



## Gippsland East LLEN 2012 Annual Report





## Mission

Gippsland East LLEN is committed to maximising education, training and employment outcomes for young people by brokering partnerships.

## 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





## Board of Management 2011/2012

**Pam Waters (Chair)**  
TAFE - Category 2

**Robert Boucher (Deputy Chair)**  
Schools (Government) - Category 1

**Peter Bush (Secretary & Public Officer)**  
Schools (Government) - Category 1

**Helen Lightfoot**  
Schools (Non Government) - Category 1

**Karen Jones**  
Employer/Employment Services - Category 6

**Fiona Weigall**  
Local Government - Category 7

**Paul Holton**  
Local Government - Category 7

**Grant Rathjen**  
Other Community Regional Agency - Category 8

**Ali Khan**  
Koori Organisation - Category 9

**Kevin Mealing**  
Co-opted - Category 11

**Rod Draper (Treasurer)**  
Co-opted - Category 11

**Denise Rothwell**  
Co-opted - Category 11

### Board Members Retired in 2012

Ray Ferres (CCEG), Kylie Coverdale (Workways), Bev Richard (Catholic College Sale), Michelle Anderson (VECCI), Marlene Claffey (Gippsland Ports), Kate Nelson (East Gippsland Shire Council), Ian Campbell (Wellington Shire Council), Jill Ellis (Community Member), Maggie Tulloch (CRS)

## Chair's Report



2012 was a landmark year, being the tenth anniversary of the Gippsland East LLEN. This provided the current Board, staff, LLEN members, stakeholders and partners the opportunity to take a helicopter view of the outcomes of the last decade's partnership work to really understand what impact has occurred since 2002. Minister for Higher Education and Skills, Peter Hall, launched our report "A Decade of Positive Partnerships" in November.

Howard Kelly was the guest speaker and his words inspired us all. Howard was one of the architects of the LLEN initiative and he reminded us of why LLENs were established and our collective moral purpose towards ensuring young people make successful transitions beyond school into the next stage of their lives, whether it be further study, vocational training or employment.

### Since 2002 Gippsland East has seen an increase in:

- Percentage of young people who have completed Year 12 or equivalent
- Indigenous participation in Year 12
- Participation in VETiS (VET in Schools)
- Participation in Year 12 or equivalent by students with a disability

- Apparent retention to Year 12
- Participation in VCAL (Victorian Certificate of Applied Learning)
- Transition outcomes for early school leavers
- Alignment between vocational education and local industry needs
- Links between industry and schools
- Access to transport for students accessing post-school opportunities
- University enrolments; decreased deferrals although not in East Gippsland
- Range of post-school education and training options although 2012 saw a decline

### In 2012 we recorded these achievements by:

- Partnerships brokered and/or supported by Gippsland East LLEN
- Increased capacity in others through networks established by Gippsland East LLEN
- Gippsland East LLEN influencing planning decisions
- Gippsland East LLEN implementing strategies or pilot projects to improve outcomes

### 2012 Strategic Partnership Summary

Stakeholder Category	Number of Partnerships	Number of partners
Education & Training Providers	7	50
Business & Industry	8	50
Community	4	11
Parents & Families	4	16
Total	23	127

## Chair's Report cont

The LLEN model of partnership support was reviewed across Victoria in 2012. Many LLEN stakeholders and partners participated in the review, which was delivered to the state government in November. The review has not been released, and at the time of writing it is unknown if LLENs will continue beyond 2012.

The Gippsland East LLEN Board continued to work diligently in 2012 to ensure appropriate strategic governance of the organisation. I thank those Board members who also serve on the subcommittees for their additional work and time. All Board roles are voluntary. Without the governance of the Board, there would be no Gippsland East LLEN Inc.

The finance subcommittee has overseen the introduction of financial practices in 2012 which have increased Gippsland East LLEN's financial efficiency. This includes better monitoring of expected cash flows with surplus grant funds being invested in a term deposit, and the introduction of online bill payments.

