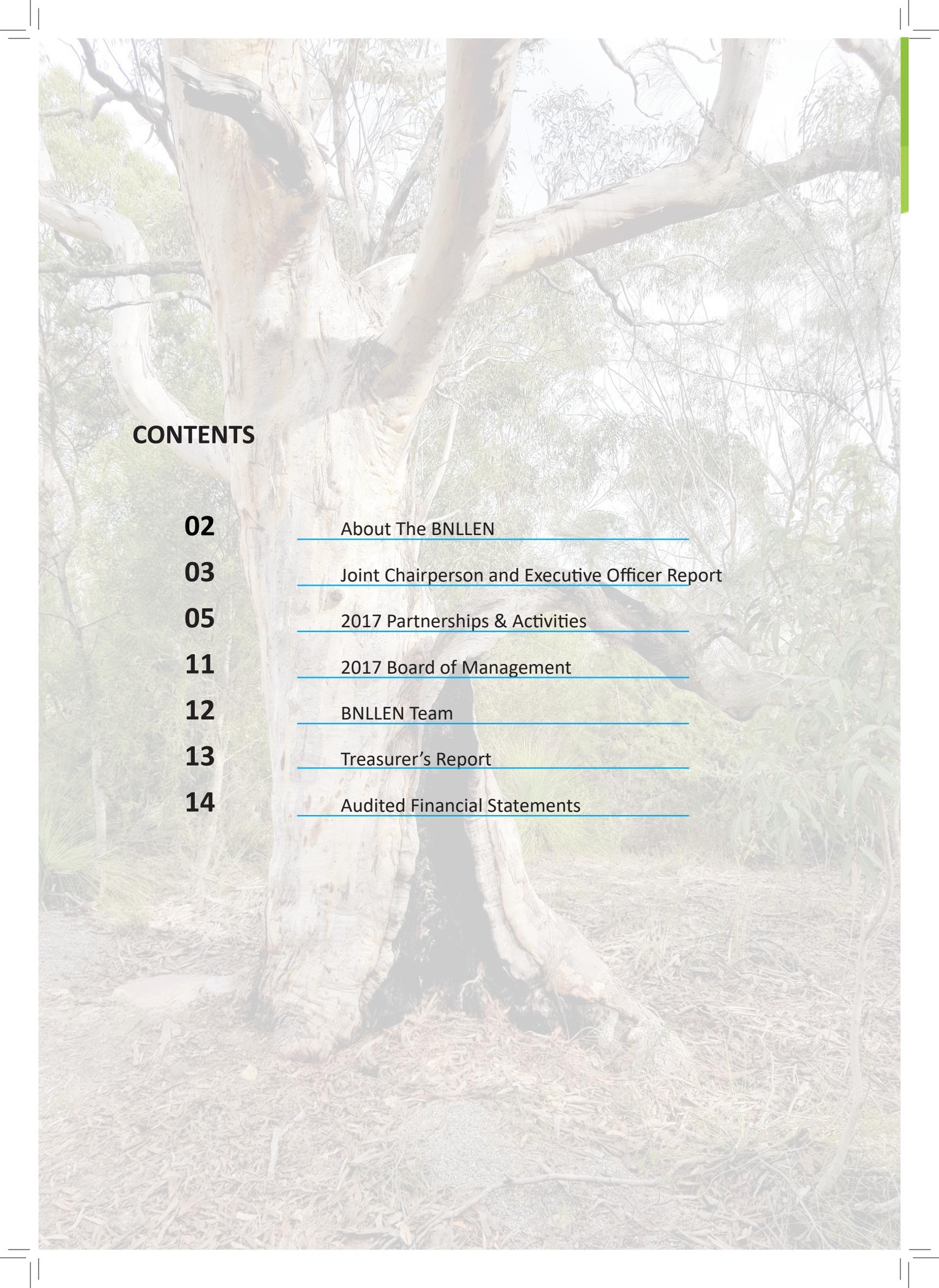


ANNUAL REPORT 2017



bnllen

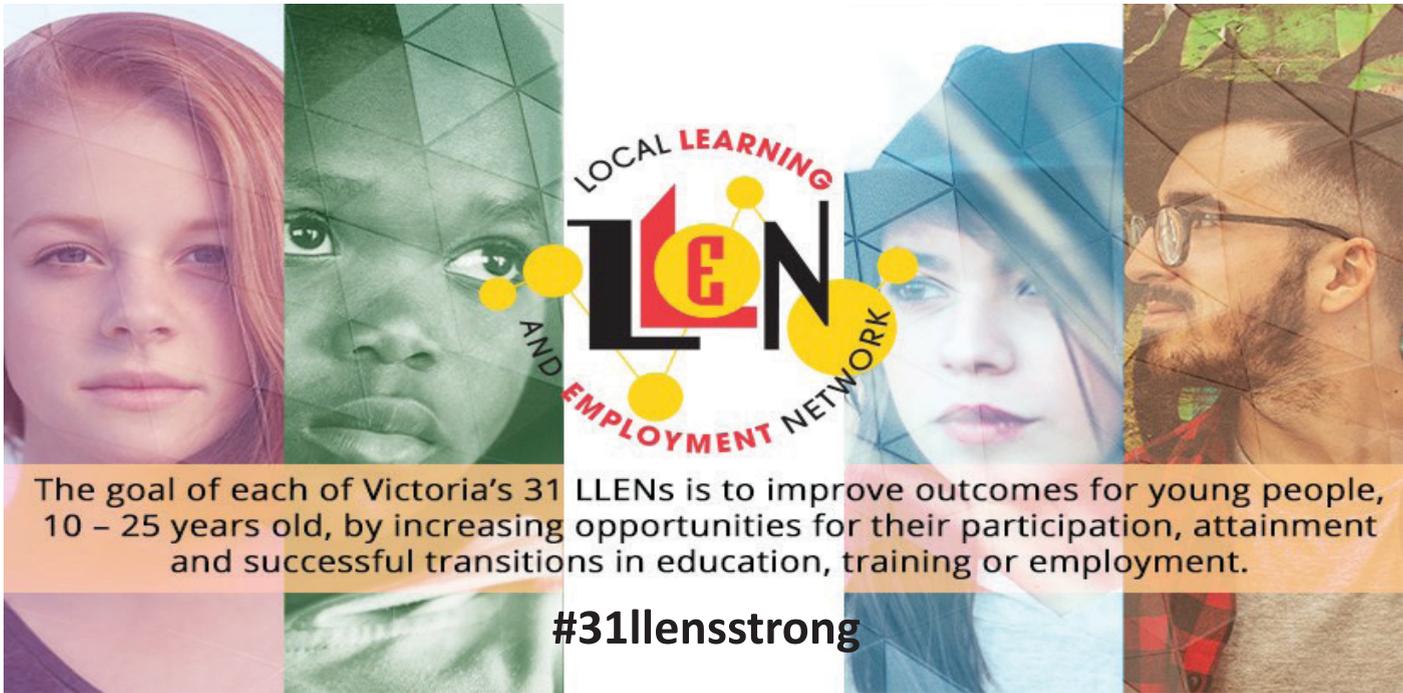
banyule nillumbik
local learning & employment network



