



# Gippsland East LLEN 2010 Annual Report





## **Mission**

Gippsland East LLEN is committed to maximising education, training and employment outcomes for young people through a collaborative and cooperative community approach.

## **Vision**

Gippsland East LLEN will ensure that all young people in the region have the opportunity to take up education, training and employment to meet their aspirations.

## **Values**

Gippsland East LLEN will hold central to its operations and activities the following beliefs and value systems: -

- Community engagement and commitment
- Collaboration, Cooperation and Partnerships
- Holistic approach & Appreciation
- Mutual respect, trust, and openness
- Creativity and innovation
- Accountability and responsibility
- Individuality and learner focus



*Career Expo*



## **Board of Management 2009/2010**

**John Ireland (Chair)**

Other Community Organisation—Category 8

**Kate Nelson**

Local Government—Category 7

**David Parish**

Schools (Government) - Category 1

**Kevin Mealing**

Co-opted – Category 11

**Pam Waters (Deputy Chair)**

TAFE—Category 2

**Jason King**

Koori Organisation—Category 9

**Maggie Tulloch**

Employment Services—Category 6

**John Parker**

Trade Union—Category 5

**Beverly Richard**

Schools (Non—Government) - Category 1

**Kylie Coverdale**

Co-opted—Category 11

**Robert Boucher**

Schools (Government) - Category 1

**Ian Campbell**

Local Government—Category 7

**Jill Ellis (Secretary)**

Community—Category 10

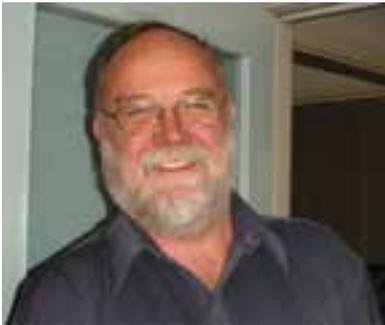
**Rod Draper (Treasurer)**

Co-opted—Category 11

## **Board Members retired in 2010**

*Michonne Van Rees DEECD, Kirsty Donovan One Harvest VEGCO  
Heather Cupples EastVic Workforce, Dean Hardisty Wellington Shire Youth Council*

## Chairs Report



The past year has seen two significant changes in the programs which Gippsland East LLEN operates, firstly the Workplace Learning Coordinator program which is complimentary to the core work of the LLEN, and which allowed us to increase the effort into ensuring vocational outcomes for our young people.

The other change is in the partnership we have forged with Workways in the delivery of Gippsland East Youth Mentoring. This program will continue under the auspices of Workways, and now has a firm funding base for the next 3 years at least.

The staff have worked tirelessly to keep up with the demands of a changing landscape, and new staff have been recruited to meet work demands.

The leadership Jacqui has provided has allowed the smooth transition from the “pared down” model which we started the year with into the more complex organisation we now operate.

Regrettably, I am resigning as Chair of the Board, Gippsland East LLEN has been a large part of my life since before its existence, and it is with mixed feelings that I am resigning due to my resignation from my current position at Gippsland Lakes Community Health.

As you are probably aware the Board membership is made up of representatives from a defined number of categories, representing various service sectors and I will no longer be in such a position.

Finally, I would like to thank the Board for their hard work in meetings and sub-committees, which ensure the programs are delivered and the finances are in good shape, I am sure they will give their support in equal part to my successor as Chair.

**John Ireland**  
chair



## Executive Officer Report



As I write this I am in effect reflecting on my second year in the EO role. In 2010 the Board clearly articulated our strategic goals for 2010-2013, based on the data from our environmental scan and an assessment of the LLEN's capacity to build partnerships which can be effective in addressing the identified critical issues. These goals are expressed across the 4 stakeholder groups with whom we build partnerships.....education and training providers; business and industry; parents and families and community groups. We have built some significant partnerships all of which will improve learning and transition outcomes of our young people. I remain impressed by the commitment of all our members and stakeholders to this mission, and the generous spirit in which you all work to achieve this.

