



**2009 SOUTH EAST LLEN  
ANNUAL GENERAL MEETING**

**2009 ANNUAL GENERAL MEETING MINUTES**

**Statement by a Director who attended the 2009 Annual General Meeting**

I, \_\_\_\_\_ attended the 2009 South East LLEN

Annual General Meeting held in Eumemmering on the 13<sup>th</sup> May 2010.

The accounts of the incorporated association containing the particulars required by section 30(3) of the Associations Incorporation Act 1981 were presented to members at that meeting.

\_\_\_\_\_ (signature) \_\_\_\_\_ Date

Name: \_\_\_\_\_

Role on Board: \_\_\_\_\_

## **South East Local Learning & Employment Network Inc.**

### **2009 Annual General Meeting (AGM) Meeting Minutes**

Wednesday 13<sup>th</sup> of May, 2010  
5.30 to 8.00 pm  
Chifley Conference Centre  
Cnr Princess Hwy and Doveton Ave  
Eumemmering.

**In accordance with 13.1 of the South East LLEN Rules notice of this annual general meeting - incorporating a special resolution - was provided to all listed members at least 21 days prior to the date of the meeting.**

<b>Proxies to Chair</b>	<b>21</b>
<b>Proxy to another person</b>	<b><u>1</u></b>
<b>Total Proxies received</b>	<b>22</b>

<b>Attendance</b>	<b>49</b>
	<b>71 in total</b>

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#### **1. Welcome & Introductions**

South East LLEN Chair, Ms Sara Edwards

Ms Sara Edwards welcomed members and guests to this Annual General Meeting.

Ms Edwards then gave some highlights of programs the South East LLEN ran in 2009. These highlights included the consolidation and expansion of SbAT programs with Jayco, Bendigo Bank, Cardinia Shire, City of Greater Dandenong and the City of Casey; Try-a-Trade where over 750 students were able to try their hand at a variety of trades; Work Matters which has expanded during 2009 with the program now being used in over 200 locations Australia wide; and the VETiS has continued to grow in both strength and numbers.

Ms Edwards went on to explain, that towards the middle of 2009 the Commonwealth Government introduced a significant dimension to the LLEN contract as part of the National Partnership for Youth Attainment and Transitions. The School Business Community Partnership Brokers program has a broad agenda, which builds partnerships to support and improve education and transition outcomes for young people now aged 10 – 19.

Ms Edwards commended the South East LLEN staff for their thoughtful, hardworking and enthusiastic contribution during 2009. Especially the increased work needed to complete the new contract application, which as a result, the South East LLEN was successful in obtaining funding for the next four years.

Ms Edwards formally thanked Mr Paul Di Masi for his contribution and leadership over the last seven years and welcomed Mr Andrew Simmons as the new Executive Officer.

Ms Edwards thanks her fellow Directors for the dedication and hard work in setting and overseeing the four year strategic plan and policy platform on which the South East LLEN operates.

She then passed the meeting to the South East LLEN Executive Officer who provided attendees with some housekeeping information and details.

## **2. Election of Chairperson for this meeting –**

The South East LLEN EO called for nominations of members to act as Chairperson for this 2009 Annual General Meeting. Ms Sara Edwards, current Chairperson of the South East LLEN was nominated.

The motion was put –

*That Ms Sara Edwards act as Chairperson for this Annual General Meeting.*

Moved	Helen Brown
Seconded	Eva Silverstein
Result	The motion was put to a vote through a show of hands and was passed unanimously & with the full support of the proxies. (see Item 4a)

## **3. Apologies, Proxies and Attendance at this AGM**

The meeting Chairperson called for apologies from the floor –

***No apologies from the floor***

The Chairperson, Ms Sara Edwards, read out a further list of apologies and proxies received –

<b>First Name</b>	<b>Surname</b>	<b>Proxy Nominated</b>
Terry	Breheeny	SE LLEN Chair
Wayne	Brewster	SE LLEN Chair
Kim	Brimford	SE LLEN Chair
Margaret	Buttigieg	SE LLEN Chair
Anthony	Byrne	SE LLEN Chair
Karen	Conway	SE LLEN Chair
Janne	Dempster	SE LLEN Chair
Kara	Dunn	SE LLEN Chair
Stephen	Dunn	SE LLEN Chair
Teresa	Durka	SE LLEN Chair
Debbie	Edwards	SE LLEN Chair
Sam	Franzi	SE LLEN Chair
Fiona	Hodges	SE LLEN Chair
Phillip	Jackson	SE LLEN Chair
Samanatha	Kolasa	SE LLEN Chair
Mayor Cr Graham	Legge	SE LLEN Chair
Teresa	McIntosh	SE LLEN Chair
Emanuel	Merambeliotis	SE LLEN Chair
Ian	Nicolson	SE LLEN Chair
Tania	O'Brien	SE LLEN Chair
Terry	Paxino	Carmel Weber
Janine	Pickersgill	SE LLEN Chair

(A full list of attendees is in Attachment One at the end of the minutes).

#### 4. 2008 Annual General Meeting Minutes

The meeting Chairperson put the following motion to the Annual General Meeting -

Motion:

***“that the minutes of the 2008 Annual General Meeting of the South East Local Learning & Employment Network Inc. are accepted by this AGM as a true and accurate record of proceedings”***

Moved	Cristiane Cunial
Seconded	Eva Silverstein
Result	The motion was put to a vote through a show of hands and was passed unanimously & with the full support of the proxies. (see Item 4a)

- a) **\*Mr David Finnarty (Principal, Hampton Park Secondary College) moved a motion that all the previous motions be accepted by way of vote by show of hands, and was seconded by Eva Silverstein. A vote was held, by show of hands, and the motion was passed unanimously.**

#### 5. Briefing on 2009 South East LLEN Activities

Mr Simmons then directed attention to the LCP and LLEN Activity reports in the AGM booklet. These summaries outlined the broad strategic work of the the Local Community Partnerships Program and the Local Learning and Employment Network project (see Attachment Two and Three at the end of the minutes), which broadly outlined the work the South East LLEN did throughout 2009.

#### 6. 2009 South East LLEN Financial Reports

The South East LLEN EO was invited by the Chairperson to provide a summary of the South East LLEN finances for 2009 (Attachment Four at the end of the minutes), which he undertook then the following motion was put to the meeting -

Motion:

***“That this meeting accept the audited financial reports provided, including the statement made under section 30(3) of the Associations Incorporation Act, as a true and accurate reflection of the accounts of the South East Local Learning & Employment Network Inc. for the period ending December 31<sup>st</sup> 2009”***

Moved	Eva Silverstein
Seconded	David Tannahill
Result	The motion was put to a vote through a show of hands and was passed unanimously & with the full support of the proxies.

## 7. Elections - 2010-2011 Board of Directors

The meeting Chairperson called on the South East LLEN returning officer to provide a summary of the Board election process and announce those newly elected members of the Board.

The South East LLEN returning officer, the EO, provided a summary of the process and nominations and then distributed a list of the 2010 – 2011 Board of Directors.

Nominations have been sought from members for the elected positions which are now vacant. These positions are:

<i>Category 1</i>	<i>Schools</i>
<i>Category 4</i>	<i>Other Training Organisations</i>
<i>Category 7</i>	<i>Local Government</i>
<i>Category 8</i>	<i>Other Agencies</i>
<i>Category 10</i>	<i>Community Members</i>

No nominations were received for:

<i>Category 9</i>	<i>Koorie Organisations</i>
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EO as returning officer declared the following people elected to the Board of Directors for a further two year term –

<i>Category 1</i>	<i>Schools</i>	<i>Rob Duncan</i>
<i>Category 4</i>	<i>Other Training Organisations</i>	<i>Terry Brehney</i>
<i>Category 7</i>	<i>Local Government</i>	<i>Fiona Hodges</i>
<i>Category 8</i>	<i>Other Agencies</i>	<i>Cristiane Cunial</i>
<i>Category 10</i>	<i>Community Members</i>	<i>Sara Edwards</i>

The following categories received no nominations and will be filled by appointment once the Board of Directors identified a suitable candidate-

<i>Category 9</i>	<i>Koorie Organisations</i>
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Expressions of Interest have also been sought for the five co-opted Board positions that need to be renewed. These positions will be determined by the new Board at their next meeting -

<i>Young People</i>	<i>No Expressions of Interest recieved</i>
<i>Independent Schools</i>	<i>Eva Silverstein (member, category 1)</i>
<i>Parents &amp; Parent Groups</i>	<i>Cathie Valentine (member, category 8)</i>

*Catholic Schools  
General Co-opted*

*Sam Franzi (member, Category 8)  
Steve Kennedy (member, category 4)*

All new Director position's begin at first Board meeting after the AGM which will be on the 23<sup>rd</sup> of June 2010. No term limits are currently in place for elected Directors. Co-opted Directors are appointed at the first Board meeting after the AGM, serve a single year term and, again, there are no term limits currently in place. Vacant positions will be filled by expression of interest at the next Board Meeting.

A list of Current Directors can be found in below (Attachment Five).

## 8. Special Resolution

Rule Changes proposed by the Board of Directors of the South East LLEN.

### **Background**

The South East LLEN Chairperson Ms Sara Edwards and the EO provided background to the need to change the rules of the South East LLEN to take into account changes in funding body and other elements.