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ABOUT THE BNLEN



The goal of each of Victoria's 31 LLENs is to improve outcomes for young people, 10 – 25 years old, by increasing opportunities for their participation, attainment and successful transitions in education, training or employment.

#31lensstrong

OUR VISION

Seamless education, training and employment pathways for young people that are inclusive, responsive and innovative.

OUR VALUES

1. Broker partnerships to develop a range of innovative opportunities and pathways
2. Respect the right of young people to pursue their own goals and develop their capacity to do this
3. Engage with and empower all young people to focus on their needs and connect with their communities
4. Support and value diversity
5. Effective transparent, accountable and responsible processes.

OUR MISSION

The Banyule Nillumbik LLEN will achieve its Vision by brokering partnerships to bring together the four stakeholder groups:

- Education Providers
- Business and Industry
- Parents and Families
- Community Groups.



JOINT CHAIRPERSON AND EXECUTIVE OFFICER REPORT

Dr George Giuliani

Chairperson

Nancye Harrison

Executive Officer

2017 marks 16 years of work by the Banyule Nillumbik Local Learning and Employment Network (BNLLEN), to improve outcomes for local young people through strategic partnership brokering. Throughout the past 16 years we have maintained a strong commitment to achieving our vision of creating seamless education, training and employment pathways for young people that are inclusive, responsive and innovative. We are proud, once again, to present this report which outlines the key initiatives undertaken by BNLLEN in 2017 to achieve this goal. We acknowledge the many partnerships that have made our success possible.

In 2017 BNLLEN successfully delivered on the following five contracts:

Disengaged Students Grant (LLEN)

Department of Education & Training

Facilitating partnerships to keep or re-engage young people in meaningful education.

Structured Workplace Learning (SWL)

Department of Education & Training

Creating opportunities for young people to connect with employers through quality workplace learning opportunities.

On Track Connect

Department of Education & Training

Providing referral support to local young people who are out of school and not engaged in education or employment

Strengthening School — Industry Engagement

Department of Education & Training

Showcasing best practice school and industry engagement to support vocational training outcomes.

Banyule L2P Learner Mentor Driving Program

VicRoads, TAC & Banyule City Council.

Supporting disadvantaged young people to gain the driving experience needed to apply for their probationary licence; thereby, improving access to employment and educational opportunities.

Each of these contracts were delivered through a range of partnership activities, detailed further in this Annual Report. Considering our organisational size and limited resources, the range of work undertaken to achieve the contract deliverables is remarkable. Our thanks for these great efforts go to an outstanding staff team including; Katrina Moody, Colleen Hughes, Ross Patterson, Monica Rigby, Alison Barton, Maridina O'Keefe, Sandra Monger, Nadia Hollins and Nancye Harrison.

We would also like to recognise and thank the many BNLLEN partners from education, training, business, industry and community sectors for their strong engagement and contribution during 2017.

Early in 2017 the BNLLEN Board challenged us to focus beyond the impact of our work to achieve contract deliverables and to evaluate and extend our influence in the local region. This was an interesting and energising exercise which, on reflection, has enabled us to see more clearly our significant contribution

to broader community action and potential for further collaborative impact. The BNLEN is active in a wide range of local aligned initiatives and networks such as the Banyule Nillumbik Youth Services Network Executive, Banyule Child Youth & Family Committee, Melbourne Polytechnic Precinct Partnership, Banyule Tech School Committee and Melbourne’s North Knowledge Economy Working Group, just to name a few. This year we have continued to strengthen **strategic** relationships with key stakeholders including North East Melbourne Area Department of Education & Training, NorthLink and the Economic Development Departments of Banyule and Nillumbik Shire Councils. At a statewide level, BNLEN has been influential as a member of the SWL Strategic Working Group and Operational SWL Network resulting in BNLEN being selected as one of two LLENs in the State to deliver the Strengthening School—Industry Engagement Project in 2017.

We now see our ‘strategic influencer’ role as a key strength of BNLEN and one which will contribute to improved youth outcomes on a broader scale. In 2018 we look forward to further enhancing community connections through investment in a new website, logo /branding, improved social media presence and launch of our latest environmental scan.

Sincere thanks to our volunteer Board of Management members for their support and commitment throughout 2017.

Chairperson’s Comment

At a more personal level – I would like to publicly acknowledge the amazing commitment and steadfast work of our Executive officer, Nancye Harrison and her dedicated team. While this report reflects the highlights of the past year, it cannot capture the many hours of effort and sheer perseverance required to deliver on all our objectives.

Nancye and the BNLEN team have done a fantastic job – Thank-you and Well Done!



