



2009
ANNUAL
REPORT

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Chairperson's Report

In reporting against Hume Whittlesea's Strategic Plan in 2009 I am pleased to note that the strengthening of strategic partnerships through the Hume and Whittlesea Youth Commitments outlined in our Strategic Plan not only supported the young people of Hume and Whittlesea but also ensured that the negotiations in the second half of the year with Local Community Partnership and Regional Industry Career Advisor colleagues produced a stronger and more sustainable Partnership Broker Program submission.

Below is a summary of Hume Whittlesea's general performance under each of our Strategic Goals.

1. To improve overall outcomes for 15-19 year old young people in Hume and Whittlesea with particular emphasis on the re-engagement of the most disengaged young people. This will be co-ordinated through the Hume and Whittlesea Youth Commitments.

As this goal had an emphasis on the re-engagement of the most disengaged young people it was pleasing to see a number of partner organisations (Hume City Council, Salvation Army Crossroads, Kangan Batman TAFE and Victoria Police) working with Hume Whittlesea LLEN (HWLLEN) to develop a successful application to School Focused Youth Service to fund the 'Moving Forward' program which is aimed at disengaged young people who have not been supported by the existing re-engagement strategies (eg. Poll Position, Front Burner, Employment Opportunities Fair, Finding My Place, Transition Broker work). The program funded was based on a model developed by the Hume Youth Commitment and trialed earlier in the year by Salvation Army Crossroads as part of their Youth Transition Support Initiative program. A similar program is currently being developed by the Whittlesea Youth Commitment and a number of its partners.

The above example of stakeholder co-operation to support young people confirms the HWLLEN's Committee of Management's belief that support for and development of strong Youth Commitments in the Hume and Whittlesea communities will strengthen partnerships between stakeholders which will lead to improved outcomes for young people.

2. To improve retention and completion rates of 15-19 year old young people through improved pathways and provision planning.

HWLLEN believed the development of Trade Training Centres (TTC) in the communities where young people could not easily access training facilities (in particular Sunbury and Southern Whittlesea) was an important factor in improving the retention and completion rates of 15-19 year olds in these areas. Hence, the major role played by HWLLEN in the development of the Peter Lalor TTC application and its involvement on the Sunbury TTC planning group. As convener of the initial planning group of the Peter Lalor TTC application, HWLLEN was able to bring the major stakeholders to the table that provided the resources to gather the necessary evidence and support for the application. As leader of the Student Support Working Party the Whittlesea Youth Commitment worked with partners through the Community Team to develop broad-based support structures for the young people attending the Peter Lalor TTC.

Although these applications were not successful in 2009 the partnerships brokered and supported are already improving pathway and provision planning through greater cooperation between schools in VET provision. The provision and discussion of data used in the TTC discussions also helped improve school and other stakeholder understanding of the issues faced by young people in their transition from school to further education, training and work.

3. To ensure better transition outcomes for Hume Whittlesea 15-19 year olds by increasing the involvement of industry with young people in schools, re-engagement programs and other settings and increasing parents' understanding of pathway options.

In partnership with the Local Community Partnership (LCP) and Regional Industry Career Advisors (RICAs), HWLLEN has been very active in both promoting school/industry links and developing parental engagement and understanding of pathway options.

Examples include:

- Two 'Northern Industry Careers Seminars' were held for Careers practitioners in 2009. These were an initiative of Hume Youth Commitment stakeholders including HWLLEN, Local Community Partnerships and the Regional Industry Careers Advisor and were attended by over 80 people. The second one was held after strong feed back from schools on the value of the first one held in March
- A 'Jobs for Sustainability' Forum , organised by Local Community Partnerships and supported by the Whittlesea Youth Commitment, highlighted emerging jobs in renewable energy and other 'green' industries on June 17th 2009.
- The Hume Youth Commitment, in partnership with the Hume Global Learning Village, held a Careers and Parental Engagement Forum on July 20th 2009. With over 100 in attendance, this was the largest Forum the Hume Global Learning Centre has hosted since their inception. A parental engagement flyer, produced by the Hume Youth Commitment's Parental Engagement Working Party was officially launched at the Forum.
- In partnership with Inner Northern LLEN (INLLEN) and other regional stakeholders an Australian School Based Apprenticeship (ASbA) Expo was held in conjunction with the Northern Careers Expo on July 30th. Over 700 young people attended; they received an ASbA Handbook and other resource materials and attend workshops on the day. This booklet is now used by some the major Group Training Organisations in the north.

- The Whittlesea Youth Commitment's annual Youth Employment Opportunities Fair was held in February, offering jobs and advice to disengaged young people, as well as providing workshops on transition options for over 200 school students.