I wish to pass on my warm and heartfelt thanks to the Gippsland East LLEN Chair, John Ireland, who has provided insightful and caring leadership throughout the year. John has been on the Board since its inception, and his commitment to the vision and values of Gippsland East LLEN has guided the organisation through the decisions which have shaped the current strategic plan.

John has actively supported every subcommittee and working group of the Board. He retires from his role with East Gippsland School Focussed Youth Service as well as the Chairs role.

The Board and staff are very thankful for the contribution made by Rod Draper, who has been our treasurer. Gippsland East LLEN's financial management has continued to be sound whilst we have developed our internal capacity to monitor and report our own finances on a monthly basis and to manage our own payroll and other financial obligations.

The first half of 2010 was focussed on delivering the transition plan which enabled the organisation to move forward from the LCP (Local Community Partnerships) into the School-Business-Community Partnership Brokers role of the "Enhanced LLEN". This involved communicating with our existing networks to explain the new expectations of the LLEN, and working with them to build their capacity in order to maintain the network. We did an analysis of the partnerships we had built during the LCP contract period, and for those which did not align with the new role we worked with the partners to achieve future sustainability .

*Continued overage*

## Executive Officer Report continued

*Mentor Celebration*



Some outcomes of this included a broader partnership lead by Workways to plan, conduct and evaluate the Careers Expo into the future. The Civil Construction taster partnership was expanded to include partners who could showcase a broader range of job roles in this sector.

The Gippsland East Youth Mentoring Project sub-committee has guided the work of Rhonda Gray as the mentoring coordinator. In 2010 the mentoring program supported 53 students and 42 mentors, 52 of these students remained engaged in education. The sub-committee have prepared for the sustainability of this effective program through developing a partnership with Workways Inc. which will ensure the continuation of the program.

The recent announcement of \$164,317 funding from Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs until June 2014 will enable this partnership to secure the expansion into Wellington of mentoring to keep young people at risk of early leaving engaged with school.

The Inspiring Young People suite of events was refocused to align better with Goal 1. Both the young people involved and the employers who participated valued these opportunities to build local networks and relationships which may

result in quality workplacement opportunities.

Gippsland East LLEN was successful in gaining the Workplace Learning Coordinator program contract. This program aims to increase the numbers of young people undertaking quality workplace learning, particularly in skill shortage areas where there are likely to be vocational outcomes.

A cross sector working group has been established as a sub-committee of the Board with membership comprising key local stakeholders from education and industry which will guide the implementation and evaluation of the Workplace Learning Coordinator program.

The School Industry Gateways model has been developed and trialled with the food sector during 2010. Further gateways are being established in our key skill shortage sectors of civil construction and engineering, building and construction, and transport and logistics. These gateways are working on the 'attract young people' component of the Action Plan for the Industry Workforce Development Strategy.

## Executive Officer Report continued



*Inclusive Workplace Provider Awards Breakfast*

Gippsland East LLEN has continued to advocate for the needs of young people who aspire to tertiary study by making a submission on behalf of its membership to the Student Income Support Review, by contributing to the longitudinal deferral study and we are currently working on a submission to the Gippsland Tertiary Education Plan.

Gippsland East LLEN was successful in brokering a partnership with Wodonga TAFE which resulted in our office hosting the National Disability Coordination Officer, Kim Radford, from Sept 2010 to June 2011. Kim coordinated two Inclusive Employer Breakfast Awards partnering with East Gippsland TAFE, GippsTAFE and the GET Centre, and three workshops on Assistive Technology and Succeeding with Aspegers throughout Gippsland, partnering with East Gippsland TAFE, GippsTAFE, Education Centre Gippsland.

Kim has also coordinated the forthcoming Transition Information Sessions for parents and educators of students with a disability or extra learning needs partnering with Gippsland East LLEN, Ostara (My Recruitment) and the Mental Illness Fellowship.

None of these achievements would have been possible without the work of our wonderful staff. We have welcomed Trish Lake and Amanda Rickard to the team, and provided Marina Harrison and Tamara Harrison with a traineeship and work experience. Helen Tomlinson Dale and Michelle Weatherall continue to underpin the success of the LLEN's work. I thank them all.