Dr George Giuliani
BNLEN
Chairperson



Nancye Harrison
BNLEN
Executive Officer

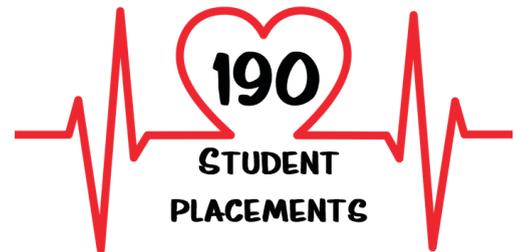
2017 BNLEN PARTNERSHIPS & ACTIVITIES

Austin Health Partnership

During 2017, Banyule Nillumbik LLEN continued a strong working relationship with Austin Health, resulting in support for many students with an interest in careers in the Health industry. This included 190 student placements, comprised of 172 Work Experience, including 6 participants in the Aboriginal and Torres Strait Islander Careers Program, and 18 Structured Workplace Learning student placements.

Undoubtedly, this partnership provides an invaluable opportunity for program participants, many of whom have provided positive feedback and thanks to the Austin Health Staff who have supported them. Some students have also been able to participate in further learning and volunteer opportunities and have used advice from their placement experience in choosing further study. We received positive feedback from students who participated in the Aboriginal and Torres Strait Islander Careers Program who highly recommend this opportunity to future indigenous students who would like to learn more about careers in Health.

BNLEN extends sincere thanks to our partner Austin Health, particularly the Human Resources Team and staff supervisors in many departments, for their commitment to inspiring the next generation of Health Industry employees.



Banyule L2P Program

During the calendar year of 2017 the Banyule L2P Learner Driver Mentor Program saw 23 volunteer Mentors and 75 learner drivers undertake 2,209 supervised driving hours over the year. In addition, learners also received professional driving lessons. 23 young people completed the program by attaining their probationary license in 2017. This brings the number of graduates since 2011 to more than 160. Our fleet of vehicles has now grown to four, with an additional vehicle donated by E-Focus this year. This support, from E-Focus, is crucial to enable us to meet the increased need of the Enhanced L2P Program in 2018.

Volunteers Mentors attend bi-monthly mentor meetings to celebrate achievements and share information related to the program. Mentors also had the opportunity to undertake a drive through the License Testing area with our Professional Driving School (Right Direction Driving School) and to sit the Hazard Perception Test at the VicRoads office in Bundoora, which learners are required to pass before being allowed to do the drive test. These activities served to demonstrate the good working relationship our program enjoys with the local Vic Roads office and the commitment by volunteers to continuous improvement in their work as supervising drivers.

Banyule L2P continues to enjoy the support of a superb team of volunteers without whose time, commitment and, in some cases, inordinate patience, we would not have achieved the outstanding results we have to date. We were pleased to recognise the contribution of our Mentors with service awards presented at our 2017 December celebration. The event was attended by a VicRoads representative who was delighted by the achievements of the Banyule L2P Program and offered high praise to our outstanding volunteer Mentors.



Banyule Nillumbik Careers Group



Meetings for the last 12 months have been held at; Charles La Trobe College, La Trobe Melbourne, Kangan Institute, St Helena Secondary College, Macleod College, Melbourne Polytechnic and Eltham College.



The group receives input from Tertiary Institutions as well as professional development activities and support of best practices from peers. There have been up to 32 participants attending these meetings, and several local organisations such as Work Matters and Private RTO's being an important link that schools can utilise.

Some of the latest presenters to act as guest speakers include Centrelink, WIRL Media and Foundation House. This partnership contributes to building the capacity of our careers professionals to deliver quality careers advice and programs to local students.

Northern VCAL Coordinators Network



The Northern schools have continued to meet as a VCAL Network five times a year. Usually 40 of the 65 members are in attendance, and the meeting has a strong mix of experienced and new providers. The Northern VCAL Coordinators Network is a cost effective, collaborative local network that directly contributes to improved quality of VCAL delivery in our schools.

Professional development and peer support activities ensure everyone goes away with useful strategies. A lack of funding for VCAL Coordinators has strengthened the desire of the group to maintain a strong network presence. LLEN and SWL representatives have presented to their schools for 30 minutes at the end of each meeting and this has been a valuable link for schools. In 2017 BNLLN facilitated these meetings, at Melbourne Polytechnic Greensborough, with the support of a planning team. This year there has been more emphasis on applied learning programs from Year 10 – 12, as well as showcasing several local community groups and organisations that have been welcomed by providers to create new partnerships.



Northern Melbourne VET Cluster (NMVC)



Development of the NMVC has been progressing very smoothly for the last couple of years with almost all schools in the North (43 schools) involved. BNLLN has representation at the VET Coordinator's, Advisory and Principal Networks to advocate for stability and the principles on which the Cluster was established.

This year over 1200 students are travelling to host schools to undertake a VET in Schools program as part of the Cluster.

Work from the BNLLN continues to; support new host schools to deliver VETiS programs, encourage Year 10 students to participate, and support a strong administrative structure to ensure the viability of the Cluster.

Our SWL Program also supports the NMVC Network by providing industry placement opportunities linked to students VET industries.



Northern SBAT Network Partnership

Four times a year this Network gets together to discuss updates, promotion and changes that have occurred in relation to SBAT's in Northern Schools. This unique group has input from various LLENs, SWL Programs, Schools, RTO, ACC and GTOs. It works hard to create positive pathways and promote success stories to break the stigma that some schools and parents have regarding School Based Apprenticeships and Traineeships. We have been able to secure the McDonalds Training Centre in Collingwood as a meeting base, in part due to over 30 stakeholders coming to each meeting. The SBAT Sample Sessions is a key event resulting from this partnership.

SBAT Sample Sessions

On 31st July 2017, approximately 100 students from local schools participated in the SBAT Sample Sessions (SSS). This was the fifth time that BNLEN has facilitated the event on behalf of the Northern SBAT Network. SSS has proven to be a resounding success every year, becoming a regular addition on school calendars.

Prior to the day, students are provided with a list of the 15 industries that will be represented, for them to nominate their areas of interest. Students are then allocated to industry sessions, based on their preferences, so that they can gain greater understanding of pathways options, while learning in a fun, interactive environment.