4. To engage and retain Koorie young people to improve their transition outcomes through active support of NMR's implementation of their Wannik strategy.

As well as all HWLLEN staff attending cultural awareness training provided by the Gunung Willam Ballak Centre at Kangan Batman TAFE, HWLLEN and INLLEN have actively supported the 'Koorie Northern Region Schools and Health Support Network' and have meet with the Northern Metropolitan Region (NMR) of the Department of Education and Early Childhood Development (DEECD) Koorie Coordinators to better understand their Wannik implementation plans. This groundwork will give HWLLEN greater understanding of the issues faced by young Koorie people and how best we can support them to improve their transition outcomes.

In conclusion I would like to thank the Committee of Management for their strategic thinking and hard work throughout the year. I would also like to thank the members of the two Standing Committees for their hard work and commitment.

Thanks must also go to the hard-working staff; I look forward to Hume Whittlesea LLEN's expanded role as Partnership Brokers in 2010 and beyond.

Peter Harrison
Chair

Executive Summary

In 2009 Hume Whittlesea LLEN's strategic stakeholder engagement, through the Hume and Whittlesea Youth Commitments, have continued to support young people through stakeholder supported re-engagement programs, continued support for the Transition Broker Program, research and model development and regional events for young people and careers' practitioners.

The brief summary provided below provides a broad picture of this support and the real assistance provided to young people through Hume Whittlesea LLEN's work with its wide range of stakeholders.

- Hume and Whittlesea Youth Commitments (HYC and WYC) have both been active with stakeholder supported re-engagement programs. As well as the established re-engagement strategies (eg. Poll Position, Front Burner, Employment Opportunities Fair, Finding My Place, Transition Broker work etc), new approaches included the development of the 'R U Ready' Work Ready program and its planned expansion. Poll Position and Front Burner also ran more frequently (doubled to 4/year). 145 young people were directly supported to re-engage and the WYC Transition Brokers worked with over 600 young people. Of these over 60% either remained at school or moved into another educational/training pathway.
- A Transition Broker Forum targeting all School Principals across Hume Whittlesea LLEN was developed and planned for August. As there were insufficient attendees to hold the Forum, the Executive Officer and Transition Broker Coordinator addressed Hume Principals' Network (as Transition Brokers already work in 6 Whittlesea schools) to provide them with a program overview and data.
- Although the Bushfire Emergency at the start of the year caused some delay in these discussions, education provision model development in partnership with City of Whittlesea continued. These discussions will continue into 2010, now including the Youth Connections consortia, with a new Forum planned in the first half of the year.
- HWLLEN played a major role in the development of the Southern Whittlesea Trade Training Centre (SWTTC) application. As convener of the initial

planning group, HWLLEN brought together the main stakeholders; as leader of the Student Support Working Party the Whittlesea Youth Commitment worked with partners through the Community Team to develop broad-based support for the young people attending the SWTTC. HWLLEN was also a member of the Sunbury TTC Planning Group. Both applications submitted within required deadlines.

Although neither application was successful in this round, the partnership discussions that were part of the process brought about closer cooperation between the stakeholders; in particular, a VET cluster is now being planned in Sunbury which will bring increased VET choices to the young people of Sunbury. Discussions were also begun on the establishment of a Trade Training Centre in Hume.

- In partnership with Inner Northern LLEN (INLLEN) and other regional stakeholders an Australian School Based Apprenticeship (ASbA) Expo was held in conjunction with the Northern Careers Expo on July 30th. Over 700 young people attended; they received an ASbA Handbook and other resource materials and attended workshops on the day.
- A 'Northern Industry Careers Seminar' was held for Careers practitioners on 25th March. This was an initiative of the Hume Youth Commitment stakeholders including HWLLEN, Local Community Partnerships and the Regional Industry Careers Advisor and was attended by over 80 people. A further Seminar was held on November 11th (a result of strong feedback on the value of the March Seminar) with a similar number of people attending.
- A 'Jobs for Sustainability' Forum, organised by Local Community Partnerships and supported by the Whittlesea Youth Commitment, highlighted

emerging jobs in renewable energy and other 'green' industries on June 17th 2009. A follow-up workshop on October 28th resulted in 2 schools entering into partnership with Steplight Industries to run the Y-Green project.