This year the Human Resources committee has reviewed internal policies to ensure that staff have access to a clear set of policies with the aim of creating a working environment that is inclusive, flexible and maintains the highest possible professional standards.

In addition to the School Business Community Partnership Brokers contract, Gippsland East LLEN has also successfully delivered the Workplace Learning Coordinator program. This has resulted in increased quality workplacement opportunities for students, with a focus on securing these within local skill shortage industries and for cohorts of students such as those at risk of early school leaving, those with disability and indigenous students.

We thank all the employers who have engaged with students through events such as Inspiring Young People. Many of you have also offered a quality workplacements such as work experience, Structured Workplace Learning, School-Based Apprenticeships or Traineeships, or a cadetship to support a local student to take up their university offer in order to return to our region as a young professional. Your support for the next generation of employees is helping Gippsland East create sustainable workforce development into the future.

I thank our CEO, Jacqui Bramwell, for her continued leadership throughout 2012. Jacqui will lead the Gippsland East LLEN staff to deliver the final year of both major contracts in 2013. She will also lead and engage Gippsland East LLEN members, stakeholders and partners through change management which may need to occur as a result of the LLEN review, and state and federal government funding decisions for the youth attainment and transitions sector once they have been announced.

**Pam Waters**  
**Chair**

## Chief Executive Officer Report



Thanks to the work of the 127 partners who collaborated across 23 strategic partnerships brokered by the Gippsland East LLEN, 2012 was a year resulting in some significant outcomes. Here is an overview of how these partnerships have contributed to the targets in our strategic plan.

### **Goal: Increase proportion of Year 12 exiters taking up higher education to 32.4%**

On Track data for Gippsland East LLEN area shows that this target has been achieved. The result was 35.6 %. This is 3.2 % above the target. However, on further investigation it is apparent that there is a large difference between the outcomes for Wellington (45.2%) compared with East Gippsland. (24.2%).

The low participation in tertiary education remains the most significant issue in East Gippsland LGA. As a response to this, in 2012 Gippsland East LLEN has brokered a Higher Education Focus Group in East Gippsland which brings together a diverse range of key stakeholders to develop strategies for addressing the barriers to participation in higher education. I also thank the 6 employers who offered cadetships in 2012 which supported 6 local young people to undertake tertiary study so they can return as young professionals who are already part of the fabric of our communities.

### **Goal: Decrease in school leavers looking for work, to below the state average.**

The number of year 12 exiters looking for work has decreased by 0.2%, although at 4.9% it remains slightly above the state average 4.1%. The number of early school leavers has remained at 10.9 %. This is well below the state average of 16.2%.

An exciting outcome is the five young people who are the first graduates of the collaborative traineeship program offered by member businesses from the East Gippsland Food Cluster.

This innovative model of rotating trainees around several businesses to broaden their awareness and experience within an industry sector is a result of the partnership between the Food Cluster, Advance TAFE and Link Employment, brokered by Gippsland East LLEN. This model has application to other industry sectors. Gippsland East LLEN facilitated the production of a 7 minute video which showcases the model and explains the role of the partners and some perspectives from the trainees.

This video is available on the Gippsland East LLEN website. "Growing the Next Generation" <https://vimeo.com/53893087>



## Chief Executive Officers Report cont

### **Goal: Increase in VETiS enrolments in DEEWR identified skill shortage areas**

A partnership has been brokered which will result in provision of a much needed pathway in our region to address skill shortages in Allied Health. This partnership is planning for delivery of new VETiS from 2014 in Cert III Allied Health Assistant and will be a pathway option into the new Diploma of Community Health which will be offered through Advance TAFE and Monash Gippsland.

At the time of writing, local data on VETiS enrolments has not been available to Gippsland East LLEN from all schools, so achievement against the goal cannot be quantified.

