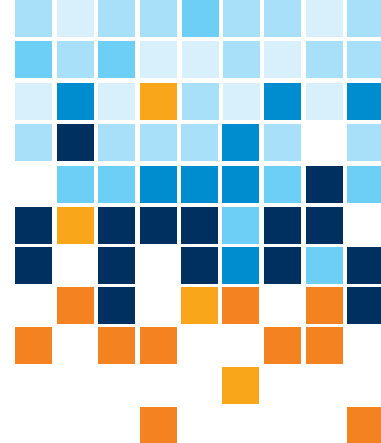
Chairperson:   
Peter Price

Treasurer:   
Edwin De Prinse

Date: 28 November 2013

# Audited Financial Statements 2012/2013

## Income Statement for the Year Ended 30 June 2013



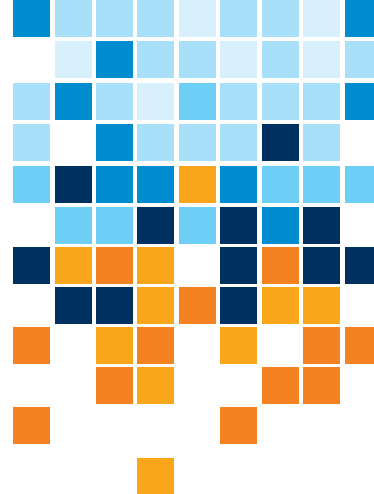
	2013 \$	2012 \$
<b>INCOME</b>		
Grant (local) operating	675,000	675,000
Brokerage related fees	937,257	1,597,081
Project management and consultancy fees	3,980,582	3,034,855
Generic Induction Income	436,835	-
General sponsorships	137,976	85,773
Sundry	130,241	46,524
Interest received	189,554	296,263
	<b>6,487,445</b>	<b>5,735,496</b>
<b>EXPENDITURE</b>		
Advertising expenses	26,840	68,334
Audit and accounting fees	14,599	10,707
Computer expenses	40,987	9,922
Conference expenses	71,892	40,678
Depreciation expense	174,357	104,487
Event expenses	127,098	66,585
Insurance expenses	13,330	7,547
Marketing and research	11,267	15,121
Office expenses	9,310	32,401
Postage	9,806	12,664
Printing and stationery	91,388	48,033
Project and consultancy expenses	1,973,883	1,585,863
Rent	53,304	113,985
Safety, workplace health expenses	44,248	39,558
Salaries	2,532,904	1,964,113
Salaries related oncosts	468,447	465,409
Staff recruitment	25,989	20,832
Staff related expenses	31,253	20,485
Telephone expenses	70,627	55,592
Travel expenses	174,592	186,343
Other expenses	221,007	250,993
	<b>6,187,128</b>	<b>5,120,012</b>
<b>Current Year Surplus</b>	<b>300,317</b>	<b>615,484</b>
Accumulated Surplus at the beginning of the financial year	2,740,869	2,125,385
<b>Accumulated Surplus at the end of the financial year</b>	<b>3,041,186</b>	<b>2,740,869</b>

*The accompanying notes form part of these financial statements*



# Audited Financial Statements 2012/2013

Balance Sheet as at 30 June 2013



		2013 \$	2012 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	3	5,068,411	7,914,717
Accounts receivable and other debtors	4	2,018,683	854,926
Other assets		12,364	-
<b>Total Current Assets</b>		<b>7,099,458</b>	<b>8,769,643</b>
<b>Non-Current Assets</b>			
Intangible assets	5	359,558	-
Land, building and improvements	6	2,267,386	2,300,688
Plant and equipment	6	182,362	154,185
<b>Total Non-Current Assets</b>		<b>2,809,306</b>	<b>2,454,873</b>
<b>Total Assets</b>		<b>9,908,764</b>	<b>11,224,516</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade and other payables	7	2,727,481	888,816
Deferred revenue	8	347,085	398,665
Provisions	9	135,832	117,402
Unacquitted grant funds	10	3,657,180	7,078,764
<b>Total Current Liabilities</b>		<b>6,867,578</b>	<b>8,483,647</b>
<b>Total Liabilities</b>		<b>6,867,578</b>	<b>8,483,647</b>
<b>Net Assets</b>		<b>3,041,186</b>	<b>2,740,869</b>
<b>EQUITY</b>			
Accumulative funds brought forward		2,740,869	2,125,385
Current year surplus		300,317	615,484
<b>Total Equity</b>	11	<b>3,041,186</b>	<b>2,740,869</b>