- The Hume Youth Commitment, in partnership with the Hume Global Learning Village, ran a Careers and Parental Engagement Forum on July 20th 2009. With over 100 participants, this was the largest Forum the Hume Global Learning Centre has hosted since their inception. A parental engagement flyer, produced by the Hume Youth Commitment's Parental Engagement Working Party was officially launched at the Forum.
- The 'Making Choices' Breakfasts for Yr 10 students were ran in October in partnership with Local Government, Local Community Partnerships and Careers in Manufacturing. These breakfasts introduced the students to young industry ambassadors who shared their pathway experience to broaden horizons and open options.
- In partnership with Inner Northern LLEN and the Northern Metropolitan Region of the Department of Education and Early Childhood Development (DEECD), the mapping of existing Koorie Networks as well as support programs in schools and the community was undertaken. The resulted in the 'Koorie Education Pathways Resource Guide' being produced for distribution in 2010.

Hume Whittlesea LLEN again partnered with the Transition Brokers in Whittlesea and Youth Projects in Hume to implement the On Track Connect program. Over 100 young people were contacted and, where required, given assistance to take the next step in their pathway to further training and employment. Again this year, Hume Whittlesea LLEN supported the Hume Global Learning Centre's Research Day through the presentation of papers and chairing one of the streams.

With the successful completion of negotiations with stakeholders and partners (in particular Local Community Partnerships and Regional Industry Career Advisors) at the end of 2009

Hume Whittlesea LLEN has been awarded the School Business Community Partnership Broker (Partnership Broker) Program contract for 2010-2013. This enhanced LLEN role will provide Hume Whittlesea LLEN with new opportunities and challenges in 2010 and beyond.

Bill Threlfall

Executive Officer – Hume Whittlesea LLEN

Hume Whittlesea LLEN Team

Context

Local Learning and Employment Networks (LLENs) are a Victorian Government initiative, funded by the Victorian Skills Commission (VSC), to bring together education providers, industry, community organisations, individuals and government organisations to improve education, training and employment outcomes for young people across the state. LLENs are incorporated bodies that play a key role in implementing the Victorian Government's post compulsory education and training reform agenda. The 31 LLENs that operate across Victoria develop Strategic Priorities aimed at 'Developing sustainable relationships, partnerships and brokering of initiatives'.

The five characteristics of good LLEN practice identified by VSC are:

- Successful stakeholder engagement
- Collaborative partnerships
- Sustainability
- Changing culture and behavior of stakeholders
- Improved outcomes for young people

Staff

In 2009 Hume Whittlesea LLEN was supported by the following hard-working staff:

Bill Threlfall	Executive Officer
Nicky Leitch	Pathways Development Officer – Hume
Kim Stadtmiller	Pathways Development Officer – Whittlesea
Lucy Thornton	Pathways Development Officer – Whittlesea
Rachael Hadjialexiou	L2P Coordinator (commenced August 2009)
Hulya Kazanaksu	Administrative Officer

Committee of Management

Committee of Management members, who come from a range of organisational and community members reflecting stakeholder groups, work in a voluntary capacity. The 2009 Committee of Management had 18 members who willingly gave their time, energy and expertise.

Committee Representative	Role	Organisation	Membership Category
Peter Harrison	Chairperson	Kangan Batman TAFE	TAFE Institutes
Keith Miller	Deputy Chair	Peter Lalor Secondary College	Schools
Frank Hardy	Treasurer	Career Advice Australia	Other Community agency and organisations
Fran O'Neill (retired February 2009)	Ordinary Member	Northern Melbourne Institute of TAFE (NMIT)	TAFE Institutes
Replaced by Frances Coppolillo			
Jenny Brodie	Secretary	Glenroy Neighbourhood Learning Centre	Adult Community Education organisations
David Peake	Ordinary Member	E-Cubed	Other education and training organisations
Natasha Cooper	Ordinary Member	The Smith Family	Community Member
Vicki Cooper	Ordinary Member	City of Whittlesea	Community Member
Christine Williams	Ordinary Member	Graphics Unlimited	Employers
David Redfearn	Ordinary Member	Australian Industry	Group Employers
John Fry	Ordinary Member	City of Whittlesea	Local Government
George Osborne	Ordinary Member	Hume City Council	Local Government
Peter Krausz	Ordinary Member	Victorian Independent Education Union	Trade Unions
Bill Dear	Ordinary Member	WorkForce Plus	Adult Community Education organisations
Peter Hendrickson (retired June 2009)	Ordinary Member	Sunbury College	Schools
Replaced by Irene Iliadis		Hume Central Secondary College, Erinbank Campus	
Dr Leone Wheeler	Ordinary Member	RMIT University	Other education and training organisations

Treasurer's Report

Hume Whittlesea LLEN started 2009 in a sound financial position to deliver the first year of its new 3 year contract. Although circumstances in the second half of the year changed with the awarding of the School Business Community Partnership Broker Program (Partnership Broker) contract for 2010-2013 to Hume Whittlesea LLEN, the strong financial planning and management role of the Finance and Audit Standing Committee ensured that Hume Whittlesea LLEN is now well prepared financially to deliver the Strategic Goals that will be developed early in 2010 for its expanded Partnership Broker role.