### **Goal: All young Koori students make a successful transition**

Ten Koori students completed Year 12 and responded to On Track in our LLEN region, with nine of them reporting a positive transition outcome. Of the three Koori early school leavers who responded to the On Track survey, two reported a positive transition outcome. The same trend has been evident since 2009 and reflects the longitudinal impact of partnerships brokered by Gippsland East LLEN which have resulted in the delivery of Koori-specific engagement events since 2008 connecting these students with local employers, industry pathways and higher education opportunities.

### **Goal: Build capacity of parents and carers to support their young people in pathways planning**

During 2012 more than 100 parents and carers were engaged as a result of 4 partnerships which delivered

- A transitional pathways information session for parents of young people with disabilities held in Bairnsdale
- Scoped the potential for future career pathways training for mentors of young people at risk of early leaving through the Gippsland East Youth Mentoring program.
- Capacity building for parents of indigenous students to more effectively engage with schools through the LAECGs in Bairnsdale and Lakes Entrance.
- Local connections with employers for parents of koori students from Sale College.

### **Goal: Increase access to education, training and transition support through collaboration by community organisations.**

The four partnerships brokered by Gippsland East LLEN have resulted in the following outcomes

- Increased childcare provision in Orbost which enables teen parents to return to education.
- A concept plan and funding application to establish a reengagement program in Maffra
- Research of the impact on young people of the closure of Community College East Gippsland, and a funding submission to prepare a business case for returning ACFE Learn Local provision into the district.
- Continued advocacy to government regarding the policy barriers to transport access for vocational and higher education students from rural areas.



Mentor Training session: pictured from left - Ray Davis, John Ireland, Sandra Hargreaves, Graham Wigg, Kathleen van Leeuwen, Ian Roberts, Toni Redshaw, Jenny Abrecht

## Chief Executive Officers Report cont

Gippsland East LLEN has confidently been able to exit the broker role in six partnerships because they are now fully sustainable through becoming embedded within other organisation's core business eg. Inspiring Young Koori Men and Women are now The Smith Family programs; Inspiring Young People in East Gippsland is driven by East Gippsland Shire Council; Inspiring Wellington now driven by individual schools; Gippsland East Youth Mentoring now includes Lasting Gifts in the training provided to mentors; transport access to higher education and training is within the terms of reference of Gippsland Tertiary Education Council.

### Workplace Learning Coordinator Program

This program has contributed to 137 quality work-placements across Wellington and East Gippsland. Many of these placements have been in the Civil Construction, utilities, IT and Health industries. These placements have included Koori students, students with disabilities and students at risk of early leaving. I thank all the employers who have generously supported the development of students during 2012 either through Inspiring events, taster / industry orientation programs, or supervising placements.



### City Kids Experiencing Rural Life

Gippsland East LLEN has taken on this initiative to attract Grade 6 students from Melbourne and give them a rural experience which includes primary production, cultural heritage, and our natural environment. The program intends for city kids to also make connections and gain positive perceptions of rural communities, including connections with local students of the same age. Initial planning work was undertaken in 2013 for 4 four camps to be held in 2013.

All of the work to govern Gippsland East LLEN Inc. is done by a volunteer Board which represents the membership categories of the organisation, ensuring that the strategic direction of our work reflects the needs and strengths of our community. I thank Pam Waters for her leadership and support as the Chair, and all Board members for their additional contributions to the subcommittees which underpin our governance. We have co-opted additional expertise to the HR subcommittee –thanks Geoff Cooper, HR Manager, Advance TAFE.