**Jacqui Bramwell  
Executive Officer**



## Gippsland East LLEN Strategic Goals 2010 – 2013

- 1 Increase numbers of young people making successful post school transitions
- 2 Increase alignment between VET provision and local industry needs
- 3 Improve transition (employment training and further education) outcomes for indigenous young people, especially in local skill shortage areas.
- 4 Broaden awareness of parents and families of pathway options to complete Year 12 or equivalent
- 5 Increase access to education, training & employment opportunities for young people from rural areas

### School Industry Gateway - a key outcome for Goal 1 & 2

*Engagement between Schools & Industry: the School Industry Gateway Model.*

The 3 Gippsland LLENs in partnership with the Gippsland Region Department of Education and Early Childhood Development have developed the School Industry Gateway (SIG) model across Gippsland, to generate more strategic, integrated and effective partnerships between education and industry to provide new and coordinated opportunities for more young people to engage with industry. The SIG is a major initiative of the Gippsland Youth commitment (GYC) and will also provide significant opportunities to meet the objectives of the Workplace Learning Co-ordinators program.

#### Purpose

- Respond to the needs of industries to engage with education. In the roll out of the Gippsland Youth Commitment considerable new engagement with industry has been created but the common feedback from industry is that while it is keen to engage with education it still finds this difficult. This was also a finding from the Gippsland Skills Forum research in 2009
- Meet the needs of industry to raise their profile and change the perception of their industries with careers advisors and parents
- Meet the needs of industry to source potential new employees
- Support student transitions into industry sec-

tors with skill shortages by providing work experience, structured workplace learning and vocational training opportunities

- Address the needs of equity groups, particularly indigenous students, students with disabilities, and students at risk of disengaging, through development of engagement plans

#### Strategic Considerations

- Provide the next level of growth for the Gippsland LLENs as the point of liaison between industry and schools in the region. The gateways will be facilitated by the LLENs to provide an integrated whole-of-sector approach to engaging with a cluster of schools. Initially the focus will be on industries with regional skill shortages across Gippsland: food processing, transport & logistics, civil engineering, building & construction and health & community services, and the water sector.
- By developing a program approach this provides an agreed vehicle to address the needs of both and therefore help to gain buy-in of both
- The process of developing the programs therefore needs to involve both schools and industry
- Provide an opportunity for industry to commence a sequential engagement program commencing from years 6 -7 as research indicates young people choose options before year 8.

### Elements of this program will include:

- building awareness of the importance of each sector to Gippsland
- providing opportunities for bringing local expertise into the classroom eg Scientists in Schools program drawing scientists from the food processing, health and water sectors to bring real life programs into classrooms
- coordinated workplace visits and work experience opportunities
- Industry providing employees for the Inspiring Young People events who then match as a mentor or work-placement provider with a young person who aspires to join their industry sector

By the time the young person is 15, she/he will have a pathway to a workplace learning placement.

The SIG plan will include an experiential learning pathway from upper primary school, transitioning through to work experience, VET, SBNAPs, access to an integrated vertical training pathway in the region and cadetship opportunities within the sector.