Students spent the day meeting trainers and employers and trying out related tasks. For example, one student could have changed a tyre, created a new hairstyle and made a tasty toasty. Another student might have run a fitness session, assisted an aged person, designed a digital game character then engaged in a play activity with a toddler.

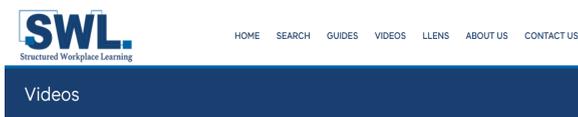
School staff also have the opportunity to raise their own awareness by connecting with training providers, employers, disability support providers, Australian Apprenticeship Support Network members, etc., all in one place.

In recognition of the value of this unique event, the 2017 SSS has been featured in a short video as part of the Strengthening School and Industry Engagement Series.



Strengthening School - Industry Engagement

BNLEN was honoured to be handpicked by the Department of Education and Training as one of two LLENs to produce 12 quality videos for publication on the SWL state-wide portal to promote and enhance school-industry engagement.



The SWL Portal: Quickly Connecting Schools and Industry



The Victorian Department of Education and Training's Structured Workplace Learning (SWL) Portal has already been embraced by over 500 Victorian schools and more than 3,500 businesses. In this video, take a look at the ways in which the site makes it easy for students to browse and express interest in a wide range of SWL opportunities across Victoria, choosing from host employers who have worked with their Local Learning and Employment Network (LLEN) to offer SWL, which builds on students' VET courses. This case study involving Banyule Nilumbik LLEN, Britex, E-Focus, St. Vincent's Care and Montmorency Secondary College is just one of many early success stories. Whether it's on mobile, tablet or PC, the SWL Portal makes it easy for schools and employers of any size to connect.

The SWL Portal: Working for Employers, Schools and Students



See what happens when a large, community-minded employer decides to embed the Structured Workplace Learning (SWL) Portal in its company-wide processes, training its staff in-house so that they can continue to offer SWL opportunities to VET students across multiple departments well into the future. Hear from EACH, the Outer Eastern LLEN and

The videos identified best practice models for SWL in relation to school-industry engagement and new (innovative) models for industry engagement for school students undertaking VET programs. Videos can be viewed via the SWL state-wide portal, <http://www.workplacements.education.vic.gov.au/videos> and will be showcased at the 2018 BNLEN AGM.

We would like to thank all 31 LLEN's for their contribution, with special acknowledgement to the many school, business, industry and LLEN partners for their involvement in the final videos.

School Leaver's Guide Partnership

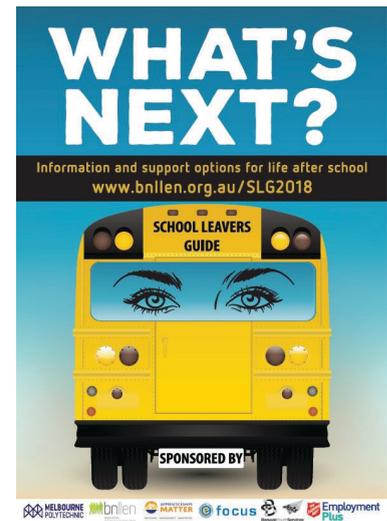
2017 saw the 15th edition of the Banyule Nillumbik School Leaver's Guide published, with BNLEN and Banyule Youth Services leading the production of this valued resource. This would not be possible without the generous sponsorship from our community partners; E-Focus, Melbourne Polytechnic, Apps Matter, Banyule Youth Services and BNLEN.

This year, the format of the Guide was reviewed, and significant changes were made to ensure the content was accurate, relevant and engaging to early school leavers and school completers.

Postcards and posters were produced to promote the guide and made available to all secondary school students exiting the school system and widely distributed across the community sector.

Following school feedback, a hardcopy of the Guide was made available to all young people through their school Careers office as well as online, via the BNLEN website.

In 2018, the Working Group are hoping to get more community stakeholder involvement and continue developing the Guide to ensure it meets the needs of its many users.



Stories from My Life

In 2017, BNLEN facilitated the Stories from My Life program between Diamond Valley College and Nillumbik Shire Council, Positive Aging Officer and Yarra Plenty Regional Library.

The program commenced with the Positive Aging Officer providing students with an overview of the Aged Care Industry and the possible employment opportunities with Nillumbik Shire Council and the Aged Care Industry. Students met weekly with senior residents of Nillumbik Shire; they interviewed and gathered information to produce a DVD of a story from their senior's life. The cross generational experience continues to have a valuable impact on both students and Nillumbik residents.

Yarra Plenty Regional Library (YPRL) provided students with a presentation about positive story telling along with support and training to upload the end story to the library's Wikinorthia website. Interaction with the YPRL helps students to reconnect with their library service and supports development of their literacy skills. On conclusion, a celebration was held at Nillumbik Shire Council Chambers. In attendance was the Mayor of Nillumbik, residents, students, teachers, family and friends. Students showcased and presented their partner's 'Story'.

BNLEN has also created strong partnerships for future Stories from My Life projects with Nillumbik Shire Coordinator Community Services and Positive Aging Officer and Arts & Cultural Program Officer and several local Historical Societies.



Structured Workplace Learning (SWL)

2017 was a year of consolidation for the SWL program, as the first full year of the new contract and State-wide Vacancy Portal, managed by the 31 LLENs across Victoria.

It is widely acknowledged that one of the best ways for young people to get a better understanding of the World of Work, is by participating in quality placement opportunities while still at school. This enables students to make more informed choices about future education, career and training paths, as well as develop skills aligned with their VET / VCAL studies. The benefits to host employers include developing their current staff's mentoring and leadership skills, along with potentially gaining a partially trained future employee.