The changes are provided in full in Attachment Six of the minutes.

Motion:

***“The the proposed changes to the South East LLEN’s Rules of Association, as outlined in Appendix Six, be accepted by members in attendance at this 2009 AGM.”***

Moved	Michael Borowick
Seconded	Elena Sheldon
Result	The motion was put to a vote through a show of hands and was passed unanimously & with the full support of the proxies.

## 9. Closing Remarks & Thanks

Mr Andrew Simmons, the South East LLEN EO presented a brief overview of the new Enhanced LLEN program, outlining the immense change due to the restructuring of funding for the Local Community Partnerships Programs and the LLEN. These changes resulted in the South East Local Learning and Employment winding up its Local Community Partnership Program at the end of 2009.

Ms Sara Edwards, the South East LLEN Chairperson and AGM Meeting Chairperson, thanked members for their attendance and thanked her fellow Directors commenting that the South East LLEN is a “very vibrant, innovative Board”. Ms Edwards also thanked the South East LLEN staff and the Board of Directors, commenting on their commitment and dedication with the number of changes over the last year, going above and beyond what is expected.

**The 2009 South East Local Learning and Employment Network Inc. Annual General Meeting closed at 7.00pm.**

Ms Sara Edwards then invited all members to stay for the guest speakers Ms Helen Brown and Dr Ruby Payne. Ms Brown, Assistant Principal of Lyndurst Secondary College, who will be speaking about some of the changes her college has seen as a result of Dr Ruby Payne' philosophies.

Dr Payne is an internationally renowned expert on raising academic achievement in children from challenging economic, social and emotional backgrounds, who has for over 30 years, been enabling teachers and community workers to develop their understating of economic classes and how to work effectively with children from disadvantaged situations. Dr Payne

## Attachment One

### 2009 Annual General Meeting Attendance

#	Surname	Name	Organisation
1	Anagnostou	Rose	Endeavour Hills Secondary College
2	Anderson	Pam	Highlands LLEN
3	Bastin	Mandy	Hallam Senior College
4	Berry	Jodie	Doveton Neighbourhood Learning Centre
5	Bevege	Ross	Regional Network Leader
6	Borowick	Michael	AWU
7	Boyd	Patrick	Keysborough Secondary College Springvale and Heatherhill Campus
8	Brown	Helen	Assistant Principal
9	Casamento	Rob	Narre Warren South P - 12
10	Clark	Vernon	Maranatha Christian School
11	Cunial	Cristiane	Mission Australia
12	Duncan	Rob	Narre Warren South P - 12
13	Edwards	Sara	Southern Health
14	Elias	Rose	Bells Spring for Women
15	Finlayson	Alison	Emerson School
16	Finnerty	David	Hampton Park Secondary College
17	Gray	Michael	Keysborough College
18	Hassett	Veronica	Bells Spring for Women
19	Hunter	Tanya	Hawker Brownlow Education
20	Jenner	Tara	Hillsmeade Primary School
21	Kakogiannis	Xenophon	Keysborough Secondary College Coomoora Secondary Campus
22	Kennedy	Steve	AGA
23	Keysers	John	Regional Network Leader
24	Kinnes	Maria	LINK Employment & Training
25	Kogge	Angela	School Focused Youth Service
26	Laverman	Lara	Berwick Fields Primary School
27	Martin	Anne	Hallam Senior College
28	Mills	Brian	SMR
29	Mooney	John	Emerson School
30	Navarria	Sam	Ames
31	Nilson	Susan	Berry Street
32	Payne	Ruby	Hawker Brownlow Education
33	Riley	Chris	Jayco
34	Schutz	Jen	Endeavour Hills Secondary College
35	Sheldon	Elena	Springvale Learning & Activity Centre
36	Silverstien	Eva	Maranatha Christian School
37	Smith	Peter	Southport Engineering
38	Tannahill	David	Viridian
39	Torres	Gladys	Ames
40	Valentine	Cathie	ParentZone
41	Van Leeuwen	Kathleen	Careers Counsellor

42	Walker	Marie	Carrum Downs Secondary College
43	Warming	Susan	Berry Street
44	Weber	Carmel	DEECD
45	Wells	Sue	Chisholm Institute
46	White	Jan	SMR
47	Wigney	Stephen	Berwick Fields Primary School
48	Wills	Warren	Lyndhurst Secondary College
49	Wright	Dianne	Emerson School

## Attachment Two – South East LLEN LCP Activity Report 2009

<b>Mission</b>	<b>South East LLEN</b> provides <b>leadership</b> and creates partnerships with relevant local and regional institutions, organizations and agencies to <b>increase</b> opportunities for, and <b>maximize</b> the participation of, young people (particularly 15 to 19 year olds) in <b>education, training and employment</b> , to the benefit of both the young person and their community.
<b>Project Mission</b>	The central purpose and role of the South East LLEN LCP is to assist partner schools, education providers, agencies and employers to support young people in the South East aged 13-19 years to gain the skills, experience and professional guidance through the CAA programs to help them experience high quality school to work transition programs whilst at school and to achieve a successful transition through school, and from school to further education, training and/or employment.
<b>Goal</b>	<b>To facilitate the provision of Structured Workplace Learning opportunities to students in a real or simulated workplace. This placement involves training and mentoring that provides students with a broad understanding of the world of work, and the opportunity to develop their technical and generic employability skills.</b>
<b>Strategy 1</b>	<b>Maintain the South East Home-Host Model of VETiS Delivery</b>
<b>What</b>	South East VETiS Web Portal VETiS support Materials South East VETiS Network Management
<b>Who</b>	South East VETiS Network South East LLEN LCP
<b>When</b>	<b>January - December</b>
<b>Human</b>	LCP Coordinator on a fulltime basis LCP EO to oversee Program and attend South East VETiS meetings.
<b>Material</b>	Up to \$17,000 on support materials
<b>Strategy 2</b>	<b>Prepare students for work experience and Structured Workplace Learning.</b>
<b>What</b>	Work Matters DVD, Work Matters Workshop
<b>Who</b>	LCP Coordinator
<b>When</b>	<b>On request</b>
<b>Human</b>	LCP Coordinator and LCP projects Officer
<b>Material</b>	Work Matters DVD and Support materials
<b>Strategy 3</b>	<b>Prepare industry for student placement to allow greater effectiveness of work placement opportunities.</b>
<b>What</b>	Printed materials to induct employers willing to host young people on work placement.
<b>Who</b>	Community Partnerships Coordinator
<b>When</b>	<b>On request</b>
<b>Human</b>	Community Partnerships Coordinator
<b>Material</b>	Employer Information Packs Employer Guide Employer Induction brochure
<b>Strategy 4</b>	<b>Provide simulated work placement programs for young people in Years 7 – 12 so as to provide hands on learning in a variety of vocations.</b>
<b>What</b>	Career Quests - Years 7-8 Career Adventures – Years 9-11
<b>Who</b>	LCP Staff
<b>When</b>	<b>March - November</b>
<b>Human</b>	LCP Coordinator (0.3 FT) LCP Projects Officer (0.3 FT)
<b>Material</b>	Nil

<b>Evaluation Plan</b>			
<b>Performance Indicators</b>	Increase VETiS uptake from 3000 to 3300		
	Deliver 20 Work Matters Workshops	Undertake program evaluation	Completion of Evaluation report
	Sell 50 Work Matters DVDs		
	Induct 75 employers	Undertake employer Survey	Completion of Employer Survey report
	28 simulated work placement programs	Undertake student and teacher evaluation	Complete key stakeholder report

<b>Mile Stones</b>	<b>Status</b>	<b>Comment</b>
<b>South East VETiS MOU</b>	Complete	37 out of 40 schools that deliver VETiS across the region
<b>Web Portal Update</b>	Complete	No new updates required in 2009
<b>Support Materials developed</b>	Complete	Support materials have been completed and delivered to 21 education providers in region 78 and 79. These support materials are also available via our website.
<b>Deliver 9 Work Matters Workshops</b>	Complete	Delivered 9 Work Matters Workshops to education providers in region 78 and region 79.
<b>Sell 50 Work Matters DVD</b>	Complete	There have been 60 DVD's sold to 45 schools and organisations across Australia in 2009.
<b>Induct 75 employers</b>	Complete	The LCP have on-going relationships with a number of employers. There have been 406 new employers inducted. 262 in region 78 and 140 in region 79.
<b>Complete 28 simulated work placement programs</b>	Complete	There were 28 programs conducted in 2009, engaging 689 students.