I want to acknowledge our dedicated staff, who continually demonstrate their commitment to the vision and mission of the LLEN by working above and beyond expectations. Thank you - Helen Tomlinson Dale, Amanda Rickard, Michelle Weatherall, Trish Lake, and Bianca Baker. Thanks too to the contractors who have provided specific services which have underpinned our work (Gillian Reeves Financial Services, Kaleidoscope, Bellmark, Nethena Consulting )

**Jacqui Bramwell**  
Chief Executive Officer

## 2012 Environmental Scan - Summary of Critical Issues

### Education & Training

- The reducing number of university enrolments; high number of deferrals.
- Access to post-compulsory education and training opportunities, particularly for those who are distant from either Bairnsdale or Sale.
- The low level of indigenous engagement with post-compulsory levels of school or training.
- Managing the impact of reducing enrolments as the population aged 15-19 decreases.
- Low completions of Year 12 amongst the population impacts on career and transition choices for young people and may impact on aspirations for young people.
- Ensuring sufficient options for post-compulsory education and training, particularly for those with special needs.
- The number of young people who are failing to have successful transitions to either education, training or meaningful and sustainable employment.

### Business & Industry

- Aligning the needs of industry with the delivery in schools, TAFE, RTOs etc.
- Maximising the opportunities for young people to take advantage for growth in industry areas; and areas which have skills or labour shortages both currently and in the future.
- Building strong and sustainable relationships between industry and schools, that accommodates the different ways that each work.
- Engaging all key stakeholders in the career and transition environment.

### Parents & Families

- Engaging parents and families in the careers and transition environment. It is widely accepted that parents are the main career advisers for young people, but are the least informed and equipped to do so. Capacity for parents needs to be built so that they are better equipped to provide up-to-date and accurate information for their children, and ensure that aspirations are not stifled.
- 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.
- Low completions of Year 12 amongst the population impacts on career and transition choices for young people and may impact on aspirations for young people.





## 2012 Environmental Scan - cont summary of Critical Issues

### Community Groups

- Indigenous communities – the region has 6 indigenous communities, located in Sale, Bairnsdale, Lakes Entrance, Lake Tyers, Orbost and Cann River. Challenge to engage the indigenous community to work together to improve outcomes for indigenous young people.
- Transport – there is little public transport across the region. Mission Australia, EastVic Workforce and a range of other stakeholders have been working over the past few years with the Transport Connections Project to improve access to transport and ensure that young people can access education and training opportunities.
- Increasing collaboration to reduce duplication of effort in the career and transition environment.
- Sustaining funding for critical programs.



### 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
4. Improve the capacity of parents and carers to assist their children in career planning
5. Increase access to education, training & employment opportunities and transition support for young people from rural areas

## 2012 Partnerships

### Cadetship Working Reference Group

Bairnsdale Secondary College  
Nagle College  
Crowther & Sadler  
Eager & Partners

### Higher Education Working Group

Regional Development Australia  
Gippsland Tertiary Education Council  
East Gippsland Shire Council Economic Development  
Advance TAFE  
The Smith Family  
Bairnsdale Secondary College  
Nagle College  
Lakes Entrance Secondary College  
Swifts Creek P12  
Cann River P12  
Mallacoota P12

### School Industry Gateway: Agri Business

AdvanceTAFE  
East Gippsland Food Cluster  
Link Employment

### Suite of Inspiring Events

Workways Australia  
Workplace Learning Coordinator  
Wellington Shire Council  
Sale Central Rotary Club  
Maffra Rotary Club  
Sale Rotary Club  
Committee of Wellington  
Sale Secondary College  
Wellington Shire Council  
AdvanceTAFE  
East Gippsland Shire Council

Bairnsdale Secondary College  
Lakes Entrance Secondary  
Apprenticeship Group Australia

### Trade Training Centre East Gippsland & Wellington Alliance

East Gippsland Shire Council  
AdvanceTAFE  
Nagle College  
Cann River P12  
Gippsland East Technical College  
Orbost Secondary College  
Swifts Creek P12  
Mallacoota P12  
East Gippsland Specialist School  
Department of Business & Innovation  
Catholic College Sale  
Sale College  
Gippsland Grammar  
Maffra Secondary College  
Sale Specialist School  
Yarram Secondary College  
DEECD Regional Network Leader  
DEECD Gippsland Regional Office  
Wellington Shire Council

### Training Pathway – Agrifood

East Gippsland Shire Council Economic Development  
Wellington Shire Council Economic Development  
Rural Skills Australia  
AdvanceTAFE  
East Gippsland Food Cluster Inc.