In late 2017, the proposed Structured Workplace Learning Recognition program was piloted across the state. The purpose of the program is to provide additional support to students, schools and host employers, and to formally recognise the learning students achieve whilst on placement by crediting them with additional Units of Credit for VCE or VCAL. BNLEN supported the pilot by promoting the program through our school and host employer networks. 4 of our local employers were selected to provide official feedback to the VCAA regarding the pilot, with 100% endorsement of the program. This view was mirrored by all other surveyed hosts and schools, resulting in approval for the program's launch in early 2018.

During the year, our SWL team sourced over 210 new SWL and SBAT opportunities, which were advertised on the State-wide SWL Portal. 117 students from Banyule Nillumbik schools took advantage of those opportunities, as did 83 students from neighbouring regions. In addition, 40 of our local students benefited from placement opportunities sourced by neighbouring LLENs, totalling 240 placements supported by BNLEN. 55 new employers joined the local program, offering both short and long- term placement opportunities in a range of industries.



Working Community Partnerships

BNLEN continues to facilitate the Working Community Program, which supports VCAL programs in two local secondary schools, by providing personal development activities and engagement with community organisations to support youth-led projects. 2017 saw students involved in a range of activities including a day out at Warrandyte, canoeing grade 1 rapids down the Yarra River followed by an obstacle course at Clifford Park, Wonga Park. As part of the Working Community Program students also received accredited training in both Safe Food Handling and Responsible Service of Alcohol. Presentations by a range of community organisations exposed students to how local organisations support the community and, in particular, young people. This was a great introduction to potential opportunities for the student led projects.



There was a total of eight student-led projects for 2017 involving eight partner organisations.

A video documenting the creation and progress of the Lone Pine Project was developed and can be viewed on the BNLEN Facebook page. Thanks to the generosity of Montmorency/Eltham RSL via the RSL Trust Fund and the partnership and commitment of members from Nillumbik Historical Society and Diamond Creek Men's Shed, students were provided the opportunity to be part of recognising and celebrating our history.

The success of this partnership continues with the commitment to continue phase 2 in 2018.



Other student-led projects were also recognised, with the nomination of 1 project and 2 partner organisations in the VCAL Achievement Awards.

As always, a highlight of the Working Community Program is the personal growth of students and their ability to achieve and succeed, as evidenced by their Project Presentations to community members, peers and family at the final Celebration Day.

We would like to acknowledge and thank Valley Financial Community Services for their generous sponsorship of the Working Community Program and to Diamond Creek and Eltham branches for delivering Financial Literacy sessions.

Work Readiness



BNLEN supports local education and training providers by offering Work Readiness sessions to their senior secondary students. The sessions are customised to the cohort (e.g. Year 10, VET, VCAL), including topics such as Placement Preparedness, Employer Expectations, VCAL Orientation and Mock Interviews. BNLEN staff have facilitated attendance and participation by guest speakers from industry, employment agencies and other aligned organisations, providing additional perspective and value to the program. In 2017, 12 local education providers requested these sessions from BNLEN, resulting in participation by approximately 300 students.

Youth Employment Strategy Partnerships



BNLEN continues to work in this space to create a strong partnership between Banyule City Council, Nillumbik Shire Council and the BNLEN to establish a Youth Employment Taskforce. This partnership aims to bring together key stakeholders from both LGA's to explore links and strategies to address local youth unemployment and underemployment issues. This group is concerned also, with strategies to support local business, particularly those small to medium sized businesses which represent potential employment opportunities, with growth.

Planning is underway to host a networking event leveraging the knowledge gained from previous activities and events to be held in 2018. The event will aim to obtain expressions of interests to join the taskforce and provide an update of what is happening within both LGA's.

BNLEN has also established a partnership with Eltham Wildcats to highlight the positive impact a local sporting club can have on school retention and successful transition to work/further study for local young people. A case study documenting best practice and how sporting associations can and do have significant involvement with supporting youth, including a short video showcasing Eltham Wildcats program, will be produced in 2018.

2017 BOARD OF MANAGEMENT

CATEGORY 1:

Sue Muscat
Darren Squires
John Fecondo

SCHOOLS

Bundoora Secondary College
Eltham High School
St Helena Secondary College

CATEGORY 2:

Jane McNally

TAFE/UNIVERSITIES

Melbourne Polytechnic

CATEGORY 3:

ACE

CATEGORY 4:

George Giuliani
Adrian Jenkins

OTHER TRAINING AND EDUCATION ORGANISATIONS

E Focus
Sarina Russo Job Access

CATEGORY 5:

TRADE UNIONS

CATEGORY 6:

EMPLOYERS

CATEGORY 7:

LOCAL GOVERNMENT

Joseph Tabacco
Darko Popovski

Banyule City Council
Nillumbik Shire Council

CATEGORY 8:

OTHER COMMUNITY AGENCIES

Christine Denton
Rebecca Lonie

Headspace
Jets Studios

CATEGORY 9:

KOORI ORGANISATIONS

CATEGORY 10:

COMMUNITY MEMBERS

Renzo Sgarbossa

CATEGORY 11:

CO-OPTEES

Howard Kelly

Consultant

BNLLEN TEAM

Ross Patterson

Senior Partnership
Broker



Nancye Harrison
Executive Officer



Monica Rigby
Structured Workplace
Learning
Project Officer

Colleen Hughes

Working Community
Coordinator /
Partnership Broker



Katrina Moody
Marketing,
Communication &
Events Officer



Alison Barton
Structured Workplace
Learning
Project Officer

Maridina O'Keeffe

L2P
Support Officer



Nadia Hollins
Administration
Support



Sandra Monger
Finance
Officer

TREASURER'S REPORT

Banyule Nillumbik LLEN year ending December 2017.

The Treasurer is satisfied that the Financial Report, produced by Townsend and Co, indicates that our organisation is in a position of financial stability and that the budgeting strategies implemented over the period have been well managed.

Specifically, the organisation has achieved an operating surplus of \$59,833.62 as at 31st December 2017. This improvement has been contributed to by a reduction in rent expenses from the previous year. As a result of this surplus, management will be able to make wise decisions on how to best invest in appropriate resources and activities that will benefit our target groups and other community stakeholders.