Engagement Activity	Purpose
Professional Development in skill shortage areas for teachers	To increase teachers' knowledge of the range of job roles in each of our skill shortage sectors, and the sector's emerging contribution to the local economy. This could be done as a 2-hour session within an industry setting, possibly like a mini-taster
Industry guest speaker	Engage with both clusters of careers & VET teachers to increase their knowledge and awareness of each skill shortage sector.
Industry visit to grade 6 at pilot primary school as part of 'our community' Gateway Hub (1 visit to pilot school)	Build awareness & positive perception of this industry in grade 6 students as possible future career area.
Industry provides a scientist for Scientists in Schools program	Build enthusiasm for the sector through a local project which highlights the link with science to the sector and encourages students to choose science in upper secondary years.
"Pathways into Careers" Expo.	1. Encourage career development focus in parents and students 2. Employers meet potential work experience students
Industry Taster	1. Increase student's awareness of breadth in this sector by showcasing them through series workplaces which highlights the full range of job roles. 2. Build awareness of local training pathways in sector by eg VETiS, VCAL, TAFE, Uni pathways. (support with simple pathways map)
Employers offer quality work placements eg. Work Experience, SWL, traineeship, SBNAP, apprenticeship, cadetship	Give students opportunity to develop their understanding of the industry and the range of job roles through a well-planned quality workplacement.
Employers participate in "Inspiring Young People" events (industry supports events through a variety of employers across the region )	1. Build, broaden aspirations of young people. 2. Link young people to local employers and young adults who are working in the young person's field of interest. 3. Employers meet potential work experience students
Map pathways for key job roles	Map the local education and training pathways and starting salaries for the key job roles in each sector by customised generic resources. Reference material for students, parents and careers advisors.
Broker integrated vertical training pathway- eg. VETiS, themed VCAL, Cert III & IV articulated pathway with credits to degree.	Ensure there is access to an articulated training pathway with multiple entry and exit points. Aim for majority of study to be available in Gippsland
Inspiring Business forums	Industry forum to raise awareness of employers of ways to successfully attract and retain young people, both as school leavers and young professionals.

## Case Study-Changing young people's perception of the food processing sector

Young people from East Gippsland and Wellington shires do not see the food sector as an industry of interest to them, however it's the fastest growing manufacturing industry in the region and offers an emerging range of varied and interesting career pathways throughout the sector for young people. Schools have identified the need for a gateway into this sector which can provide Structured Workplace Learning, work experience opportunities, school based apprenticeships, Traineeships and Cadetships as strategies for attracting young people.



The Food Processing sector was included within the Industry Workforce Development Strategy (IWDS) for Wellington & East Gippsland Shires, researched and prepared in late 2009 and early 2010. The 13 food sector businesses surveyed employed a total of 1507 persons (including seasonal employees in harvesting and processing). It was found that employees under 25 years make up around 15% of the workforce, whilst those over 45 years represent around 40% of the total sector workforce, leading to major concerns in the sector in relation to an ageing workforce. Workforce attraction is a major issue for the sector and covers both ongoing employees and seasonal workers. On average 50% of employees in the sector are females. There are significant problems with recruitment of employees for seasonal work in growing and processing (due to a declining local pool of people interested in this type of work).

The difficulties in attracting younger people into the sector are due to the community's perceptions of the industry and the opportunities that it provides.

It is seen as offering seasonal unskilled processing line work and is not known for the range of technical, professional and managerial roles across the sector. Staff are generally recruited from outside the region to fill vacancies in these skilled roles due to local skill shortages. There is a need for more active promotion of the sector to schools in the region. Businesses are optimistic about future growth in both the region and in their business, however continued skill shortages and workforce recruitment issues are seen as a constraint on this future growth. (*Eastern Gippsland IWDS Report, Buchan Consulting, May 2010*).

The food sector in the region has a history of cooperation between businesses (both formal and informal). This is due to some of the supply chain relationships (growers and processors) and businesses facing similar industry development issues. Currently all of the major businesses (growers and processors) in the region are involved with the regional *Food Cluster*. This group provides a good foundation, with workforce development issues becoming a major priority for the cluster. The key priorities for action in the food sector include attraction of younger workers through structured career pathways, VET in school programs and promotion of opportunities in the sector.

The industry also wants to develop stronger ongoing engagement with schools and VET providers in the region. A coordinated approach to solving workforce problems could utilise the school-industry gateway to include promotion of the sector to schools and offering experiential workplace programs such as an industry taster, supported with a vertical pathway starting with VETiS and continuing with EGTAPE for Cert 3 & 4, traineeships and apprenticeships and articulation into a degree with support through cadetships. The training packages involved are Horticulture, Food Processing, Transport & Logistics. There are also opportunities for trade technical roles, administration and HR roles.

Gippsland East LLEN was invited to join the Project Control Board (Steering Committee) of the IWDS and took up the offer because of its strategic implication across each of the four sectors included in the Strategy. (food processing, building & construction, civil engineering & construction, transport and logistics). The LLEN was able to influence the project brief for the contractors, the review process of the research findings and the subsequent Implementation Plan.