## 2012 Partnerships

### Training Pathway - Health & Community services

Gippsland Lakes Community Health  
Bairnsdale Secondary College  
Bairnsdale Regional Health  
Nagle College  
Bairnsdale Regional Health  
Nagle College  
AdvanceTAFE  
Orbost Regional Health  
Orbost Regional Health  
Omeo Health Services  
Swift Creek High School

### Pilot Wellington - Inspiring Koorie Student

Sale College  
Koorie Support officer Sale  
Workplace Learning Coordinator Program

### East Gippsland Inspiring Young Koorie People Partnership

The Smith Family  
Workplace Learning Coordinator Program  
East Gippsland Shire council  
Sunrise Rotary  
AdvanceTAFE

### Closing the GAP

Bairnsdale Regional Health Service  
Workplace Learning Coordinator Program

### Increase transition outcomes for Indigenous Young people

GEGAC (Gippsland and East Gippsland Aboriginal Corporation)  
Workplace Learning Coordinator Program

### Mentoring – Wellington

Workways Australia  
Uniting Care Gippsland

### East Gippsland Indigenous Young People Pathway Planning

Gippsland & East Gippsland Aboriginal Cooperative  
Local Aboriginal Education Consultancy Group - Chair  
Department Planning and Community Development  
The Smith Family  
Bairnsdale Secondary College

### Preparing students with disabilities for transition - East Gippsland & Wellington

Department of Human Services  
Wodonga TAFE  
Sale Specialist School  
Yarram Secondary College  
Gippsland Grammar  
Sale Specialist School  
DEECD Gippsland  
Sale College

Department of Human Services

### Reengaging Teenage Parents in Orbost

Workways Australia  
East Gippsland School Focussed Youth Service  
Orbost Regional Health Servicer  
Orbost Secondary College  
Uniting Care Gippsland  
Moogji Aboriginal Cooperation

### Yarram & Maffra Reengagement Program

Maffra Secondary College  
Mission Australia  
Youth Connections  
DEECD Gippsland Region  
Yarram Secondary College  
Wellington Shire Council  
DEECD Regional Office

### Transport for Training

DEECD Regional office  
Department of Transport

## Case Study - Addressing low participation in higher education and the problems of attracting and retaining young professionals in our rural area.

The Gippsland East LLEN identified a common theme coming from schools and industry. Schools identified that year 12 students from Gippsland East who had been offered a higher education place; especially those needing to leave their community to further their studies, were facing a financial barrier to meet the high costs of moving to Melbourne to take up their place. This cost has been estimated at \$15-20,000 per year in addition to HECS fees. Some students would benefit from additional support from their local business communities.

At the time, when students are making decisions regarding higher education and career pathways, they would benefit from the knowledge of cadetship opportunities in their community. A cadetship is an arrangement between an employer and a higher education student which offers paid workplacements at award rates and sometimes includes additional financial and mentoring support. The opportunity of a cadetship may influence a young person's ability to take up a university offer.

Industry representatives were telling us of the difficulties they have in attracting and retaining young graduates to the area. Industry wanted to develop a working relationship with local year 12 students before they leave the area to pursue further study. This strategy gives the employer the opportunity to evaluate prospective employees (cadets) to 'best fit' with their organisations ethos.

### The background evidence

'Gippsland is characterised by large distance, diverse and challenging geography and comparatively small communities. To access opportunities in VET and higher education, it is often necessary for Gippsland students to move away from home. For many potential students of all ages the cost of travel, relocation and accommodation, is a significant barrier to their participation in tertiary education'. **Gippsland Tertiary Education Plan - May 2012.**

Young People from regional Victoria who are studying in locations away from home are more likely to return to regional Victoria if they remain connected to it during their studies. At the same time, the growth of a skilled workforce is an important economic development in regional and rural areas **Regional Development Victoria – Young Professional Provincial Cadetship Program**

This is particularly true for the student population of Gippsland East – this is backed up by the recent 'On Track' data for the 2011 cohort for the destinations of Gippsland East year 12 students. The proportion going onto higher education is of considerable concern when compared with our other LGA (Wellington) and the state average.