*The accompanying notes form part of these financial statements*



# Audited Financial Statements 2012/2013

## Notes to the financial statement for the year ended 30 June 2013

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements:

#### Income Tax

The Association is exempt from the payment of income tax under the provisions of Division 50 of the Income Tax Act.

#### Government Subsidies

Subsidies are received from both the Commonwealth and State Government. Subsidies received for specific capital items are disclosed separately in the income statement.

Other subsidies being for operating expenses are deferred as a liability until the services for which they were received are performed, at which time they are transferred to revenue.

Subsidies received for Third Party Funding are deferred as a liability until the services for which they were received are performed, at which time they are distributed to the third party and a brokerage fee is recognised as revenue.

#### Property, Plant and Equipment (PPE)

Motor vehicles, computers, furniture and fittings, office equipment and leasehold improvements are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The assets are depreciated at the following rates:

- Motor vehicle – 6 2/3 years calculated under the diminishing value basis
- Plant and equipment – 3-10 years calculated under the diminishing value basis
- Software – 2 ½ years calculated under the straight line basis

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

#### Intangible Assets

##### Research and development

Expenditure during the research phase of a project is recognised as an expense when incurred. Development costs are capitalised only when technical feasibility studies identify that the project will deliver future economic benefits and these benefits can be measured reliably.

Capitalised development costs are amortised on a systematic basis matched to the future economic benefits over the useful life of the project.

#### Impairment of Assets

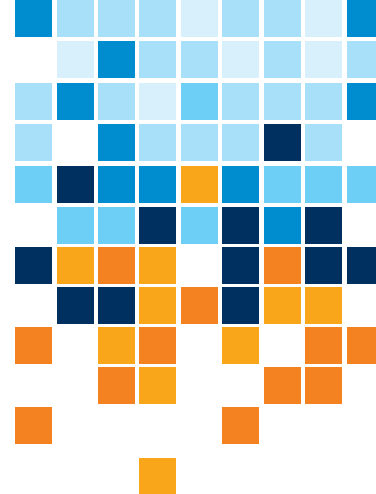
At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

#### Employee Provisions

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

# Audited Financial Statements 2012/2013

## Notes to the financial statement for the year ended 30 June 2013



### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### Cash and cash equivalents

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

#### Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

#### Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

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

#### Leases

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

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

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

#### Goods and Services Tax (GST)

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

#### Financial Assets

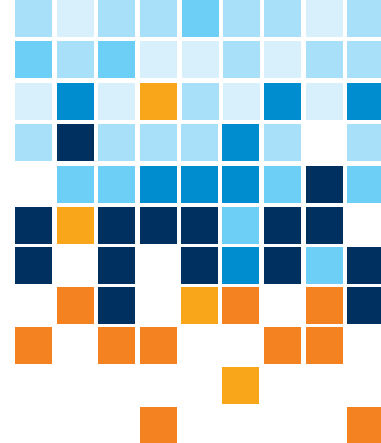
Investments in financial assets are initially recognised at cost, which includes transaction costs, and are subsequently measured at fair value, which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through an equity reserve.