<b>Summary Process - Report</b>
<p>The Structured Workplace Learning component of the LCP program was completed as expected. Each strategy has been continued from 2008 based on the success of these programs.</p> <p>Some of the key programs and highlights for 2009 were;</p> <ul style="list-style-type: none"> <li>• VETiS Administration – The South East LLEN LCP VETiS Web Portal was a runner up in the 2009 Victorian Training Awards under the category 'VETiS Excellence Award' and VETiS enrolments have increased to 3377 for regions 78 and 79.</li> <li>• 'Work Matters' work readiness workshop and DVD - were delivered to over 850 students in the South East LLEN LCP regions and 60 DVD's were sold to 45 schools across Australia.</li> <li>• Employer participation in South East LLEN LCP activities - The South East LLEN LCP engaged over 400 employers from both region 78 and 79 in many different programs, which far exceed the expectations of the South East LLEN LCP for 2009.</li> </ul> <p>All programs have been evaluated as part of the LCP continuous improvement process. All milestones were reached within the allocated timeframes.</p>

<b>Goal</b>	<b>To facilitate delivery of enhanced career and transition support to young people ages 13 – 19 years old and to assist all young people to make a smooth transition through school, and from school into training or employment or further study.</b>
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<b>Strategy 1</b>	<b>Provide a broad range of industry promotion activities for young people aged 13 – 19 years.</b>
<b>What</b>	Career Quests Career Adventures Employment Programs Try-a-Trade Event Industry Forums
<b>Who</b>	LCP Team, RICA and other youth transitions and career advice agencies, various employers
<b>When</b>	<b>February – November</b>
<b>Human</b>	LCP Team
<b>Material</b>	Event venues (various) \$14,500 in event costs \$22,000 in sponsorship

<b>Strategy 2</b>	<b>Engage employers in industry engagement activities.</b>
<b>What</b>	Industry promotion activities - various Industry speakers Industry forums Work Experience Mock interviews Career expos
<b>Who</b>	LCP EO Community Partnerships Coordinator Various employers Industry groups
<b>When</b>	<b>All year</b>
<b>Human</b>	LCP EO Community Partnerships Coordinator

<b>Strategy 3</b>	<b>Develop and deliver professional development activities for education providers</b>
<b>What</b>	Learning by Design Teachers PD day Various networks
<b>Who</b>	LCP EO LCP Coordinator X 2 RICA Link Employment and Training Chisholm Institute William Angliss Institute
<b>When</b>	<b>March for PD day</b> <b>All year for networks</b>
<b>Human</b>	LCP Coordinator LCP EO
<b>Material</b>	Venue Hand out information refreshments

<b>Strategy 4</b>	<b>Engage students in industry engagement activities.</b>
<b>What</b>	Industry promotion activities - various
<b>Who</b>	LCP Team Various employers All schools and other education providers in the South East LLEN region
<b>When</b>	<b>February – November</b>
<b>Human</b>	LCP Team

<b>Strategy 5</b>	<b>Empower parents with the knowledge to better support their children in their career</b>
<b>What</b>	Parent/teacher night presentations Parent information forums PACTS programs School Expos Resource – guiding young people through the career process
<b>Who</b>	LCP EO LCP Coordinator Schools and other education providers
<b>When</b>	<b>March - September</b>
<b>Human</b>	LCP EO LCP Coordinator
<b>Material</b>	Parent resource – guiding young people through the career process

<b>Strategy 6</b>	<b>Develop and deliver a range of media to disseminate LCP program information to stakeholders</b>
<b>What</b>	LCP Newsletter Email bulletins LCP Calendar of Events South East LLEN website Careers and Transitions Resource Guide
<b>Who</b>	LCP Team South East LLEN CEO
<b>When</b>	<b>All year</b>
<b>Human</b>	LCP Coordinator X 2 CEO
<b>Material</b>	Printing for up to 880 newsletters (sponsored) Printing of up to 150 Calendar of Events \$2500

## Summary Process - Report

The Careers and Transitions component of the LCP program is made up of an extensive array of programs and activities. The deliverables on the programs and activities are diverse and, at times, complex.

This component ran smoothly with no major barriers.

The key programs run in 2009 were:

- Professional Development Day for Teachers; Learning by Design; Teacher tours; Work Matters facilitator sessions
- Parent Engagement programs; Parent information nights; Parent engagement pilot program; PACTs
- Dissemination of network information through the South East LLEN LCP newsletter; e-Bulletins; South East LLEN LCP calendar of events
- Industry Show Case programs - A new range of Industry Show Case programs were developed. These new programs were particularly successful and engaged 970 students from across both region 78 and 79. The new Industry Showcase programs were:
  - The three Regional Forums in; Science, Engineering and Technology, Manufacturing and Health and Community Services
  - The inaugural South East Try-a-Trade
- School based Apprenticeship/Traineeship programs (SbAT) The South East LLEN LCP ran 2 SbAT programs in 2009. Both of which were highly successful programs:
  1. The Bendigo Bank goes ASbA! pilot program saw the successful completion of all of the 2008 first stage pilot program students and the recruitment of 30 positions in 28 Bendigo Bank Branches for the in 2009. Based on the success of this program, the South East LLEN LCP put in a proposal to roll this program out nationally. In June the South East LLEN LCP was notified that the proposal was approved by the Bendigo and Adelaide Bank Board of Directors. The South East LLEN LCP is currently working with organisations through the National LCP Network to create partnerships that will roll out this program nationally in 2011.
  2. The Jayco Manufactured futures program was also a highly successful program. 11 of the 12 students have completed the first year of the program and will commence their second year in 2010. 12 new students have been recruited to commence their first year in 2010. Kong Tut one of the Jayco Manufactured futures program students recently won the South East LLEN LCP's Australian School based Apprentice (ASbA) of the year award and was nominated by Jayco for the Sandra George Manufacturing award through the Caroline Chisholm foundation.

As the South East LLEN LCP contract ceases to exist at the end of the 2009, the annual Careers and Transitions report will be re developed according to the new Partnership Brokers guidelines and administered in 2010.

All milestones were reached within the allocated timeframes. The South East LLEN LCP conducted an external stakeholder evaluation that showed 75% of external stakeholders were happy with the South East LLEN's careers and transitions programs.

<b>Goal</b>	<b>To build links between businesses, students, teachers and the broader school community through activities that increase in knowledge and opportunities for careers and further education.</b>
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<b>Strategy 1</b>	<b>Develop and implement a range of Adopt a School programs that continue to focus on equity groups</b>
<b>What</b>	School – industry partnerships programs
<b>Who</b>	LCP Team Identified Schools Selected employers
<b>When</b>	<b>February – November</b>
<b>Human</b>	LCP Coordinator X 2 (0.1 FT) Community Partnerships Coordinator (0.1 FT) LCP Projects Officer (0.1 T)
<b>Material</b>	

<b>Evaluation Plan</b>			
<b>Performance Indicators</b>	<b>Develop and coordinate 2 programs with a CALD focus</b>	Undertake program evaluation	Complete evaluation report
	<b>Develop and coordinate 2 programs with a disability focus</b>	Undertake program evaluation	Complete evaluation report
	<b>Develop and coordinate 1 program with an at risk focus</b>	Undertake program evaluation	Complete evaluation report

<b>Mile Stones</b>	<b>Status</b>	<b>Comment</b>
<b>Market AS programs to schools and education providers</b>	Complete	LCP Newsletter LCP MOU Various Media outlets SE LLEN Website
<b>Build on existing school-industry activities created through industry promotion activities to develop genuine AS programs</b>	Complete	4 AS program were developed through existing partnerships between schools and industry. 2 AS programs were developed with new partners.
<b>Identify education providers for AS programs</b>	Complete	This has been completed all of the 6 programs
<b>Recruit employers to take part in AS programs</b>	Complete	This has been completed all of the 6 programs

<b>Summary Process - Report</b>
<p>The LCP has continued with four existing Adopt a School programs within the region, as well as creating two new programs.</p> <p>These programs included:</p> <ul style="list-style-type: none"> <li>• <b>READY, SET, GO!</b></li> <li>• <b>At your Disposal Disability program</b></li> <li>• <b>Multicultural DVD</b></li> <li>• <b>Rev your Engines</b></li> <li>• <b>Build a BBQ</b></li> <li>• <b>Landscaping your future</b></li> </ul> <p>These programs facilitated the further involvement of business and industry in schools as well as engaging students in their learning, with positive experiences that assisted in preparing them for the world of work.</p>

LCP 2009, Statistical Data

Activity	2006		2007		2008		2009	
	# Program	# Engaged	# Program	# Engaged	# Program	# Engaged	# Program	# Engaged
Work Readiness Workshop			11	611	6	377	9	859
VETiS Enrolments		1240		1839		3319		3377
Employer Database		78		1503		3011		3154
Employer Program Engagement		200		295		843		406
Industry Program- Student Uptake	2	70	15	611	20	1880	40	3379
Parent Engagement		6	4	298	6	387	5	625
Educators PD					1	111	7	89
Adopt-a-School			5	72	4	80	9	114
Totals	2	1594	35	5229	29	8857	70	12003

## **Attachment Three – South East LLEN Activity Report 2009**

### **Strategic Reporting – Local Learning and Employment Network (LLEN)**

**All 15-19 year olds seeking to re-engage with education, training, pre-employment preparation, or employment are assisted to develop the requisite skills, and plan & engage in a pathway.**

The Global Financial Crisis (GFC) was a subject of focus for SE LLEN in 2009. Many opportunities were created to raise awareness of the likely impacts on young people in schools, in training and in the employment market. These included network events (as described below), Local Government Forums and meetings with the regional office of DEECD Regional Network Leaders and Assistant Regional Director. The key message was ensuring that schools are preparing young people to transition into an altered training and employment environment. The Local Government Forum agreed to consider a common planning framework to mutually support proactive economic planning. The Forum also agreed that young people are particularly vulnerable to the negative impacts of the economic downturn, and that the first step in ensuring education, training and employment participation is to share data and indicators on young people.