- East Gippsland Shire 24%
- Wellington Shire 45%
- Victoria 52%



## Case Study continued

### Gippsland East LLEN response and strategic action

As a response to the difficulties experienced by our students wishing to go onto higher education, and the graduate recruitment and retention difficulties of local employers, the Gippsland East LLEN brokered a partnership to address these issues.

### What the partnership is hoping to achieve

- More of East Gippsland's Year 12 students taking up their offer of a university place due to knowing they have some financial support through a cadetship with a local employer which will provide them with vacation employment or HECs assistance.
- Students and parents are better informed of local cadetships as a transition pathway.
- Young people are linked to local businesses and organisations that are offering cadetships in their particular field of study.
- The projected outcome for this project is to embed the concept of '**grow your own workforce**' into the workforce development strategies of local businesses and organisations. By offering cadetships to the young people of our region they will be growing their future workforce.
- More of our local employers will successfully attract and retain young graduates, due to these young people originating from our area and their likelihood of remaining here due to their family, social and sporting connections already existing within Gippsland East.
- Students, careers practitioners and businesses are utilising the webpage to upload and download information on available cadetships.

### Quotes from participants in our local cadetships project;

*"Study is one thing but there's nothing like real life exposure to the career you're working towards"*

#### **Accounting student**

*'The experience I've gained from it is Invaluable. This is especially relevant knowing that experience is the one thing future employers look for in a graduate applicants, no matter what your field.'* **Student studying Town Planning**

*'Young surveyors seeking employment in rural areas are virtually unheard of. It's great to know that we can continue to support our cadets throughout their studies. The Young Professionals Provincial Cadetship Program (YPPCP) cadetship program offers us the important opportunity to plan the future of our business.'* **Local employer**

## Case Study continued

### Where to from here

The Gippsland LLEN, who has undertaken to be the point of contact, has subsequently been able to provide information to a number of businesses regarding different cadetship models. Both local Shires are willing to promote cadetship through their newsletters and schools have endorsed the cadetship webpage.

The cadetship model will be incorporated into the Higher Education Partnership (this partnership consist of representation from schools Principals, Shires, local business, DEECD, the Gippsland Tertiary Education Council and Regional Development Australia). Rotaries and other service organisations have been targeted in 2013 as an additional way of promoting cadetships to the business community.

It also needs to be noted that there are businesses that have developed a cadetship program within their workplace but have not recorded it with the Gippsland East LLEN. This is true of one of our stakeholders who is offering a number of cadetships, but only wants to do this with one particular local school.

The partnership group still needs to personally target organisations that not only provide cadetships but are also willing to promote them through the Gippsland East LLEN website, so that students are aware of what is available and other businesses can have access to the information. Shires will be approached again to take on the website in the future as part of a long term sustainable model.

In conclusion we acknowledge that cadetships are only one way that we can support our young people in their transition to higher education, however in a small regional community such as ours, cadetships have the added bonus of helping address the skill shortages that we face.

We see cadetships very much as a win-win solution for this area, and we aim to use the strength of the school business partnership model to drive community change to enhance students' transition outcomes and address skill shortages issues within our region.



Representatives from education and local industry attended a breakfast session to learn about employment, study arrangements and cadetships. Pictures from left Lynda Capes (AdvanceTAFE) Brett Millington (East Gippsland Water) Harry Capobianco (Eager and Partners) Tamara Tunstall (Commonwealth Bank) Anthony Lake (SLAP Architects) and Patricia Lake (Gippsland East LLEN)

## 2012 Financial Statements

### INDEPENDENT AUDITOR'S REPORT



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

We have audited the accompanying financial report, a special purpose financial report, of Gippsland East Local Learning & Employment Network Inc, comprising the Statement of Financial Position, Statement of Comprehensive Income, Statement of Cash Flows, and Notes to The Financial Report all as at 31 December 2012.