The Executive Officer is commended for her responsible approach to managing the finances and she has been well supported by her team.

The coming year will bring a number of resourcing challenges in a constantly changing environment. The Board can take comfort in the knowledge that from a financial position, the Banyule Nillumbik LLEN is well placed to meet these challenges.

Adrian Jenkins
BNLLEN
Chairperson



A decorative graphic consisting of several overlapping, semi-transparent green shapes that form a large, irregular shape pointing towards the right side of the page.

AUDITED FINANCIAL STATEMENTS

BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

ABN 84 560 227 187

**FINANCIAL REPORT
FOR THE YEAR ENDED
31ST DECEMBER 2017**

BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

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BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

COMMITTEE'S REPORT

Your committee members present this report of Banyule Nillumbik Local Learning and Employment Network Inc for the financial year ended 31st December 2017

Each committee member has been in office since the start of the financial year to the date of this report unless otherwise stated.

PRINCIPAL ACTIVITIES

The principal activity of the entity is to work in partnership with Education Providers, Parents and Families, Business and Industry and Community Groups to improve education, training and employment outcomes for young people aged 10-19 in the Banyule and Nillumbik region, with a particular focus on those young people most at risk.

SIGNIFICANT CHANGES

No significant changes occurred in the nature of this activity during the year.

OPERATING RESULT

The surplus (deficit) for the year amounted to \$59,833.72 [2016] \$23,841.43

Signed in accordance with a resolution of the members of the Committee

BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME FOR THE YEAR ENDED 31st December 2017

	2017 \$	2016 \$
Income		
VCAL Network Income	13,760.00	0
ROK Project	0	8,320.54
DE & T	395,936.00	250,918.00
Centrelink Reimbursement	0	11,978.88
On Track	4,683.47	4,683.48
Activities Income	11,836.62	13,494.21
SWL Income	176,253.96	172,798.00
Working Community Income	20,950.00	20,950.00
L2P Project	85,500.00	88,683.00
L2P Other	1,480.00	0
Miscellaneous Income	43,900.00	3,731.98
Interest Income	6,338.08	5,963.83
Project Funds Brought Forward	12,100.00	0
Project Funds Carried Forward	(27,000.34)	(12,100.00)
Total Income	745,737.79	569,421.92
Expenses		
Auditing Expense	4,100.00	4,080.00
Meeting Expenses	3,210.36	3,697.02
Bank Fees	168.70	142.00
Computer Expenses	0	6,900.07
Insurance	3,569.79	4,059.57
Environment Scan- Update	15,000.00	0
Office Cleaning	0	190.91
Depreciation	3,084.07	4,052.98
Employment Expenses	463,774.95	442,407.60
Project Expenses	4,177.85	0
School Leavers Guide	0	662.73
Working Community Activities	6,984.65	9,606.26
Driving Instruction	4,627.23	4,553.90
L2P Vehicle running costs	23,328.61	20,466.27

**BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT
NETWORK INC.**

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE
INCOME
FOR THE YEAR ENDED 31st December 2017 (continuing)**

	2017	2016
	\$	\$
Training	434.55	682.33
L2P Garaging	543.26	634.64
Interest Expense	0	9.15
Relocation Costs	0	(15,209.33)
L2P Other Costs	829.09	0
Loss on Disposal of F&F	0	1,324.39
Office Supplies	4,069.20	3,246.18
Promotion & Marketing	26,905.99	5,077.20
Rent	15,816.32	25,260.60
Rates & Power	0	1,673.01
Subscriptions/Memberships	1,967.38	4,433.57
Project Contribution to Administration	18,000.00	0
SIE Project	71,710.03	0
Postage & shipping	457.87	742.36
Printing	1,642.32	310.00
Telephone	6,939.64	9,709.56
Travel Local	4,562.21	6,867.52
Total Expenses	685,904.07	545,580.49
Net Operating Surplus /(Deficit)	59,833.72	23,841.43
Other Comprehensive Income	0	0
Comprehensive Income Attributed to Members	59,833.72	23,841.43

**BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT
NETWORK INC.**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31st December 2017**

	2017	2016
	\$	\$
Cash Flow from Operating Activities		
Receipts from Grants and Funding including Grants in Advance (inc GST)	918,141.04	604,254.58
Interest received	6,388.08	5,963.83
Payments to Suppliers & Employees (Inc GST)	(658,251.99)	(557,130.38)
Net Cash Provided by /Used in Operating Activities	266,277.13	53,088.03
Cash Flow From Investing Activities		
Payments for Office Furniture & Equipment	(30,393.81)	(9,494.72)
Net Cash Provided by (Used in) Investing Activities	(30,393.81)	(9,949.72)
Net Increase (decrease) in Cash held	(30,393.81)	(9,494.72)
Net Increase (decrease) in Cash held	235,883.32	43,593.31
Cash at Beginning of Year	253,207.81	209,614.50
Cash at End of Year	489,091.13	253,207.81

**BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT
NETWORK INC.**

**STATEMENT OF FINANCIAL POSITION
AS AT 31st December 2017**

	Note	2017 \$	2016 \$
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	4	489,091.13	253,207.81
Trade and Other Receivables	5	117,245.72	174,262.08
Other Current Assets – Prepayments		3,729.49	3,195.68
Bond		1,417.00	0
Sundry Debtors		25,593.60	42,371.60
TOTAL CURRENT ASSETS		637,076.94	473,037.17
NON-CURRENT ASSETS			
Property, Plant & Equipment	6	42,159.02	14,849.28
TOTAL NON-CURRENT ASSETS		42,159.02	14,849.28
TOTAL ASSETS		679,235.96	487,886.45
LIABILITIES			
CURRENT LIABILITIES			
Trade and Other Payables		71,974.30	50,834.51
GST Liability Net		18,694.59	23,098.82
Provisions		85,104.04	63,996.09
Income in Advance	7	275,083.54	196,311.60
Project Funds Carried Forward		27,000.34	12,100.00
TOTAL CURRENT LIABILITIES		477,856.81	346,341.02
TOTAL LIABILITIES		477,856.81	346,341.02
NET ASSETS		201,379.15	141,545.43
EQUITY			
Retained Earnings		201,379.15	141,545.43
TOTAL EQUITY		201,379.15	141,545.43

**BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT
NETWORK INC.**

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31st December 2017**

	Retained Earnings	Total Equity
Balance at end of financial year 2015	<u>117,704.00</u>	<u>117,704.00</u>
Profit (Loss) attributable to members	23,841.43	23,841.43
Balance at end of financial year 2016	141,545.43	141,545.43
Profit (Loss) attributable to members	59,833.72	59,833.72
Balance at end of financial year 2017	<u>201,379.15</u>	<u>201,379.15</u>

BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st December 2017

The financial reports cover Banyule Nillumbik Local Learning and Employment Network Inc a not for profit entity. It is an association incorporated in Victoria under the Associations Incorporation Reform Act 2012 and is a registered entity with the Australian Charities and Not-for-profits Commission. It is a charitable institution and as such it is exempt from income tax.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Preparation

The financial reports are special purpose financial reports that have been prepared to satisfy the financial reporting requirements of the Associations Incorporation Reform Act 2012 and Australian Charities and Not-for-profits Commission Act (ACNC Act). The Committee has determined that the association is not a reporting entity

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless otherwise stated.

Reporting basis and conventions

The financial reports have been prepared on an accruals basis and are based on historical costs modified where applicable by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Accounting Policies

Revenue

Interest revenue is recognized on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue from the rendering of a service is recognized upon the delivery of the service to the customers.

Grants are recognised at fair value where there is reasonable assurance that the grant will be received and all grant conditions will be met. Grants relating to expense items are recognised as income over the periods necessary to match the grant to the costs they are compensating. All revenue is stated net of the amount of Goods and Services Tax (GST).

BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st December 2017

Goods and Services Tax (GST)

Revenues, expenses and assets are recognized net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances, the GST is recognized as part of the cost of acquisition of the asset or as part of an item of the expense.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

Critical Accounting Estimates and Judgments

The committees evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the group.

Key estimates – Impairment

The entity assesses impairment at each reporting date by evaluating conditions specific to the entity that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value-in-use calculations performed in assessing recoverable amounts incorporate a number a key estimates.

No impairment has been recognized in respect of this financial year.

Income Taxation

The association is a charitable institution registered as a Charity with the Australian Charities and Not-for-profits Commission as such it is exempt from income taxation.

Property, Plant and Equipment

Office Equipment , Furniture & Fittings and Motor Vehicles

Office Equipment, Furniture & Fittings and Motor Vehicles are carried at cost as the association has adopted the cost model under the AAS116 property, plant and equipment standard or fair value less, where applicable, any accumulated depreciation and impairment losses. All assets are depreciated over the estimated useful lives of the assets to the entity.

BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st December 2017

Depreciation

The depreciable amount of Motor Vehicles, Office Equipment and Furniture & Fittings are depreciated on a written down value (WDV) or a straight line basis over their useful lives to the entity commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that are transferred to the entity, are classified as finance leases.

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

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognized as a liability and amortized on a straight-line basis over the life of the lease term.

Financial assets at fair value through profit and loss

A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management and within the requirements of AASB 139: Financial Instruments: Recognition and Measurement. Derivatives are also categorized as held for trading unless they are designated as hedges. Realized and unrealized gains and losses arising from changes in the fair value of these assets are included in the income statement in the period in which they arise.

BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st December 2017

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are stated at amortized cost using the effective interest rate method.

Held-to-maturity investments

These investments have fixed maturities, and it is the entity's intention to hold these investments to maturity. Any held-to-maturity investments held by the entity are stated at amortized cost using the effective interest rate method.

Available-for-sale financial assets

Available-for-sale financial assets include any financial assets not included in the above categories. Available-for-sale financial assets are reflected at fair value.

Financial liabilities

Non-derivative financial liabilities are recognized at amortized cost, comprising original debt less principal payments and amortization.

Fair value

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine the fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing models.

Impairment

At each reporting date, the entity assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognized in the income statement.

As a not-for-profit entity the value in use of an asset may be equivalent to the depreciated replacement cost of that asset when the future economic benefits of the asset is not primarily dependent on the asset's ability to generate net cash inflows and where the entity would, if deprived of the asset, replace its remaining future economic benefits

Provisions

Provisions are recognized when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

**BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT
NETWORK INC.**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st December 2017**

Employee Benefits

Provision is made for the entity's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits have been measured at the current value of the expected eventual payment.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

Unspent Grant Funds/ Project Funds Carried Forward

Unspent Grant Funds available as revenue or liable to be returned to the grant provider in the following year are recognised as a current liability in the balance sheet. They are not treated as an operating surplus or profit. Project Funds carried forward are locally raised funds to be spent in the next financial year.

NOTE 4 CASH AND CASH EQUIVALENTS	2017	2016
	\$	\$
Reconciliation of cash		
Cash at the end of the financial period as shown in the cash flow statement is reconciled to the related items in the statement of financial position as follows:		
Current Assets		
Cash on hand	93.49	143.44
Cash Management Account	286,336.42	230,228.70
Cash at Bank	202,661.22	22,835.67
	<u>489,091.13</u>	<u>253,207.81</u>

NOTE 5 TRADE RECEIVABLES

Current

Trade Debtors	117,245.72	174,262.08
	0	0
Less: Provision for Impairment of receivables	0	0
	<u>117,245.72</u>	<u>174,262.08</u>
Total current trade receivables	<u>117,245.72</u>	<u>174,262.08</u>

**BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT
NETWORK INC.**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st December 2017**