#### Trade and Other Payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

# Audited Financial Statements 2012/2013

Notes to the financial statement  
for the year ended 30 June 2013



## NOTE 2: OTHER EXPENSES

	2013 \$	2012 \$
Bad debts	8,415	1,502
Bank charges	3,889	2,623
Body corporate fees	27,400	18,415
Cleaning	16,588	-
Donations and gifts	-	8,590
Electricity expenses	11,100	1,257
Entertainment expenses	23,095	36,276
Fringe benefit tax	28,207	8,704
Hire – general	10,763	8,627
Income protection	-	1,007
Lease expenses	19,606	9,393
Legal	10,194	1,933
Meeting expenses	5,236	648
Motor vehicle expenses	3,362	3,200
Other expenses	17,970	99,658
Sponsorships	15,954	26,450
Subscriptions and memberships	16,620	11,343
Uniforms	2,608	11,367
	<u>221,007</u>	<u>250,993</u>

## NOTE 3: CASH AND CASH EQUIVALENTS

Cash management account	526,308	421,118
Electronic clearing account	(1,610)	(1,395)
Resources Training Fund	370,052	-
Cash deposit account	4,055,472	3,931,237
Business online saver	118,189	3,563,757
	<u>5,068,411</u>	<u>7,914,717</u>

## NOTE 4: ACCOUNTS RECEIVABLE AND OTHER DEBTORS

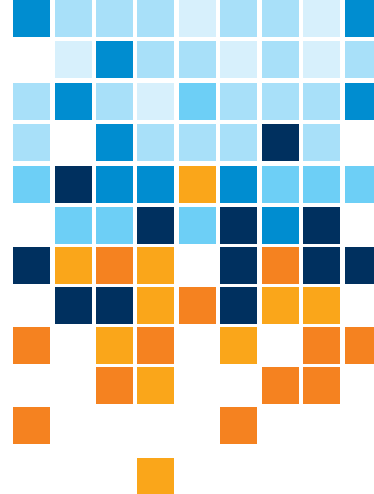
Trade debtors	676,400	734,672
Trust distributions receivable	10,109	19,591
Other debtors	1,332,174	100,663
	<u>2,018,683</u>	<u>854,926</u>

## NOTE 5: INTANGIBLE ASSETS

Generic Induction purchase from Kinetic Group	377,558	-
Less amortisation	(18,000)	-
	<u>359,558</u>	<u>-</u>

# Audited Financial Statements 2012/2013

Notes to the financial statement  
for the year ended 30 June 2013



## NOTE 6: PROPERTY, PLANT AND EQUIPMENT

Land and buildings - at cost  
Building improvements - at cost  
Less accumulative depreciation

2013	2012
\$	\$
1,943,836	1,924,011
376,677	376,677
(53,127)	-
<u>2,267,386</u>	<u>2,300,688</u>

### Plant and Equipment

Equipment - at cost  
Less accumulated depreciation  
Software - at cost  
Less accumulated depreciation

284,969	172,793
(139,096)	(93,463)
227,179	207,950
(190,690)	(133,095)
<u>182,362</u>	<u>154,185</u>

### Total

<u><b>2,449,748</b></u>	<u><b>2,454,873</b></u>
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### Movement in Carrying Amounts

Movement in carrying amounts for each class of fixed asset between the beginning and end of the current financial year.

### Land and Building

Balance at beginning of the year  
Additions  
Depreciation expense

2,300,688	-
19,825	2,300,688
(53,127)	-
<u>2,267,386</u>	<u>2,300,688</u>

### Plant and Equipment

Balance at beginning of the year  
Additions  
Depreciation expense

79,330	66,375
112,146	23,322
(45,603)	(10,367)
<u>145,873</u>	<u>79,330</u>

### Software

Balance at beginning of the year  
Additions  
Depreciation expense

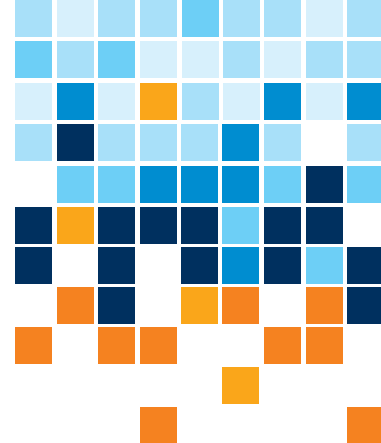
74,855	117,632
19,230	33,070
(57,596)	(75,847)
<u>36,489</u>	<u>74,855</u>