The IWDS also offered significant strategic relationship development opportunities with the most innovative and forward-thinking employers within the sector. During the launch function of the Cert 3 Food Processing Course at EGTAPE, Gippsland East LLEN staff networked with industry representatives and discovered that they lacked a direct link with schools. This led to the LLEN linking the existing industry network (food cluster group), with the 14 secondary schools via the clusters of careers and VET teachers; each cluster in each LGA. Gippsland East LLEN invited an industry speaker from the Food Cluster to address the Gippsland East LLEN AGM and the Careers and VET clusters.

This succeeded in raising awareness of the recruitment issues and potential training pathways in key stakeholders including education and training providers and local government.

Next was the formation of a partnership group to address the issues & recommendations raised in the IWDS. Food cluster industry members need to develop a relationship with schools in order to promote their sector to potential employees. This can be achieved by offering work experience, SWL, traineeships and SBAs. TAFE is now offering VET training & a pathway through Cert 1 thru to Cert IV in Food Processing and are investigating articulation arrangements into a degree. Schools are closer to their goal of raising awareness of opportunities in food sector to students, and seeking work experience & SWL opportunities and traineeship opportunities offered by industry. Gippsland East LLEN's role has been to bring them together via school-industry gateway and will move onto facilitating the partnership to address the recommendations of the IWDS relating to young people.

This has commenced with Gippsland East LLEN brokering a one day taster for schools which will be delivered by industry and will have a focus on the 'paddock to retail' end to end look at the career opportunities. In order to sell this to students, this partnership has mapped the local vertical training and employment pathways for a range of industry roles. Interested students will now be able to choose VETiS in Food Processing or related area with guaranteed SWL placements and a pathway to a traineeship, apprenticeship or possibly a cadetship.

The desired outcomes or changes brokered by the LLEN with its partners include fostering a change in attitude and knowledge of careers and VET teachers, (and through them, in students) towards the food processing sector and the career development

opportunities it offers. There will be a coordinated process to work with industry to match the offers of SWL placements and work experience with schools. The School Industry gateway now gives both schools and industry a contact point with each other and the willingness to work together to solve the skill shortage and recruitment barriers.

The biggest challenge is to make this sector appealing to students. The partnership is using the strategy of mapping local career pathways in this sector and including their salary scales although more work and liaison is needed to do this comprehensively. Utilising "Young Ambassadors" (a Careers in Manufacturing initiative) will be a strategy towards linking existing young employees with potential new recruits to this sector through events such as Inspiring Young People and career expos.

Next steps will see in the short term the partnership continuing to map the local pathways for a broader range of roles which can be found in the sector. It will also develop, deliver and evaluate the one day 'end to end' taster as an introduction to the breadth of career pathways. Next it will collect and collate data on how many students choose VET (Cert 1 & 11) Food

Processing for 2011. The partnership will broaden the industry engagement through development of an engagement plan for all year levels from Grade 5 through to Year 12.





## Gippsland East LLEN continue to Inspire Young People

The Gippsland East LLEN, in partnership with East Gippsland TAFE, The Smith Family, EquipSuper, GEGAC, Gippsland Lakes Community Health, DPCD, Wellington Rotary Clubs, Schools in Gippsland East, have delivered a very successful suite of Inspiring events for our region. The aim of these events is to create links for young people with working adults within their communities. Adult participants provide insight and information about specific careers, general information about career journeys, and reflections on rural opportunities.

Many rural/regional communities have identified the retention of school leavers within the community as an issue, leading to potential loss in local industry skills and a breakdown in community connection. This program is an information and knowledge sharing event connecting young people in our diverse community, increasing their awareness of opportunities and providing inspiration.

The Inspiring Events are also about getting business and industry to start thinking about how they can support young people to be involved in quality workplace experiences. These events are one of the ways we start having conversations with industry and business about offering young people quality workplace learning experiences.