A comprehensive discussion paper was also completed in the second half of the year. The discussion paper outlined potential areas in education and training that were being most impacted by the GFC. This discussion paper was distributed to key stakeholders across the South East.

In support of new incentives for employers who recommence out-of-trade apprentices, the South East LLEN formed an agreement with Skills Victoria to support the state-wide Out-of-Trade Apprentice Register. South East LLEN continues to work with local organizations to identify eligible apprentices and marketing these to local businesses as part of their recruitment strategies. The local industry relationships of the South East LLEN LCP contributed to the pilot program. This proved to be an effective strategy with Out-of-Trade apprentices linked with local businesses in the South East.

The Southern Youth Commitment progressed to meeting in sub-regional groups and identifying local priority issues which were to be addressed in order to make a difference to young people's experience of education, training and employment. In the South East this group commenced with representatives of TAFE, DEECD, ACFE and South East LLEN. The Southern Youth Commitment partnership (SMR DEECD, four LLENs, Chisholm & Holmesglen TAFE, Catholic Education Office, Association of Independent Schools and SMR ACFE) met twice in 2009 to review local activities and consider broad systematic and policy issues impacting on young people's participation in education, training and employment. Of particular concern to this partnership was monitoring the impact of new Youth Allowance criteria and the 'Earn or Learn' policy of the Commonwealth Government.

As a direct result of the policy issues identified by the Southern Youth Commitment partnership, the South East LLEN, in partnership with the LCP and each of the local governments, undertook three forums linking schools, employers and families in each of the three Local Government Areas in which the South East LLEN operates.

The three forums also directly resulted in an innovative program designed to promote careers in local government. The program is a partnership with the three local governments in the South East, Link Employment and Training, Apprenticeships Group Australia and the South East LLEN, designed to offer School based Apprenticeship/traineeship (SbAT) positions to young people interested in Local Government.

In addition, the South East LLEN worked with the Youth Commitment Officer for the Outer-South Sub-region to impart the underpinning values of Youth Commitment to government secondary schools in order to enhance and create structures and processes within schools that support young people to remain engaged. The DEECD SMR Youth Commitment Forum was attended by leadership staff of all but one government secondary college in the sub-region, and focused on building transition teams and implementing the Student Engagement Guidelines. The South East LLEN presented on ensuring that we preparing young people for pathways during the Global Financial Crisis, requiring a different approach to previous years of economic growth.

Improved referral and tracking of young people throughout the service system was pursued in partnership with Cardinia Shire and the Youth Strategy Reference Group (comprised of South East LLEN, Victoria

Police, ECHO, Cardinia Community Health, WAYSS, Taskforce, OzChild and Connections). School Focused Youth Service was also involved in preliminary discussions about supporting the implementation of an e-referral system. South East LLEN has implemented the Infoxchange S2S system to trial its viability for use among youth services, and possibly schools. Initial meetings with secondary schools and youth agencies identified a number of barriers and perceived barriers to the implementation of an e-referral system in the youth and education sectors which will be explored over time.

The '*Who Ya Gonna Call?*' directory has been widely distributed to approximately 150 local education, training and employment services and promoted to local schools, South East members and other youth work professionals. In total, a total of 100 hard copies were distributed. Electronic copies of this resource are still available on the South East LLEN website.

Feedback on the value of the directory has been excellent.

### **Young people 15-19 years in identified at risk groups are retained in education or training to Year 12 or equivalent qualification completion.**

The South East LLEN held three successful schools Network Events, attended by representatives from twenty-one secondary schools, one local government, three community agencies, ten training or ACE providers, the Catholic Education Office and the regional office of DEECD.

The network considered the following issues:

- Support for students with disabilities to remain in school
- Targeting activities to the correct VCAL level and how to integrate the learning strands
- Applying for grants and writing funding submissions
- Promoting VCAL to students and parents
- Making successful referrals
- Wannik Strategy – implementation strategies
- Changes to the Youth Allowance criteria
- The Local Job Market
- Structured Workplace Learning

The delivery of the events were in partnership with Monash University Berwick Campus, Education Centre Gippsland, National Disability Coordination Officer, DEECD SMR, Carwatha College, Narre Community Learning Centre, Taskforce Community Agency (Youth Transition Support Initiative), Centrelink and Kambrya College. Stakeholder Satisfaction Surveys were administered after each event and feedback was overwhelmingly positive; 100% percent of respondents saying the content of the event was either 'useful' or 'very useful'.

The success of the Network Events was demonstrated by the establishment of an online platform allowing VCAL teachers to continue the sharing of resources and curriculum between events. The platform known as 'The VCAL Vault' was launched at the Event held in May and is currently hosting a range of resources for all levels of VCAL.

SbAT programs were brokered and promoted to local schools in the South East. The programs are Origin Training and Careers in Local Government.

With South East LLEN's support to promote the program to local schools, Origin Training commenced training students from Killester College in Business through a School Based Apprenticeships/Traineeship model at their social enterprise facility. The South East LLEN supported the school and the training provider through the recruitment and commencement of the first program. A on-going partnership is being developed and the South East LLEN anticipates offering further support to recruit suitable young people in future programs. This may include connecting Origin to local multicultural workers to provide expertise on engaging migrant & refugee young people and their families.

As previously stated, the Careers in Local Government SbAT program was brokered by the South East LLEN in partnership with the 3 local governments in the South East of Melbourne, Link Employment and Training and Apprenticeships Group Australia.

The South East LLEN provided support to Hillcrest Christian College to submit a Trade Training in Schools application. The planned facility will deliver programs in agriculture & horticulture which are considered to be local skills shortage areas.

Membership of the Southern Metropolitan RYAN (Regional Youth Affairs Network) enabled the South East LLEN to influence the inclusion of education, training and employment in the consideration of broader youth related policy issues. The forum on Youth Housing and Homelessness included access to employment, education and training by homeless young people as one of the top five themes of concern. Recommendations from the forum, which were delivered to the Office for Youth and other Victorian Government departments through the SM RYAN's annual presentation to the Inter-Departmental Committee, included improving communication between school welfare staff and support agencies and between regions (critical where young people are transient); increased training for housing workers on available education, training and employment programs and support; and increasing life skills training in school and non-school programs. The forum commended the work of Community VCAL programs in supporting many young people with homelessness or risk-of-homelessness issues.

In December, the South East LLEN, worked with the South East RYAN executive to assess the membership of the network. This included the South East LLEN undertaking a membership audit on behalf of the RYAN. The intention of the audit was to ensure that the correct organisations were represented on the network thus creating a strong, cohesive and strategic membership base which will be the strategic voice on youth issues that provides an effectively means for communicating and consulting between the youth sector, young people and Government.

The membership of the South East RYAN are currently working with the South East LLEN to design and administer a regional survey to gather information about the youth sectors needs in the Southern Metro region. The survey results will provide direction to organisations such as the SE LLEN around barriers, gaps and priority issues in the youth sector. Sections of the survey, such as partnerships, structural issues and priority areas (including gaps in service provision will also be used to inform the environmental scan the South East LLEN is currently undergoing for the new Enhanced LLEN contract that will commence in 2010).

In partnership with the Local Indigenous Community Partnership (LICP), convened by the Department of Human Services, South East LLEN promoted education and pathway support opportunities for Indigenous young people in our region – the Wannik Education Scholarships and the ANZ Indigenous School Based Traineeship program. It was anticipated that these activities will assist to build links into the local partnership committees of the LICP and enable further support of their Year 12 retention strategies.

### **Early school leaver's 15-19 transition to further education, training, pre-employment preparation or training based employment.**

South East LLEN received 270 referrals for Year 12 Completers and Early School Leavers from On Track Connect. Of those 270 referrals South East LLEN was able to contact 82% (222). Of these young people contacted, 100% were either referred to local transition support service providers; supported by the South East LLEN; had already found employment, begun training or did not require further assistance.

The South East LLEN formed a partnership with YRIPP (Youth Referral and Independent Persons Program) to re-connect young people in contact with the Police to education, training and employment assistance. The YRIPP Coordinator reported that the volunteers supporting young people at the Police station were confident referring to the South East LLEN because the organization is well known and highly regarded. Feedback to YRIPP from the young people on the support they received has been very good.

A school leaver's resource called the 'Life after School Guide' was updated and reformatted in partnership with Wellington Secondary and Skillplus. The guide was re-designed to make it more visually appealing and accessible for young people and contains information about how to access training, employment and transition support. This resource was widely distributed to local education, training and employment services and promoted to local schools, South East LLEN members and other youth work professionals.

**Young people 15-19 who complete English Language School transition to, and are retained in mainstream education or training.**

Despite some excellent developments in providing English as a Second Language VCAL programs and the success of the AMES – Dandenong High School VCAL program, applied learning pathways continue to require explanation and promotion to migrant & refugee families.

In partnership with the Foundation House led Refugee Action Network, the South East LLEN facilitated a group of six secondary schools (Wellington SC, Westall SC, St John's Regional College, Nazareth College, Killester College and Dandenong HS) to evaluate their strategies for promoting applied learning pathways to migrant and refugee students and their families. This partnership resulted in the development of 'the Straight and Winding Pathways' resources that has been distributed by the Refugee Action Network and the SE LLEN to help Education Providers better inform parents about Career pathway possibilities for their children once they exited English Language School. This set of resources has been distributed to all 56 education providers across the South East.