	2017 \$	2016 \$
NOTE 6 PROPERTY, PLANT AND EQUIPMENT		
Office Equipment – at cost	36,374.86	26,517.00
Less: Accumulated depreciation	(15,640.92)	(15,539.72)
Total Office Equipment	20,733.94	10,977.28
Furniture and Fittings – at cost	6,535.68	6,581.09
Less: Accumulated depreciation	(6,535.68)	(6,581.09)
Total Furniture and Fittings	0	0
Motor Vehicles at cost	23,809.09	5,000.00
Less: Accumulated depreciation	(2,384.01)	(1,128.00)
Total Motor Vehicles	21,425.08	3,872.00
TOTAL PROPERTY, PLANT AND EQUIPMENT	42,159.02	14,849.28
NOTE 7 FINANCIAL LIABILITIES		
Income in advance	275,083.54	196,311.60
TOTAL	275,083.54	196,311.60
NOTE 8 CAPITAL AND LEASING COMMITMENTS		
Operating Lease Commitments		
Non-cancellable operating leases contracted for but not capitalized in the financial statements:		
Payable – minimum lease payments		
- no longer than 1 year	17,233.00	17,004.00
- longer than 1 year but not longer than 5 years	17,233.00	34,008.00
- greater than 5 years	0	0
Finance lease commitments		
Finance lease capitalized in the accounts		
Payable		
- no longer than 1 year	0	0
- longer than 1 year but not longer than 5 years	0	0
- greater than 5 years	0	0
Minimum lease payments		
Less future finance charges		
Total lease liability	34,466.00	51,012.00

**BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT
NETWORK INC.**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st December 2017**

	2017	2016
Note 9 Reconciliation of Net Cash Provided By (Used in)Operating Activities To Operating Profit		
Operating Profit (loss)	59,833.72	23,841.43
Depreciation	3,084.07	4,052.98
Increase (Decrease) in Tax Liabilities	(4,404.23)	24,632.80
Loss on Disposal of Assets	0	1,324.39
Changes in Assets & Liabilities		
(Increase)/Decrease in Bond	(1,417.00)	2,666.67
(Increase)/Decrease in Receivables	57,016.36	(125,290.74)
(Increase)/Decrease in Prepayments	(533.81)	(691.43)
Increase/(Decrease) in Accounts Payable	21,139.79	(656.55)
(Increase)/Decrease in Sundry Debtors	16,778.00	(42,371.60)
Increase /(Decrease) in Prepaid Grant Income	78,771.94	153,561.60
Increase/(Decrease) in Employee Entitlements	21,107.95	(81.52)
Increase/(Decrease) in Project Funds Carried Forward	14,900.34	12,100.00
Net Cash Provided by (Used in) Operating Activities	266,277.13	53,088.03

BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

NOTE 10 CONTINGENT LIABILITIES & CONTINGENT ASSETS

Estimates of the potential financial effect of contingent liabilities that may become payable are:

No contingent Liabilities or Assets exist.

NOTE 11 EVENTS AFTER THE BALANCE SHEET DATE

There have been no material non-adjusting events after the reporting date, nor has any information been received about conditions at reporting date that have not been included in this report.

NOTE 12 RELATED PARTY TRANSACTIONS

Transactions between related parties are on normal commercial terms and conditions no more favorable than those available to the other parties unless otherwise stated.

During or since the end of the previous financial year, a Committee/Executive of the Entity has not received or become entitled to receive a benefit (other than a benefit included in the aggregate amount of emoluments received or due and receivable by the Committees/Executives shown in the accounts, or the fixed salary of a full-time employee of the Entity), by reason of a contract made by the Entity with the Committee/Executive or with a firm of which he/she is a member or with a entity in which he/she has a substantial financial interest.

None of the Governing Committee received a salary from the association

NOTE 13 ASSOCIATION DETAILS

The registered office of the association is: 61 Civic Drive Greensborough Vic 3088

The principal place of business is at the registered office

**BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT
NETWORK INC.**

**COMMITTEES DECLARATION in accordance with the Associations Incorporation Reform Act 2012
and per section 60.15 of the Australian Charities and Not-for-profits Commission Regulation 2013
(ACNC) Regulation**

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

The committee, declare that in the committees' opinion

- 1 there are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable ; and
- 2 the financial statements and notes satisfy the requirements of the Associations Incorporation Reform Act 2012 and the Australian Charities and Not-for-profits Commission Act 2012

Signed in accordance with subsection 60.15 (2) of the Australian Charities and Not-for-profits Commission Regulation 2013 and the Associations Incorporation Reform Act 2012.

Dated this 2017

BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE Banyule Nillumbik Local Learning and Employment Network Inc

Opinion

I have audited the financial report, being a special purpose financial report, of Banyule Nillumbik Local Learning and Employment Network Inc (the Entity) which comprises the Statement of Financial Position as at 31st December 2017, the Statement of Profit or Loss and Other Comprehensive Income, Statement of Changes in Equity, and the Statement of Cash Flows for the year then ended, notes to the financial statements including a summary of significant accounting policies and the declaration by those charged with governance.

In my opinion, the accompanying financial report gives a true and fair view of the financial position of the Entity as at the 31st December 2017 and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards, the Associations Incorporation Reform Act 2012 and Division 60 of the Australian Charities and Not-for-profits Commission regulation 2013.

Basis for Opinion.

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of the Entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's responsibility for the Audit of the Financial Report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

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BANYULE NILLUMBIK LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

As part of an audit in accordance with the Australian Auditing Standards I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide the basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease or continue as a going concern.

Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including deficiencies in internal control that I identify during my audit.

Basis of Accounting

Without modifying my opinion, I draw attention to Note 1 to the financial report which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the associations' financial reporting responsibilities under the Associations Incorporation Reform Act 2012 and the ACNC Act. As a result, the financial report may not be suitable for another purpose.

Name of firm E Townsend & Co
Name of Auditor Eric Townsend

Address 15 Taylor Street
Ashburton Vic 3147

Dated this 2017



banyule nillumbik
local learning & employment network



L2P
LEARNER
DRIVER
MENTOR
PROGRAM



Education
and Training

Contact Us

If you're interested in getting involved or finding out more please contact us.

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