My role, in both monitoring the 2009 budget processes and setting the 2010 budget, has been well supported by the Finance and Audit Standing Committee. I would like to thank the members of this Standing Committee for all their hard work and support.

I would like to present the Audited Reports for Hume Whittlesea LLEN for 2009 as prepared by our independent Auditor, Mr Eugene Odachowski of JP Hardwick & Associates. Included are the Balance Sheet, Statement of Income and Expenditure, Statement of Cash Flows, Notes to and Forming Part of the Accounts and Independent Auditors Report to members of HWLLEN all as at 31st December 2009. These have been accepted and signed off by myself and Chairperson Peter Harrison.

I extend HWLLEN's thanks to Mr Odachowski and Ms Hulya Kazanaksu for all their hard work and support in maintaining the financial records and ensuring the audit process was both accurate and complete.

As well as acknowledging the hard work of the Committee of Management members, I would like to thank the Hume Whittlesea team for their support and hard work over 2009.

I look forward to 2010 and the continuation of the sound financial record of HWLLEN in its expanded Partnership Broker role.

Frank Hardy
Treasurer – Hume Whittlesea LLEN

Financial Statement

*Hume Whittlesea Local Learning
and Employment Network Inc.*

Financial Statement

We, Peter Harrison (Chairperson) and Frank Hardy (Treasurer) of Hume Whittlesea Local Learning and Employment Network Inc, state on behalf of Committee of Management that:

(a) the accompanying Income and Expenditure Statement of the year ended 31st December 2009 is drawn up as to give a true and fair view of the Income and Expenditure of the HWLLEN for the financial year 2009.

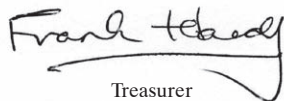
and

(b) the accompanying Balance Sheet and Cash Flow Statement as at 31st December 2009 is drawn up as to give a true and fair view of the state of the affairs of the HWLLEN as at end 31st December 2009 financial year.

On behalf of the Committee of Management of the Hume Whittlesea Local Learning and Employment Network.



Chairperson



Treasurer

Balance Sheet

As at 31st December 2009

ASSETS	Dec-09	Dec-08
Current Assets	\$	\$
Bank Accounts		
L2P Program Bank Acc	25,185	169,509
Bendigo Bank Chq Acc	169,017	8,934
Petty Cash	450	300
Term Deposits	300,000	55,570
Total Bank Accounts	494,652	234,313
Total Current Assets	494,652	234,313
Non Current Assets		
Plant and Equipment – at cost	30,397	24,699
Less Accumulated Depreciation	-17,352	-14,380
Total Non Current Assets	13,045	10,319
Total Assets	507,697	244,632
Liabilities & Equity		
Current Liabilities		
Trade Creditors	1,109	2,482
Grants in Advance	389,276	155,097
GST	38,645	-1,034
PAYE Tax	4,958	0
Total Current Liabilities	433,988	156,545
Long Term Liabilities		
Leave Accruals	34,394	23,472
Total Long-Term Liabilities	34,394	23,472
Total Liabilities	468,382	180,017
Net Assets	39,315	64,615
Equity		
Opening Balance 01/01/09	64,615	75,333
Profit/Loss for year	-25,300	-10,718
Accumulated Surplus 31/12/09	39,315	64,615

Statement of Income and Expenditure

For the year ended 31st December 2009

	Dec-09	Dec-08
Income	\$	\$
Contracted Payments	257,841	271,601
Interest	6,012	3,468
L2P Contracted Payments	25,418	
Other Income	6,135	32,002
Total Income	295,406	307,070
Expenditure		
Employment Expenses		
Professional Development	5,805	5,197
Superannuation	20,268	19,791
Travel Allowance	7,938	7,689
Mob Ph Allowance	1,920	580
Wages & Salaries	224,346	219,903
Contract Staff	1,490	1,739
Workcover	2,168	2,604
Wage Accruals		
Holiday Leave	7,472	9,160
Sick Leave	3,450	388
Other Expenses		
Advertising	921	178
AGM Expenses	2,416	2,020
Audit	934	1,515
Bank Charges	221	182
Consumables	2,279	3,360
Depreciation	2,972	582
Hire of Venues	145	566
Insurance	1,825	1,796
Internet & Website	1,209	4,259
Maintenance & Repair	4,251	3,051
Marketing & Promotion	1,050	155
Materials Production	5,296	3,186
Multipay Costs	28	435
Other Administration	123	471
Printing	0	
Postage	410	666
Professional fees	0	50
Rent	8,640	8,640
Stationery	387	349
Telephone	1,776	2,391
Travel	1,530	185
Donations for Fire Appeal	500	
Project Delivery		
Hume Projects/ Programs	147	922
Hume & Whittlesea Projects	3,014	6,066
Other Projects/Programs	136	7,822
On-track	5,640	1,886
Total Expenses	320,706	317,788
Net Surplus / (Deficit) for year	-25,300	-10,718