After presenting at a forum on Pathways for Migrant & Refugee Students in Southern Metropolitan Region, delivered by DEECD SMR, three schools expressed interest in working with the South East LLEN to identify their students who attended English Language School and track their pathways both retrospectively and long term in order to provide data and evidence about the ongoing pathway support of migrant and refugee students. The proposed project has the support of the SMR DEECD School Development Officer (ESL). This program is still in the development stage and will be actioned in 2010.

**Young people 15-19 who complete non-school education programs transition to, and are retained in further education, training, employment preparation or employment.**

The South East LLEN is a long-standing Committee member of Operation Newstart - South East and provided targeted support to the program during the merge of the host school, Cleeland Secondary College, with Dandenong High School and Doveton Secondary College. The South East LLEN's ongoing support of this program was publicly acknowledged by the Program Coordinator at the Term 2 Graduation Ceremony.

The South East LLEN staff has been trained in the delivery of the Work Matters Workshop in preparation for introducing the program to non-school education providers and dis-engaged young people. The train-the-trainer model is being used to build the capacity of program staff. Successful Work Matters Train the Trainer workshops have been conducted in non – school education providers and a English Language School – Narre Community Learning Centre, Merinda Park and Keysborough Learning Centre and AMES.

## Annual Implementation Plan 2009 Evaluation

### Strategic Priority - 1

All 15-19 year olds seeking to re-engage with education, training, pre-employment preparation, or employment are assisted to develop the requisite skills, and plan & engage with a pathway.

2009 Strategies / Actions	Proposed timeline	Achievement Milestones (Changes in practice and behaviors)	Agreed Measures/ Evidence	2009 Jan – Dec Achievement Against Targets
Greater Dandenong Youth Commitment Project Committee	Meets monthly	Heads of Agency Agreement	Signed document	In progress. Outer South Sub-Regional Group formed. 4 partners formed. See Reflection and Analysis for more information.
Greater Dandenong Youth Commitment Teams developed & piloted (Transitions, Skills & Pathways, Out of School Options, Community)	April – December	Teams develop governance structure	Governance structure documented (Terms of Reference, MoU)	On –going. Outer South Sub-Regional Group formed. Worked with Southern Metro office of DEECD to support implementation of transition teams within Secondary Schools.

2009 Strategies / Actions	Proposed timeline	Achievement Milestones (Changes in practice and behaviours)	Agreed Measures/ Evidence	2009 Jan – Dec Achievement Against Targets
Youth Commitment cultural change social marketing plan developed & piloted	January - December	Cultural change social marketing campaign developed; action plan for implementation	Marketing campaign strategy document	Incomplete. 2 planning meetings took place in 2009. Social marketing plan was deferred to 2010.
Exploration of linked referral tools; linked referral tool made available	August - November			Complete. SE LLEN has joined S2S e-referral system and key staff have been trained. YRIPP (Youth Referral and Independent Persons Program) supported –young people were referred to youth engagement programs such as (YTSI)
Youth Information, Referral & Tracking process developed & piloted	February – December	Youth Information, Referral & Tracking process guidelines developed	Database of access; stakeholder satisfaction feedback survey	Complete. Formed agreement with Skills Victoria to support the state-wide Out-of-Trade apprentice register.

## Strategic Priority - 2

Young people 15-19 years in identified at risk groups (Indigenous, Low socio-economic backgrounds, New migrants & refugees, Homeless, with disabilities, Same Sex Attracted, Young offenders, Poor school connectedness) are retained in education or training to Year 12 or equivalent qualification completion.

2009 Strategies / Actions	Proposed timeline	Achievement Milestones (Changes in practice and behaviours)	Agreed Measures/ Evidence	2009 Jan – Dec Achievement Against Targets
Partnerships Conference (parents, community, industry) Partnerships Working Groups	August	Event held Partnerships working group/s formed post-conference to continually improve school based partnerships	Conference report Meeting records; documented action plans to improve partnerships; assessment tool	Incomplete. See Reflection and Analysis section for further information.
New VCAL, MIPs & Transitions Network structure fully implemented	March, May, August, November	Improved information and best practice exchange amongst schools	Stakeholder satisfaction & feedback surveys	Complete. 3 Network events completed. Surveys administered.
Shared planning with LCP, RICA, S4 and Career & Transition agencies on industry exposure & experience for young people in at risk groups	February; June	Agreed process for planning industry exposure & experience for young people in at risk groups	Documented process; teacher feedback surveys	Incomplete. See Reflection and Analysis section for further information. students from Killester College commencing School Based Traineeships with Origin Training at their enterprise training facility (LLEN linked Killester College to Origin). School Based Traineeship positions in local government created in partnership with City of Dandenong, City of Casey and Cardinia Shire.

2009 Strategies / Actions	Proposed timeline	Achievement Milestones (Changes in practice and behaviours)	Agreed Measures/ Evidence	2009 Jan – Dec Achievement Against Targets
Work in partnership with the Southern Metro Regional Office of DEECD to roll out the Wannik Strategy for Indigenous students including implementation of the Student's At Risk Mapping Tool	Ongoing	Regional action plan developed for Wannik implementation	Documented action plan	Action Plan complete. Promotion of ANZ Indigenous School Based Traineeship Program and the Wannik Education Scholarships to Operation Newstart graduates, Local Indigenous Community Partnership and SE LLEN members.

**Attachment Four – South East LLEN 2009 Financial Reports**

**SOUTH EAST LOCAL LEARNING  
& EMPLOYMENT NETWORK INC.**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2009**

**SOUTH EAST LOCAL LEARNING & EMPLOYMENT NETWORK INC  
REGISTERED NO: A0041052B**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2009**

**(g) Income Tax**

The organisation is exempt under Taxation Law as a non-profit Organisation. As such no allowance has been made for Income Tax.

**(h) Subsequent Events**

There have been no material subsequent events which impact the financial statements.

	<b>2009</b>	<b>2008</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 2: OTHER CURRENT ASSETS</b>		
Accrued Income	-	-
Prepayments	-	11,884
Rental Bond	5,198	7,162
	<u>5,198</u>	<u>19,046</u>
<b>NOTE 3: PROPERTY, PLANT &amp; EQUIPMENT</b>		
Leasehold Improvements	-	-
Less: Accumulated Depreciation	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
Furniture & Fittings	18,791	15,291
Less: Accumulated Depreciation	<u>(10,203)</u>	<u>(8,688)</u>
	<u>8,588</u>	<u>6,603</u>
Computer Hardware	43,664	41,662
Less: Accumulated Depreciation	<u>(30,591)</u>	<u>(25,604)</u>
	<u>13,073</u>	<u>16,058</u>
Office Equipment	17,292	14,784
Less: Accumulated Depreciation	<u>(12,006)</u>	<u>(7,784)</u>
	<u>5,286</u>	<u>7,000</u>
<b>TOTAL PROPERTY, PLANT &amp; EQUIPMENT</b>	<u><u>26,947</u></u>	<u><u>29,661</u></u>

**SOUTH EAST LOCAL LEARNING & EMPLOYMENT NETWORK INC  
REGISTERED NO: A0041052B**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2009**

	2009	2008
	\$	\$
<b>NOTE 4: TRADE &amp; OTHER PAYABLES</b>		
Trade Creditors	1,325	100
Players United Grants Clearing	45,427	63,679
Victorian LCP Network	-	6,001
PAYG Payable	17,654	10,021
GST Payable	43,483	13,437
Regional Industry Forums	8,283	-
Superannuation payable	4,275	3,596
	<u>120,447</u>	<u>96,834</u>
 <b>NOTE 5: EMPLOYEE ENTITLEMENTS</b>		
Current:-		
Annual Leave	8,130	23,300
Long Service Leave	11,221	15,503
	<u>19,351</u>	<u>38,803</u>
Non-Current:-		
Long Service Leave	6,918	7,419
	<u>6,918</u>	<u>7,419</u>
<b>TOTAL ENTITLEMENTS</b>	<u>26,269</u>	<u>46,222</u>
 <b>NOTE 6: NOTES TO STATEMENT OF CASHFLOWS</b>		
<b>(a) Reconciliation of Cash</b>		
Cash at Bank	686,627	403,084
 <b>(b) Reconciliation of Net Cash Provided by Operating Surplus</b>		
Operating Surplus/(Deficit)	(3,992)	(31,658)
 <b>Non Cashflows in Operating Surplus</b>		
Depreciation	12,348	29,202
Bad Debts	2,750	1,853
Provision for annual leave & long service leave	(3,871)	22,233
Loss on the disposal of fixed assets	-	6,450
 <b>Changes in Assets and Liabilities</b>		
(Increase)/Decrease in Assets	8,817	10,097
Increase/(Decrease) in Liabilities	277,125	10,633
	<u>293,177</u>	<u>48,810</u>

**SOUTH EAST LOCAL LEARNING & EMPLOYMENT NETWORK INC  
REGISTERED NO: A0041052B**

**INDEPENDENT AUDIT REPORT TO THE MEMBERS**

**Report on the Financial Report**

I have audited the accompanying financial report, being a special purpose financial report, of South East Local Learning & Employment Network Inc., which comprises the Balance Sheet as at 31 December 2009, the Statement of Comprehensive Income, Statement of Cash Flows, Statement of Changes in Equity, a summary of significant accounting policies, other explanatory notes and the statement by members of the board.