### Total Property, Plant and Equipment

<u><b>2,449,748</b></u>	<u><b>2,454,873</b></u>
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# Audited Financial Statements 2012/2013

Notes to the financial statement  
for the year ended 30 June 2013



## NOTE 7: TRADE AND OTHER PAYABLES

	2013 \$	2012 \$
Trade creditors	1,067,476	256,727
457 Visa Training Fund	369,534	
Goods and services tax (payable)	40,040	(23,115)
Superannuation payable	11,033	64,181
PAYG	52,759	47,882
Accrued expenses and other creditors	1,186,639	543,141
	<u>2,727,481</u>	<u>888,816</u>

## NOTE 8: DEFERRED REVENUE

Productivity Places Program	209,675	2,000
e-Profiling	7,887	282,665
Strategic Investment Fund	109,523	104,000
CSG/LNG management fee	-	10,000
ee-Oz Project Fees	20,000	-
	<u>347,085</u>	<u>398,665</u>

## NOTE 9: PROVISIONS

Annual leave	123,298	103,419
Other	12,534	13,983
	<u>135,832</u>	<u>117,402</u>

## NOTE 10: UNACQUITTED GRANT FUNDS

### Operating Grants

Centre of excellence grant	4,942,000	4,942,000
Less expended	(2,029,601)	(1,829,600)
	<u>2,912,399</u>	<u>3,112,400</u>

### Total Operating Grants Unacquired

2,912,399      3,112,400

### Project Grants

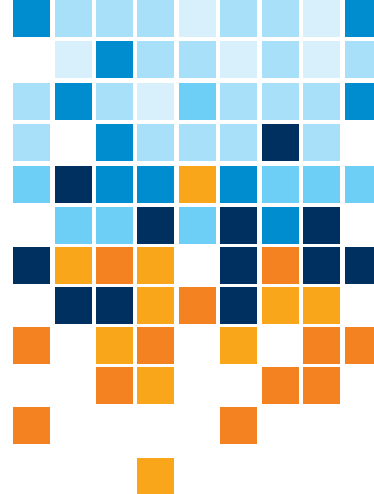
CSG Drilling Skills Program	300,000	304,500
Less expended	(300,000)	(254,351)
	<u>-</u>	<u>50,149</u>

Gladstone Workforce Skilling Strategy	1,139,983	1,187,300
Less expended	(1,139,983)	(873,565)
	<u>-</u>	<u>313,735</u>

Queensland Workforce Skilling Strategy - Bundaberg	1,068,771	857,614
Less expended	(1,068,771)	(660,757)
	<u>-</u>	<u>196,857</u>

# Audited Financial Statements 2012/2013

## Notes to the financial statement for the year ended 30 June 2013



### Project Grants (continued)

Queensland Workforce Skilling Strategy - Bundaberg/Fraser Coast  
Less expended

2013 \$	2012 \$
159,788	98,182
(159,788)	(91,383)
-	6,799

Queensland Workforce Skilling Strategy - Southern Wide Bay Burnett  
Less expended

418,115	195,204
(418,115)	(114,792)
-	80,412

Queensland Workforce Skilling Strategy - Ipswich/Logan  
Less expended

262,000	160,000
(262,000)	(28,585)
-	131,415

Queensland Workforce Skilling Strategy - Caboolture/Sunshine Coast  
Less expended

126,345	-
(126,345)	-
-	-

Queensland Workforce Skilling Strategy - Rockhampton  
Less expended

10,183	-
(10,183)	-
-	-

QGC Bright Sparks Programs (electrotechnology pre-apprenticeship)  
Less expended