*This event brought together over 150 adults and 175 students from across East Gippsland and Wellington, giving these adults a unique opportunity to network with each other. It brings together key school representatives and the business community, who then form connections that lead to further conversation around workplace opportunities for a 'joined up' approach between schools and business.*





## Environmental scan snapshots

### Education & Training

*A high number of young people failing, to make a successful transition to either education, training or meaningful and sustainable employment.*

- 2009 data indicates that in East Gippsland retention from Year 10-12 was 80.1%. This is above the Gippsland average of 75.2%, but below the state average of 85.9%. This is an improvement from 74.7% in 2001.
- Apparent retention for Years 7-12 is 72.8%, compared with 70.6% for all Gippsland schools, and with 85.1% for all Victorian schools.
- For Wellington Retention for Wellington from Year 10-12 was 76.8%. This is above the Gippsland average of 75.2%, but below the 85.9% of all Victorian schools. The Wellington retention rate has slightly improved from 76.2% in 2001.
- Apparent retention for Years 7 – 12 in Wellington is 73.8% compared with 70.6% for all Gippsland schools, and with 85.1% for all Victorian schools. (DEECD data, 2009)
- In the recently released Government School Performance Summary 2009, four schools in the region have lower rates when compared with similar schools in areas of Student pathways and transitions.

*The low level of indigenous engagement with post-compulsory levels of school or training.*

- The retention rate for indigenous students who stay at school from Year 7 to Year 12 is 44.1%, compared with 68.5% of all of Gippsland.

### Business & Industry

*Aligning the needs of industry with the delivery in schools, TAFE, RTOs etc.*

- The largest VETiS delivery is in the following industry areas: Construction, Hospitality, Sport and Recreation and Multi-media.
- Skills needs have been identified in the Food (Growing and Processing), Civil Construction, Building and Construction; Transport and Logistics and Health. Skills training in the region needs to align with these needs. Data is in the process of being collected that will give us the current VETiS/ASBA engagement in these industry areas.

### Parents & Families

*The higher incidence of young mothers in this region indicates a need to provide opportunities for these young women to return to education or training in a flexible, accommodating and understanding environment.*

- Percentage of new mothers under 20 years in Gippsland East. Bairnsdale – indigenous: 22%; non-indigenous: 7% Sale – indigenous: 15%; non-indigenous: 5% Orbost – indigenous: 18%; non-indigenous: 9%
- In East Gippsland 23 new mothers were under 20 years (5.4% of all births) in 2007. In Wellington 25 new mothers were under 20 years (5% of all births) in 2007.

*Low completions of Year 12 amongst the total population impacts on career and transition choices for young people and may impact on aspirations for young people.*

- In East Gippsland 28% of the population and in Wellington 27% has completed Year 12 or equivalent compared with 44% for Victoria.



## **2010 Networks, Partnerships & Working Groups**

### **Education & Training**

Area Provision Planning Trade Training Centre Alliance  
Wellington VET Cluster  
East Gippsland VET Cluster  
East Gippsland Careers Network  
Cadetship Working Group  
Inspiring Young People  
Careers Expo Partnership  
Lets GET Connected Transport Project  
Yarram School Industry Forum

### **Community**

Koori Focus Group (GYC)  
Plan It Youth Mentoring  
Orbost Youth Services Network  
Wellington Youth Regional Services Network  
East Gippsland Youth Strategy Steering Committee

### **Parents & Families**

National Disability Coordinator Program  
Inclusive Workplacement Provider Awards

### **Business & Industry**

Industry Workforce Development Strategy Steering Community  
GippsWeb for Business  
Victorian Energy Education & Training Program  
School Industry Gateway Network—Food Sector  
Civil Construction & Engineering Taster Partnership  
Careers In Manufacturing

## 2010 Financial Statements



MEMBERSHIP  
PARTNERSHIP  
CORPORATE  
FINANCIAL

### INDEPENDENT AUDITOR'S REPORT

To The Members of Gippsland East Local Learning & Employment Network Inc.

[www.whk.com.au](http://www.whk.com.au)

We have audited the accompanying financial report, being a special purpose financial report, of Gippsland East Local Learning & Employment Network Inc. which comprises the statement of financial position as at 31 December 2010, the statement of comprehensive income, and statement of cash flows for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by members of the committee of management.