*Board's Responsibility for the Financial Report*

The board of the organisation is responsible for the presentation 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 Incorporations Act of Victoria and are appropriate to meet the needs of members. The board'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*

My 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. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's 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 and fair presentation of the financial reporting 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 board, 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 board's financial report under the Associations Incorporations Act Victoria. I 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 purpose other than that for which it was prepared.

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

**SOUTH EAST LOCAL LEARNING & EMPLOYMENT NETWORK INC  
REGISTERED NO: A0041052B**

**INDEPENDENT AUDIT REPORT TO THE MEMBERS**

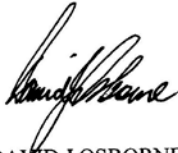
*Independence*

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

*Auditor's Opinion*

In my opinion, the financial report of South East Local Learning & Employment Network Inc. presents a true and fair view, in all material respects the financial position of South East Local Learning & Employment Network Inc., as at 31 December 2009 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

Dated at Frankston on the *23* February 2010.



DAVID J OSBORNE FCPA  
REGISTERED COMPANY AUDITOR NO. 10244  
c/o SHEPARD WEBSTER & O'NEILL PTY LTD  
434 NEPEAN HIGHWAY, FRANKSTON 3199  
TEL: 9781 2633

**SOUTH EAST LOCAL LEARNING & EMPLOYMENT NETWORK INC**  
**REGISTERED NO: A0041052B**

**BOARD MEMBERS REPORT**

Your board members submit the financial statements of the organisation for the financial period ended 31 December 2009.

**BOARD MEMBERS**

The names of committee members at any point during the year were:

<b>Board Member</b>	<b>Organisation</b>	<b>Meetings Attended</b>
Elena Sheldon	Springvale Learning & Activities Centre	5
Stephen Dunn	Link Employment & Training	8
Michael Borowick	AWU	1
Cathie Valentine	Parents Group	5
Fiona Hodges	Cardinia Shire	6
Sara Edwards	Southern Health	7
Eva Silverstein	Independent Schools	8
Helen Brown	Lyndhurst Secondary College	4
Ron Mantel	Chisholm TAFE	6
Terry Eccles	Pryda	1
Stephen Kennedy	Apprenticeships Victoria	7
Sam Franzi	Catholic Schools	6
David Tannahil	Viridian (CST Building Products)	1
Christiane Cunial	Mission Australia	5

**PRINCIPAL ACTIVITIES**

The principal activities of the organisation during the financial year were the fostering of post-compulsory education, training and employment within the community and better adapting of post-compulsory education and training to community needs.

**SIGNIFICANT CHANGES**

No significant change in the nature of these activities occurred during the year.

**OPERATING RESULT**

The loss for the year amounted to \$3,992 ( 2008 loss: \$31,658)

**INDEMNIFICATIONS OF OFFICERS**

During the financial year the Network paid an insurance premium in respect of a contract insuring the Network's Board and officers against a liability as a result of work performed in their capacity as a Board member or officer.

**STATE OF AFFAIRS**

There was no significant change in the state of affairs of the Network other than as referred to in the accounts and the notes thereto.

**SOUTH EAST LOCAL LEARNING & EMPLOYMENT NETWORK INC  
REGISTERED NO: A0041052B**

**BOARD MEMBERS REPORT**

**MATTERS ARISING SINCE THE END OF THE FINANCIAL YEAR**

There are no matters or circumstances that have arisen since the end of the financial year that have significantly affected or may significantly affect the operations of the Network, the result of its operations or the state of affairs of the Network in future financial years.

**ENVIRONMENTAL REGULATION**

The network is not subject to environmental regulations in its operations.

**RESOLUTION**

The committee have determined that this financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the accounts.

In the opinion of the committee the financial statements:

1. Present a true and fair view of the financial position of the organisation as at 31 December 2009 and the results of the organisation for the period ended on that date; and
2. At the date of this statement, there are reasonable grounds to believe that the organisation will be able to pay its debts as and when they fall due.

Signed in accordance with a resolution of the Members of the Committee.

*S. Edwards*  
.....  
Director:

*Eve Simons*  
.....  
Director:

Dated this *19<sup>th</sup>* day of February 2010



**SOUTH EAST LOCAL LEARNING & EMPLOYMENT NETWORK INC**  
**REGISTERED NO: A0041052B**

**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31 DECEMBER 2009**

	Notes	2009 \$	2008 \$
<b>CONTINUING OPERATIONS</b>			
<b>INCOME</b>			
Operating Revenue		920,826	792,075
Interest Income		11,596	19,459
Other Income		21,953	16,411
<b>TOTAL INCOME</b>		<u>954,375</u>	<u>827,945</u>
<b>LESS EXPENSES</b>			
Audit Fees		7,140	6,950
Bad Debts		2,750	1,853
Bank Fees		12,076	7,044
Communication		21,732	20,505
Consumables		12,585	14,757
Contract Services		42,918	20,865
Depreciation		12,348	29,202
Employee Related Costs		640,027	615,494
Insurance		9,412	3,332
Other Expenses		12,433	18,152
Project Expenses		38,795	10,996
Promotional Expense		10,533	17,801
Rent		50,816	35,323
Repairs and Maintenance		21,617	4,730
Travel & Motor Vehicles		54,581	44,314
Utilities		8,604	8,285
<b>TOTAL EXPENSES</b>		<u>958,367</u>	<u>859,603</u>
<b>NET LOSS FROM CONTINUING OPERATIONS</b>		<u>(3,992)</u>	<u>(31,658)</u>
<b>OTHER COMPREHENSIVE INCOME</b>			
Revaluation of Assets		-	(1,675)
<b>NET LOSS FROM COMPREHENSIVE INCOME</b>		<u>(3,992)</u>	<u>(33,333)</u>

The Accompanying Notes Form Part Of These Financial Statements

**SOUTH EAST LOCAL LEARNING & EMPLOYMENT NETWORK INC  
REGISTERED NO: A0041052B**

**BALANCE SHEET  
AS AT 31 DECEMBER 2009**

	NOTE	2009 \$	2008 \$
<b>CURRENT ASSETS</b>			
Cash at Bank		686,627	403,084
Accounts Receivable		8,022	5,741
Other Assets	2	5,198	19,046
<b>TOTAL CURRENT ASSETS</b>		<u>699,847</u>	<u>427,871</u>
<b>NON CURRENT ASSETS</b>			
Plant & Equipment	3	26,947	29,661
<b>TOTAL NON CURRENT ASSETS</b>		<u>26,947</u>	<u>29,661</u>
<b>TOTAL ASSETS</b>		<u>726,794</u>	<u>457,532</u>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	4	120,447	96,834
Income in Advance		439,869	170,275
Employee Entitlements	5	19,351	38,803
<b>TOTAL CURRENT LIABILITIES</b>		<u>579,667</u>	<u>305,912</u>
<b>NON CURRENT LIABILITIES</b>			
Employee Entitlements	5	6,918	7,419
<b>TOTAL NON CURRENT LIABILITIES</b>		<u>6,918</u>	<u>7,419</u>
<b>TOTAL LIABILITIES</b>		<u>586,585</u>	<u>313,331</u>
<b>NET ASSETS</b>		<u>140,209</u>	<u>144,201</u>
<b>EQUITY</b>			
Retained Funds - LLEN		140,209	130,083
Retained Funds - LCP		-	14,118
Reserve - Asset Revaluation		-	-
<b>TOTAL EQUITY</b>		<u>140,209</u>	<u>144,201</u>

The Accompanying Notes Form Part Of These Financial Statements

**SOUTH EAST LOCAL LEARNING & EMPLOYMENT NETWORK INC  
REGISTERED NO: A0041052B**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 31 DECEMBER 2009**

	NOTE	2009 \$	2008 \$
<b>Retained Funds</b>			
Retained Funds at the beginning of the year		144,201	175,859
Net profit/(loss) from continuing operations		(3,992)	(31,658)
Retained Funds at the end of the year		<u>140,209</u>	<u>144,201</u>
<b>Asset Revaluation Reserve</b>			
Asset Revaluation Reserve at the beginning of the year		-	1,675
Changes		-	(1,675)
Asset Revaluation Reserve at the end of the year		<u>-</u>	<u>-</u>
<b>Total Equity</b>		<u><u>140,209</u></u>	<u><u>144,201</u></u>

The Accompanying Notes Form Part Of These Financial Statements

**SOUTH EAST LOCAL LEARNING & EMPLOYMENT NETWORK INC  
REGISTERED NO: A0041052B**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2009**

	Note	2009 \$	2008 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from Governments and Customers		1,038,686	896,414
Payments to suppliers and employees		(757,105)	(867,063)
Interest received		11,596	19,459
<b>Net cash flows provided by operating activities</b>	6b	293,177	48,810
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Payments for Fixed Assets		(9,634)	(3,203)
<b>Net cash flows used for investing activities</b>		(9,634)	(3,203)
Net Increase/(decrease) in cash held		283,543	45,607
Cash at beginning of year		403,084	357,477
<b>Cash at end of year</b>	6a	686,627	403,084

The Accompanying Notes Form Part Of These Financial Statements

**SOUTH EAST LOCAL LEARNING & EMPLOYMENT NETWORK INC**  
**REGISTERED NO: A0041052B**

**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2009**

**NOTE 1: STATEMENT OF ACCOUNTING POLICIES**

The financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of Victoria. The committee has determined that the organisation is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporations Act of Victoria and the following Australian Accounting Standards:

AASB 101 Presentation of Financial Statements  
AASB 107 Cash Flow Statements  
AASB 116 Property, Plant and Equipment  
AASB 117 Leases  
AASB 118 Revenue  
AASB 119 Employee Benefits  
AASB 136 Impairment of Assets  
AASB 138 Provisions, Contingent Liabilities, Contingent Assets  
AASB 1031 Materiality

No other applicable Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

**(a) Property, Plant and Equipment**

Property, plant and equipment are brought to account at cost less, where applicable, any accumulated depreciation and any impairment in value. The carrying amount of property, plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

The carrying values of plant and equipment are also reviewed for impairment when events or changes in circumstances indicate the carrying value may not be recoverable. If any impairment exists, the assets are written down to their recoverable amount and the loss recognised in the Statement of Comprehensive Income.