948,419	-
(862,565)	-
85,854	-

Arrow Energy Whanu Binal Employment and Training Program  
Less expended

189,340	-
(37,832)	-
151,508	-

Indigenous Skills Audit  
Less expended

109,000	-
(60,052)	-
48,948	-

Santos GLNG Keys to Careers Program  
Less expended

68,840	-
(21,879)	-
46,961	-

Minor Project Acquittals  
Less expended

25,000	-
-	-
25,000	-

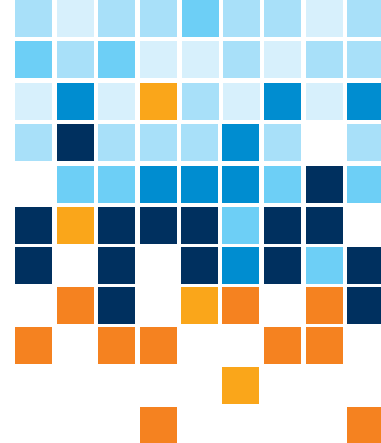
**Total Project Grants Unacquitted**

<b>358,271</b>	<b>779,367</b>
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# Audited Financial Statements 2012/2013

## Notes to the financial statement for the year ended 30 June 2013



	2013	2012
	\$	\$
<b>Third Party Training Funds</b>		
Productivity Places Program Training Funds	-	12,541,725
Less expended	-	(10,440,441)
	-	2,101,284
CSG/LNG Training Funds	-	743,876
Less expended	-	(225,848)
	-	518,028
Strategic Investment Fund	4,305,125	836,268
Less expended	(3,918,615)	(268,583)
	386,510	567,685
<b>Total Third Party Training Funding Unacquired</b>	<b>386,510</b>	<b>3,186,997</b>
<b>Total Unacquired Grant Funds</b>	<b>3,657,180</b>	<b>7,078,764</b>

### NOTE 11: ACCUMULATIVE FUNDS

Brought forward as at 1 July 2012	2,740,869	2,125,385
Surplus/(Deficit) for the year	300,317	615,484
Carried forward as at 30 June 2013	3,041,186	2,740,869

### NOTE 12: LEASING COMMITMENTS

#### a. Operating Lease Commitments

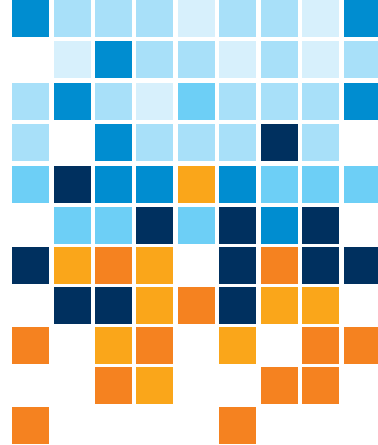
• No later than 12 months	5,846	5,846
• Between 12 months and five years	10,231	16,077
• Later than five years	-	-
Minimum lease payments	16,077	21,923

### NOTE 13: EVENTS SUBSEQUENT TO REPORTING DATE AND CONTINGENT LIABILITIES

The Management Committee are not aware of any contingent liabilities that are likely to have a material effect on the results of the association as disclosed in the financial statements.

No matters or circumstances have arisen since the end of the financial year which significantly affected or could significantly affect the operation of the association, the results of those operations, or the state of affairs of the association in future financial years.

# Independent Audit Report to the Members of Energy Skills Queensland Inc.



We have audited the accompanying financial report on pages 26 to 34, being a special purpose financial report, of Energy Skills Queensland Inc. (the Association), which comprises the committee's report, the balance sheet as at 30 June 2013, the income statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

## **Committee's Responsibility for the Financial Report**

The committee of Energy Skills Queensland Inc. is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act Queensland and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

## **Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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

## **Audit Opinion**

In our opinion, the financial report presents fairly, in all material respects, the financial position of Energy Skills Queensland Inc. as at 30 June 2013 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Act Queensland.

## **Basis of Accounting and Restriction on Distribution**

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Energy Skills Queensland Inc. to meet the requirements of the Associations Incorporation Act Queensland. As a result, the financial report may not be suitable for another purpose.

Lawler Hacketts Audit

Partner: Liam J Murphy

3 December 2013

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