Statement of Cash Flows

For the year ended 31st Dec 2009

	Dec-09	Dec-08
CASH FLOWS FROM OPERATIONS	\$	\$
Government Grants and other Income (Including GST)	785,166	321,657
Other Income	4,265	3,469
	<u>789,431</u>	<u>325,126</u>
Less Operating Expenses (Including GST)	- 523,394	- 335,453
Cash flows from Operating Activities	<u>266,037</u>	<u>- 10,327</u>
Less Fixed Asset Purchases	- 5,698	- 9,765
Net Cash Inflows (Outflows)	<u>260,339</u>	<u>- 20,092</u>
Reconciliation of Cash Flows from Operations with operating income for year		
Operating income (Loss) for the year	- 25,300	- 10,718
Add back depreciation	2,972	582
	<u>- 22,328</u>	<u>- 10,136</u>
Add Movement in Assets & Liabilities		
Decrease (Increase) in Trade Creditors	- 1,373	2,482
Decrease (Increase) in Provisions	10,922	9,548
Decrease (Increase) in GST Liability	39,679	- 1,034
Increase (decrease) in PAYG Liability	4,958	
Increase (decrease) in Grants in Advance	234,179	- 11,187
Cash flow from operations	<u>2 66,037</u>	<u>- 10,327</u>
Cash at Banks		
Opening Balances	234,313	254,405
Net Cash Flow for the year	260,339	- 20,092
	<u>494,652</u>	<u>2 34,313</u>
Made up as Follows		
L2P Program Account	25,185	169,509
Bendigo Bank Chq Account	169,017	8,934
Petty Cash	450	300
Term Deposit	300,000	55,569
Cash at banks as at 31/12/09	<u>494,652</u>	<u>234,313</u>

Auditor's Report

*Independent auditors report to the members
of Burne Whittlesea Local Learning and
Employment Network Inc*

SCOPE

We have audited the financial statements of Hume Whittlesea Local Learning and Employment Network Inc. (the "Association") set out on the attached pages for the year ended 31 st December 2009. The Committee is responsible for the financial statements. We have conducted an

independent audit of these financial statements in order to express an opinion on them to themembers.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the

Auditor's Report *(Continued)*

evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements, so as to present a view which is consistent with our understanding of the association's financial position and the results of its operations.

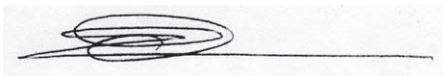
The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial statements of the Association give a true and fair view and are

in accordance with the Australian Accounting Standards and other mandatory professional reporting requirements for the financial position of Hume Whittlesea Local Learning and Employment Network Inc. as at 31 st December 2009 and of the results of its operations for the year then ended.

JP Hardwick & Associates



Eugene Odachowski

Dated: 10th February 2010

Thank you to all Members & Supporters

Hume Whittlesea LLEN could not achieve any of its strategic priorities without the support of the wide range of individuals, schools and other educational and training providers, businesses and community organisations that make up the membership of the LLEN.

There are:

Category	Members
1. Schools	22
2. TAFE Institutes or Universities with TAFE sectors	2
3. Adult Community Education organisations	9
4. Other education and training organisations including registered training organisation universities and group training companies	11
5. Trade Unions	0
6. Employers/Peak employer Organisations/Regional employer organisations and employment agencies	18
7. Local Government	2
8. Other Community agency and organisations, Commonwealth and State Government Departments, Adult Community and Further Education Regional Councils, Regional Youth Councils, Area Consultative Committees	23
9. Koori	1
10. Community	216
TOTAL MEMBERS	304

Thanks for your contribution and support in 2009 on behalf of all the young people of Hume and Whittlesea.

Bill Threlfall

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If you are interested in becoming a HWLLEN member, please phone or e-mail Hulya Kazanaksu for further details. Being a member will ensure that you receive all HWLLEN invites and information directly.