#### *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 the accounting policies outlined in Note 1 are appropriate to the needs of the members and met all relevant reporting requirements. The committee's responsibilities also include establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, due either 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. We 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 about 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 judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view 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 evaluating 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 for any 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 and the Institute of Chartered Accountants in Australia.

Burrell Accounting Pty Ltd | Chartered Accountants & Business Advisors  
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ABN: 78 123 380 110 | 'Liability limited by a scheme approved under Professional Standards Legislation.'



## 2012 Financial Statements

### *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 2012 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 modification of our opinion, we draw attention to Note 1 to the financial report, describing the basis of accounting. The financial report has been prepared for the purpose of fulfilling the committees' financial reporting responsibilities under the Association Incorporation Act 1981 (Victoria). Accordingly the financial report may not be suitable for another purpose.



Chad Burrell C.A  
Director  
Burrell Accounting  
Dated 22<sup>nd</sup> February 2013

## 2012 Financial Statements

GIPPSLAND EAST LOCAL LEARNING EMPLOYMENT NETWORK INC.  
ABN: 84 623 588 389

### STATEMENT OF MEMBERS OF THE COMMITTEE OF MANAGEMENT

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 2012 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



Dated this 25 day of Feb 2013

## 2012 Financial Statements

**GIPPSLAND EAST LOCAL LEARNING EMPLOYMENT NETWORK INC.**  
**ABN: 84 623 588 389**

**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 DECEMBER 2012**

	Note	2012	2011
		\$	\$
<b>CURRENT ASSETS</b>			
Cash at Bank - LLEN		308,539	338,592
Cash at Bank - KIKASS		-	(28)
Cash Maximiser Account		150,389	59,435
Term Deposit		-	103,518
Accrued Interest Income		-	477
Bond		1,517	1,517
Debtors		56,518	55,884
Petty Cash		200	200
		<u>517,163</u>	<u>559,594</u>
<b>NON-CURRENT ASSETS</b>			
Equipment, Furniture & Motor Vehicles	2	<u>46,098</u>	<u>56,621</u>
<b>TOTAL ASSETS</b>		<u>563,261</u>	<u>616,215</u>
<b>CURRENT LIABILITIES</b>			
Accounts Payable		1,865	4,265
Accrued Expenses		3,424	-
Employee Provisions	4	43,585	38,518
Grants Received in Advance	5	321,378	296,209
GST Payable		32,808	27,913
Monies Held in Trust		-	30,125
Provision for Superannuation		5,689	6,728
PAYG Payable		5,536	5,498
		<u>414,285</u>	<u>409,256</u>
<b>NON-CURRENT LIABILITIES</b>			
		-	-
<b>TOTAL LIABILITIES</b>		<u>414,285</u>	<u>409,256</u>
<b>NET ASSETS</b>		<u>148,975</u>	<u>206,958</u>
<b>EQUITY</b>			
Accumulated Surplus		<u>148,975</u>	<u>206,958</u>
<b>TOTAL EQUITY</b>		<u>148,975</u>	<u>206,958</u>

The accompanying notes form part of this financial report.