*Committee's Responsibility for the Financial Report*

The committee of the association is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act 1981 (Victoria) and are appropriate to meet the needs of the members. The committee's responsibilities also include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

*Auditor's Responsibility*

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

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the Associations Incorporation Act 1981 (Victoria). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any other purpose other than that for which it was prepared.

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

*Independence*

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

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**Audit Opinion**

In our opinion, the financial report of Gippsland East Local Learning & Employment Network Inc presents a true and fair view of the Association's financial position as at 31 December 2010 and of its performance and cash flows for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements.

**Basis of Accounting**

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the committees' financial reporting responsibilities under the Associations Incorporation Act 1981 (Victoria). As a result, the financial report may not be suitable for another purpose.

*WHK Audit (Vic)*

**WHK Audit (Vic)**

**Rochelle Wigglesworth**  
Partner  
Date: 22 February 2011

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**GIPPSLAND EAST LOCAL LEARNING & EMPLOYMENT NETWORK**  
**ABN 84 623 588 389**

**STATEMENT OF MEMBERS OF THE COMMITTEE OF MANAGEMENT**  
**AS AT 31 DECEMBER 2010**

The Committee of Management has 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 Committee of Management the financial report:

1. Presents fairly the financial position of Gippsland East Local Learning Employment Network Inc. as at 31 December 2010 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Gippsland East Local Learning Employment Network Inc. will be able to pay its debts as and when they fall due.

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

Chairperson

  
John Ireland

Dated this 26 day of May 2011

The accompanying notes form part of these financial statements.

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**GIPPSLAND EAST LOCAL LEARNING & EMPLOYMENT NETWORK**  
**ABN 84 623 588 389**

**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 DECEMBER 2010**

	Note	2010 \$	2009 \$
<b>CURRENT ASSETS</b>			
Cash at bank - Cheque		446,971	315,041
Cash at bank - LCP		8,020	12,798
Cash at bank - KICKASS		914	1,146
Bond		1,517	1,517
Petty cash		200	200
Accounts receivable		59,436	1,320
		<u>517,057</u>	<u>332,022</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	2	54,517	56,471
		<u>54,517</u>	<u>56,471</u>
<b>TOTAL ASSETS</b>		<u>571,574</u>	<u>388,493</u>
<b>CURRENT LIABILITIES</b>			
Interest bearing liabilities	3	-	39,897
Accrued expenses		8,516	2,220
Accounts payable		3,342	7,867
Grants received in advance	4	293,377	208,541
PAYG payable		4,364	5,715
Provision for superannuation		6,265	3,013
Employee provisions	5	27,024	11,266
GST payable	6	34,338	40,103
		<u>377,226</u>	<u>318,622</u>
<b>NON-CURRENT LIABILITIES</b>			
Employee provisions	7	-	7,090
		<u>-</u>	<u>7,090</u>
<b>TOTAL LIABILITIES</b>		<u>377,226</u>	<u>325,712</u>
<b>NET ASSETS</b>		<u>194,348</u>	<u>62,781</u>
<b>EQUITY</b>			
Retained Earnings		194,348	62,781
<b>TOTAL EQUITY</b>		<u>194,348</u>	<u>62,781</u>

The accompanying notes form part of these financial statements.

**GIPPSLAND EAST LOCAL LEARNING & EMPLOYMENT NETWORK**  
**ABN 84 623 588 389**

**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31 DECEMBER 2010**

	Note	2010 \$	2009 \$
<b>INCOME</b>			
Interest received		1	-
Reimbursements		16,272	-
Other revenue		37,476	14,944
Grants		606,227	599,021
Sundry income		100	2,004
Rent received		14,359	13,242
		674,435	629,211
<b>LESS EXPENDITURE</b>			
Accounting & bookkeeping		25,335	9,379
Advertising		7,820	7,561
Audit fees		4,888	7,720
Bank charges		342	284
Cleaning		3,881	3,095
Computer expenses		6,597	5,954
Contract support		46,279	51,072
Depreciation - motor vehicles		13,844	11,776
Depreciation - office furniture and equipment		3,557	2,370
Discounts allowed		1,312	-
Electricity		4,422	3,567
Equipment rental		2,162	2,491
Event costs		11,276	-
Fringe benefits tax		1,619	1,808
Insurance		4,082	3,054
Interest paid		276	4,103
Leasing charges		2,115	-
Loss on sale of non-current assets	2	13,990	-
Meeting expenses		5,062	5,945
Motor vehicle expenses	9	10,630	15,428
Office amenities		1,851	372
Office equipment		363	484
Office refurbishment		8,945	-
Penalties - ATO		660	-
Postage		1,448	2,956
Printing and stationery		7,088	5,782
Program support		2,623	2,006