**SOUTH EAST LOCAL LEARNING & EMPLOYMENT NETWORK INC  
REGISTERED NO: A0041052B**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2009**

**(a) Property, Plant and Equipment (continued)**

The depreciable amount of all fixed assets including buildings are depreciated over their useful lives commencing from the time the asset is held ready for use. Rates of depreciation vary between 2.5 and 33%.

**(b) Employee Entitlements**

Provision is made for the liability for employee entitlements arising from services rendered by employees to balance date. Employee benefits have been measured at amounts expected to be paid (including any associated on costs). Contributions are made to employee superannuation funds and are charged as expenses when incurred.

**(c) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition on the asset or as part of an item of the expense. Receivables and payables on the balance sheet are shown inclusive of GST where applicable.

**(d) Cash**

Cash includes cash on hand, deposits held at call with banks and investments in term deposits and money market instruments, net of overdrafts.

**(e) Grants in Advance**

Where grants are required to be spent on specific programs in order to meet agreed outcomes as contracted with the funding agency, the Organisation initially records the monies received as a liability. This is due to a present obligation existing at that time to spend the monies in accordance with the funding agreement or risk having to refund those funds. Income is subsequently recognised in the periods that the funds are actually spent.

All other untied grants are recorded as income when monies are received.

**(f) New Accounting Standards**

The association has adopted the Amended Australian Accounting Standard AASB 101 (revised 2007) effective 1 January 2009. The revised Standard separates owner and non-owner changes in equity. The statement of changes in equity includes only details of transactions with owners, with non-owners changes in equity presented in a reconciliation of each component of equity and included in the new statement of comprehensive income. The statement of comprehensive income presents all items of recognized income and expense either in one single statement, or in two linked statements. The association has elected to present one statement.

## Attachment Five 2010 – 2011 Directors – South East LLEN

Cat.	Category	2010/2011 Representatives	Term Expires
1	Schools	Rob Duncan, (Narre Warren P-12 College)	2012
2	TAFE Institutes or Universities with TAFE Sectors	Sue Wells, (Chisholm Institute of TAFE)	2011
3	Adult Community Education Organisations	Elena Sheldon, Springvale Learning and Activity Centre	2011
4	Other education and training organisations including private registered training organisations, universities and group training companies	Terry Brehney (Link Employment and Training)	2012
5	Trade Unions, Peak Trade Union organisations, Regional Trade Union Organisations	Michael Borowick, (Australian Workers Union)	2011
6	Employers/Peak Employer associations; Regional Employer Organisations and employment agencies	David Tannahill (Viridian)	2011
7	Local Government	Fiona Hodges, General Manager, Community Well Being (Cardinia Shire)	2012
8	Other Community Agencies and organisations, Commonwealth and State Government Departments, ACFE Regional Councils, Regional Youth Councils, ACC's, etc	Cristiane Cunial, Mission Australia	2012
9	Koorie Organisations, Peak Koorie Organisations and Regional Koorie Organisations	<b>Currently Vacant</b>	2011
10	Community Members	Sara Edwards, Greater Dandenong Community Health Centre Youth Programs Manager	2012
11	Co-opted members - Nominated by the committee who shall be a community member or a person associated with an organizational member	Steve Kennedy (Apprenticeships Group Australia) (co-opted) Member Category 4	2011
		Cathie Valentine (Parentzone) Co-opted Parents & Parent Groups Member Category 8	2011
		Eva Silverstein, (Maranatha Christian School) Co-opted Schools (Independent) Member Category 1	2011
		Sam Franzi Co-opted Schools (Catholic) Member Category 8	2011
		YOUTH – Currently Vacant	2011

## Attachment Six – Changes to Rules of Association

<b>Table of Proposed Changes to South East LLEN Rules of Association</b>	
<b>Current Wording</b>	<b>Wording Amended To</b>
<b>Section 2.1 Definitions</b>	<b>Section 2.1 Definitions</b>
“Financial Year” Means the year ending 30 June;	“Financial Year” Means the year ending 31 December;
<b>Removal of Section 4 – Initial Membership</b> Redundant clause relating to the initial establishment of the LLEN.	<b>Becomes</b> To be noted as a “Deleted clause” (otherwise renumbering will be required)
<b>Section 26.1 Meetings of the Committee</b> The Committee must meet at least 3 times in each year at such places and such times as the Committee may agree.	<b>Becomes</b> The Committee must meet at least 4 times in each year at such places and such times as the Committee may agree.
<b>Appendix One Statement of Purpose Items 1,3,4,5,6,8 on the Statement of Purpose list</b>  <ol style="list-style-type: none"> <li>1. planning for the provision of post compulsory education, training and employment in the Area with particular emphasis on meeting the needs of young people;</li> <li>3. developing, encouraging and facilitating collaborative approaches towards planning and improved delivery of post compulsory education and training programs and services for better accommodating learning needs of the individual;</li> <li>4. promoting a connection between post compulsory education and training with industry and economic development and with local and regional employment and enterprise opportunities;</li> <li>5. promoting and facilitate the development of pathway plans and improved monitoring of the progress of people, particularly young people, as they undertake individual pathways;</li> </ol>	<b>Appendix One Statement of Purpose Items 1,3,4,5,6,8 on the Statement of Purpose list</b>  <ol style="list-style-type: none"> <li>1. planning for the provision of education, training and employment in the Area with particular emphasis on meeting the needs of young people;</li> <li>3. developing, encouraging and facilitating collaborative approaches towards planning and improved delivery of education and training programs and services for better accommodating learning needs of the individual;</li> <li>4. promoting a connection between education and training with industry and economic development and with local and regional employment and enterprise opportunities;</li> <li>5. promoting and facilitating the career development, development of pathway plans and improved monitoring of the progress of young people, as they undertake individual pathways;</li> </ol>

<p>6. monitoring the level of participation, completions and outcomes for individuals in post compulsory education and training and in particular for groups of young people that currently have poor outcomes;</p> <p>8. providing advice to the Commission (including advice on appropriate measures of outcomes and destinations for people) for the purpose of facilitating the provision of appropriate educational services.</p>	<p>6. monitoring the level of participation, completions and outcomes for individuals in education and training and in particular for groups of young people that currently have poor outcomes;</p> <p>8. providing advice to government (including advice on appropriate measures of outcomes and destinations for people) for the purpose of facilitating the provision of appropriate educational services.</p>
<p><b>APPENDIX 2, Membership Application Form</b> Other community agency and organisations, Commonwealth and State government departments, Adult, Community and Further Education Regional Councils, Regional Youth Councils, Area Consultative Boards, etc</p>	<p><b>Becomes</b> Other community agency and organisations, Commonwealth and State government departments, Adult, Community and Further Education Regional Councils, Regional Youth Councils, Area Consultative Boards, Parent Organisations, etc</p>
<p><b>APPENDIX 5, Composition of The Board</b> Other Community Agencies and organisations, Commonwealth and State government departments, Adult, Community and Further Education Regional Councils, Regional Youth Councils, Area Consultative Boards etc</p>	<p><b>Becomes</b> Other Community Agencies and organisations, Commonwealth and State government departments, Adult, Community and Further Education Regional Councils, Regional Youth Councils, Area Consultative Boards, Parent Organisations, etc</p>



**Department of Education and  
Early Childhood Development**

Office for Policy, Research and Innovation

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East Melbourne, Victoria 3002  
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DX 210083  
GPO Box 4367  
Melbourne, Victoria 3001

EPI002144

Ms Sara Edwards  
Chairperson  
South East LLEN  
PO Box 7050  
DANDENONG 3175

Dear Ms Edwards

Thank you for the South East LLEN letter dated 23 April 2010 and subsequent emails requesting amendments to the South East LLEN Rules of Association.

With the agreement of the Victorian Skills Commission (VSC) I am pleased to approve the specific proposed amendments to the South East LLEN Rules of Association as detailed in Attachment 1. It remains the responsibility of the South East LLEN to ensure that these changes to its Rules of Association do not breach the provisions of the *Association Incorporation Act 1981*.