## 2012 Financial Statements

**GIPPSLAND EAST LOCAL LEARNING EMPLOYMENT NETWORK INC.**  
**ABN: 84 623 588 389**

**STATEMENT OF FINANCIAL PERFORMANCE**  
**AS AT 31 DECEMBER 2012**

	Note	2012	2011
		\$	\$
<b>Revenue</b>			
Grants		493,682	575,838
Rental income		9,654	15,894
Other income		10,409	13,847
Reimbursements		4,801	2,933
Interest income		11,052	8,430
		<u>529,598</u>	<u>616,941</u>
<b>Expenses</b>			
Accommodation & travel		5,711	8,587
Accounting & bookkeeping		2,589	6,216
Advertising		5,774	9,115
Audit Fees		7,500	6,450
Bank Charges		428	325
Cleaning		3,339	3,077
Computer costs		7,761	31,465
Conferences		11,965	11,692
Contract Support		5,000	9,897
Depreciation	2	18,383	18,840
Electricity		5,042	4,933
Equipment Rental		2,071	2,071
Fringe Benefits Tax		3,424	2,610
Insurance		2,459	1,742
Interest		411	-
Loss on sale of non-current assets	2	3,619	3,220
Meeting expenses		3,094	9,076
Motor vehicle expenses		13,345	10,626
Office expenses		5,737	2,894
Office refurbishment		4,109	-
Office rental		19,307	19,307
Postage		1,629	1,674
Program Support		399	2,010
Rates and taxes		2,645	2,491
Repairs/Maintenance		1,939	3,733
Seminars & Training		9,726	6,726
Salaries and oncosts		369,604	364,359
Special Event - LLEN 10th Anv.		10,723	-
Stationery		5,263	8,982
Subscriptions		1,565	697
Superannuation		31,871	31,955
Telephone		15,978	16,030
Workcover		5,172	3,529
		<u>587,581</u>	<u>604,329</u>
<b>Profit/Loss from continuing operations</b>		<u>(57,983)</u>	<u>12,612</u>
Other Comprehensive Income		-	-
<b>Total Comprehensive Income for the year</b>		<u>(57,983)</u>	<u>12,612</u>

The accompanying notes form part of this financial report.

## 2012 Financial Statements

**GIPPSLAND EAST LOCAL LEARNING EMPLOYMENT NETWORK INC.**  
**ABN: 84 623 588 389**

**STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2012**

	Retained Earnings \$	Total \$
Balance at 1 January 2011	194,348	194,348
Total Comprehensive Income for the year	<u>12,610</u>	<u>12,610</u>
Balance 31 December 2011	206,958	206,958
Total Comprehensive Income for the year	<u>(57,983)</u>	<u>(57,983)</u>
Balance at 31 December 2012	<u>148,975</u>	<u>148,975</u>

## 2012 Financial Statements

**GIPPSLAND EAST LOCAL LEARNING EMPLOYMENT NETWORK INC.**  
**ABN: 84 623 588 389**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 DECEMBER 2012**

	Note	2012 \$	2011 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Grants Received		518,724	582,222
Interest Received		11,530	7,953
Other Income		24,864	32,673
Payments to Suppliers and Employees		<u>(557,056)</u>	<u>(583,378)</u>
<b>Net cash flow from operating activities</b>		<b>(984)</b>	<b>39,650</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Plant & Equipment Purchases		(34,206)	(61,882)
Proceeds on Sale of Plant & Equipment		22,727	37,718
Purchase/Sale of Investments		<u>103,518</u>	<u>(103,518)</u>
<b>Net cash outflow from investing activities</b>		<b>92,039</b>	<b>(127,682)</b>
Net Increase in cash held		91,054	(88,031)
Cash at beginning of financial year	3	368,074	456,105
<b>Cash at the end of financial year</b>	3	<b>459,128</b>	<b>368,074</b>

The accompanying notes form part of this financial report

## Gippsland East LLEN 2012 Staff



*Pictured from left:*

<b>Michelle Weatherall</b>	<b>WLC Coordinator</b>
<b>Helen Tomlinson Dale</b>	<b>Business Manager/Deputy EO</b>
<b>Patricia Lake</b>	<b>Partnership Broker</b>
<b>Amanda Rickard</b>	<b>Administration Officer</b>
<b>Bianca Baker</b>	<b>Partnership Broker</b>
<b>Jacqui Bramwell</b>	<b>Chief Executive Officer</b>

# Gippsland East LLEN

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



**PARTNERSHIP BROKERS**  
SCHOOL ♦ BUSINESS ♦ COMMUNITY