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**GIPPSLAND EAST LOCAL LEARNING & EMPLOYMENT NETWORK**  
**ABN 84 623 588 389**

**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31 DECEMBER 2010**

	Note	2010	2009
		\$	\$
Professional development		9,846	10,378
Rates and taxes		236	185
Rent		22,795	23,861
Repairs and maintenance		2,889	4,020
Salaries and wages		271,185	392,007
Subscriptions		1,268	1,141
Superannuation contributions		22,336	36,410
Telephone		12,727	13,690
Travel & accommodation		4,878	4,057
Workcover		2,040	4,385
		542,868	637,340
<b>NET OPERATING PROFIT (LOSS)</b>		<b>131,567</b>	<b>(8,129)</b>
Other Comprehensive Income		-	-
<b>TOTAL COMPREHENSIVE RESULT FOR THE YEAR</b>		<b>131,567</b>	<b>(8,129)</b>

The accompanying notes form part of these financial statements.

**GIPPSLAND EAST LOCAL LEARNING & EMPLOYMENT NETWORK**  
**ABN 84 623 588 389**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 DECEMBER 2010**

Note	2010	2009
	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Grants Received	632,946	669,107
Interest Received	1	-
Other Income	68,207	11,498
GST Net Collected/(Paid)	(5,765)	27,507
Payments to suppliers and employees	(499,137)	(637,707)
<b>Net cash inflow from operating activities</b>	<b>8 196,252</b>	<b>70,405</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Plant & Equipment Purchases	2 (64,886)	(2,185)
Proceeds on sale of Plant & Equipment	2 35,450	-
<b>Net cash outflow from investing activities</b>	<b>(29,436)</b>	<b>(2,185)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayment of hire purchase agreement	(39,897)	(21,281)
<b>Net cash outflow from financing activities</b>	<b>(39,897)</b>	<b>(21,281)</b>
<b>Net increase/(decrease) in cash held</b>	<b>126,919</b>	<b>46,939</b>
Cash at the beginning of the year	8 329,165	282,246
<b>Cash at the end of the year</b>	<b>8 456,104</b>	<b>329,185</b>

The accompanying notes form part of these financial statements.

## Gippsland East LLEN 2010 Staff



*From left to right*

<b>Jacqui Bramwell</b>	<b>Executive officer</b>
<b>Patricia Lake</b>	<b>Partnership Broker</b> <i>Key Focus Area - Indigenous, Cadetships, Building &amp; Construction, Health and other work for Workplace Learning Coordinator Program</i>
<b>Amanda Rickard</b>	<b>Administration Officer</b> <i>Key Focus Area - Administration and Finance</i>
<b>Rhonda Gray</b>	<b>Partnership Broker &amp; Plan It Youth Coordinator</b> <i>Key Focus Area - Mentoring</i>
<b>Helen Tomlinson Dale</b>	<b>Business Manager/Deputy Executive Officer</b> <i>Key Focus Area - Business Management &amp; Finance</i>
<b>Michelle Weatherall</b>	<b>Partnership Broker</b> <i>Key Focus Area - Food Sector, Civil Construction, Energy, Disability and other work for Workplace Learning Coordinator Program</i>
<b>Marina Harrison</b>	<b>Administration Trainee (absent)</b>



# Gippsland East LLEN

*“Brokers of strategic partnerships that improve learning and transition outcomes for young people”*



**PARTNERSHIP BROKERS**  
SCHOOL ♦ BUSINESS ♦ COMMUNITY