For any changes other than those detailed in Attachment 1, further prior approval will need to be sought from DEECD. Please advise us of the outcome of the *Special Resolution in General Meeting* once held and if passed, of the lodgement and acceptance of the Rules with Consumer Affairs Victoria.

Yours sincerely

**Edmund Misson**  
General Manager  
Youth Transitions Division

5/05/10



## Attachment Seven – Membership List

### 227 Members

**Cat. Member Name (Organisation)**

1	St Francis Xavier College
1	Berwick Secondary College
1	Haileybury College - Berwick Campus
1	Kambrya College
1	St Margaret's School
1	Westall Secondary College
1	Hillcrest Christian College
1	Casey Grammar
1	Cranbourne Secondary College
1	Lyndhurst Secondary College
1	Marnebek School
1	St Peters College
1	Dandenong High School - Cleeland Campus
1	Dandenong High School - Dandenong Campus
1	Emerson School
1	Operation NewStart (Cleeland SC Unit)
1	St. John's Regional College
1	Dandenong High School - Doveton Campus
1	Myuna Farm Teaching Unit
1	Maranatha Christian School
1	Hampton Park Secondary College
1	Haileybury College - Senior Campus
1	Koo Wee Rup Secondary College
1	Wellington Secondary College
1	Dandenong Valley School (SDS)
1	Eumemmerring College (Fountain Gate)
1	Eumemmerring Secondary College (Endeavour Hills)
1	Eumemmerring Secondary College (Gleneagles)
1	Hallam Valley PS
1	Narre Warren South P12 College
1	Berry Street
1	Keysborough College - Chandler Campus
1	Noble Park English Language School
1	Noble Park Secondary College
1	Carwatha College
1	Nazareth College
1	Lyndale Secondary College
1	Beaconhills College
1	Pakenham Secondary College
1	Keysborough College
1	Killester College
1	Coomoora Secondary College
1	Heatherhill Secondary College
1	Eumemmerring College (Hallam)
2	William Angliss Institute of TAFE
2	Chisholm Institute of TAFE
2	Gippsland TAFE
3	Berwick Neighbourhood Centre

3 Blind Bight Community Centre  
3 Cranbourne Community House Inc  
3 Merinda Park Learning and Community Centre  
3 Australian Croatian Community Services  
3 Dandenong Neighbourhood House Inc  
3 Well Springs for Women Inc  
3 Avocare  
3 Dingley Village Neighbourhood Centre  
3 Doveton Neighbourhood Learning Centre Inc  
3 Emerald Community House  
3 Endeavour Hills Uniting Care Neighbourhood Centre  
3 Hallam Community Centre Inc  
3 Hampton Park Community House  
3 Keysborough Community Learning Centre  
3 Narre Community Learning Centre  
3 Oakgrove Community Centre  
3 Jan Wilson Community Centre  
3 Noble Park Community Centre Inc  
3 Living & Learning In Cardinia (LlinC)  
3 Outlook  
3 Springvale Indo-Chinese Mutual Assistance Assoc  
3 Springvale Learning & Activities Centre  
3 Springvale Neighbourhood House Inc  
3 Upper Beaconsfield Community Centre Inc.  
4 Inner East Group Training  
4 Link Employment & Training  
4 MEGT  
4 Careers Fast Track Pty Ltd  
4 East Vic Workforce  
4 Monash University - Berwick  
4 Eastern Victoria Group Training Inc.  
4 Apprenticeships Group Australia  
5 Victorian Trade Hall Council  
5 The Australian Workers' Union  
6 K.Y.M Employment Services  
6 Manufacturing & Engineering Skills Advisory Board  
6 Victorian Community Services and Health Industry Training Board Incorporated  
6 Victorian Electro-Technology, Printing, Information and Communications ITB INC.  
6 Robert Bosch Australia P/L  
6 Avalon Castle  
6 INTEG Solutions Pty Ltd  
6 A Bending Company  
6 Agee Panels & Towing Pty Ltd  
6 Allcar & Allroads Towing  
6 AMES Employment Dandenong  
6 Australian Business Concepts Group P/L  
6 Car Tech Steering and Suspension Centre  
6 CRYOQUIP  
6 Dandenong Oasis  
6 Dandenong Valley Job Support  
6 FRH Group  
6 Jayco Caravan (Recreational Industries) PTY LTD  
6 Paramount Personnel Building Futures

6 Polyfoam Australia  
6 PZ Cussons Aust Pty. Ltd.  
6 Sarina Russo Dandenong  
6 South East Melbourne Manufacturing Alliance  
6 South East Networks  
6 Southport Engineering Pty Ltd  
6 The Tyre Factory Superstores P/L  
6 Vitality Personnel  
6 Working Arrangements  
6 Yakult Australia Pty Ltd  
6 Astra Billiards  
6 HM GEM Engines  
6 VECCI  
6 Ace Wire Works  
6 Bomac Engineering Pty Ltd  
6 Dana Australia Pty Ltd  
6 Dorma BWN  
6 Hallam Truck Centre  
6 HiChem Industries - need email address  
6 Porter Davis Homes  
6 Civil Contractors Federation  
6 DMG Industries Pty Ltd  
6 Automotive Skills Training Board  
6 Service Skills Victoria  
6 Verve – knowledge & skills  
6 Victorian Food Industry Training Board  
6 Sarina Russo Fountaingate  
6 AMES Employment Noble Park  
6 Australian Integrated Employment & Training Services  
6 Neo Products Pty Ltd  
6 Transport and Distribution Industry Training Board of Victoria  
Incorporated  
6 Cardinia Cultural Centre  
6 Delfin Lend Lease  
6 Glenmac Sales & Service Pty Ltd  
6 YMCA - Cardinia LIFE  
6 Alpha Autism Inc  
6 Victorian Business Services Finance and Property Industry  
Training Board Incorporated  
6 AMES Employment Springvale  
6 Springvale Indochinese Mutual Assistance Assoc.  
6 Education Centre Gippsland Learning & Employment  
6 Viridian  
7 City of Greater Dandenong  
7 City of Casey  
7 Cardinia Shire  
8 Centre for Multicultural Youth Issues  
8 Connectus  
8 Parentzone  
8 Royal Botanic Gardens Cranbourne  
8 Centrelink  
8 Department of Education Southern Metropolitan Regional  
Office  
8 DHS Southern Region - Juvenile Justice Program  
8 South East Alcohol & Drug Service  
8 South East Development

8 South East Region Migrant Resource Centre  
8 Wayss Limited  
8 Youth Substance Abuse Service  
8 Wesley Youth Services  
8 Mission Australia  
8 Menzies Inc  
8 National Disability Coordination Officer Program C/o SkillsPlus Ltd  
8 Kids in Need (Ridgeway Lodge Inc)  
8 Connections Unitingcare  
8 Family Mediation Centre  
8 SFYS (Casey-Cardinia)  
8 Southern Ethnic Advisory & Advocacy Council  
8 Whitelion  
8 Taskforce Community Initiative  
8 SWP Regional Council of ACE  
8 Greater Dandenong Community Health Centre Youth Services  
8 SFYS Dandenong-Springvale  
8 South Central Region Migrant Resource Centre  
8 Springvale Community Aid & Advice Bureau Inc  
8 Ozchild  
8 Catholic Education Office  
9 Dandenong & District Aborigines Cooperative Ltd  
9 VAEAI Wurrucker Strategy Broker Metro South East  
10 Kambrya College  
10 Member for Mordialloc  
10 Centrelink Cranbourne  
10 City of Casey  
10 Merinda Park Learning and Community Centre  
10 St Peters College  
10 St Peters College  
10 AMES Employment  
10 Chisholm Institute of TAFE  
10 Chisholm Institute of TAFE  
10 Chisholm Institute of TAFE  
10 Chisholm Institute of TAFE  
10 Dandenong High School Cleeland Campus  
10 Department of Education Southern Metropolitan Regional Office  
10 Emerson School  
10 Graduates Restaurant  
10 LINK  
10 LINK  
10 South East Alcohol & Drug Service  
10 Southern Metropolitan Regional Office of DEECD  
10 St John's Catholic Regional College  
10 Youth Substance Abuse Service, Dandenong  
10 Doveton/Eumemming Neighborhood Renewal  
10 Federal Member for Holt  
10 Salvadorean Community Council of Victoria  
10 City of Casey  
10 AMES  
10 RMIT  
10 Community Member  
10 Wellington Secondary College

10 City of Casey  
10 City of Casey  
10 Eumemmerring College - Hallam Campus  
10 Eumemmerring College Fountain Gate Campus  
10 Narre Warren South P-12  
10 City of Casey, Community Services, Narre Warren  
10 Adult Migrant Education Service  
10 Cardinia Shire  
10 Cardinia Shire  
10 Cardinia Shire, Councillor  
10 Cardinia Shire, Councillor  
10 Ozchild  
10 AMES (Adult Multicultural Education Service)  
10 Keysborough College  
10 Killester College  
10 Coomoora Secondary College  
10 Coomoora Secondary College  
10 Heatherhill Secondary College  
10 Community Member  
10 Centrelink