

# SOUTH GIPPSLAND BASS COAST LOCAL LEARNING & EMPLOYMENT NETWORK INC



## 2020 ANNUAL REPORT

*Supporting  
education and  
employment  
pathways  
for young  
people*



South Gippsland Bass Coast  
Local Learning  
and Employment Network

ABN 96 496 739 161

+03 5662 5500 | www.sgbcllen.org.au | 71 Ogilvy St Leongatha 3953  
facebook.com/sgbcllen | info@sgbcllen.org.au | PO Box 63 Leongatha VIC 3953

# Contents

|   |    |
|---|----|
| About Us  | 1  |
| About our Region                                  | 2  |
| Board of Management                               | 3  |
| 2020–2025 Strategic Plan                          | 4  |
| Chair's Report                                    | 5  |
| Executive Officer's Report                        | 6  |
| Effects of COVID–19 on 2020 Programs & Operations | 7  |
| Treasurer's Report                                | 8  |
| Structured Workplace Learning                     | 9  |
| Vocational Education and Training                 | 10 |
| I Am Ready Program Partnership                    | 11 |
| School Industry Engagement                        | 12 |
| Pathway Programs                                  | 14 |
| Supporting Community                              | 15 |
| On Track Connect                                  | 16 |
| Good Governance                                   | 17 |
| Auditor's Report                                  | 18 |
| Financial Report                                  | 19 |

## Abbreviations

|          |  |
|----------|--|
| DET      | Department of Education and Training                             |
| LLEN     | Local Learning and Employment Network                            |
| NDIS     | National Disability Insurance Scheme                             |
| PTV      | Public Transport Victoria  |
| RTOs     | Registered Training Organisations                                |
| SBAT     | School Based Apprenticeships or Traineeships                     |
| SGBCLLEN | South Gippsland Bass Coast Local Learning and Employment Network |
| SGTSA    | South Gippsland Trade Skills Alliance                            |
| STEM     | Science, Technology, Engineering, and Mathematics                |
| SWL      | Structured Workplace Learning                                    |
| VCAL     | Vocational Certificate of Applied Learning                       |
| VCE      | Victorian Certificate of Education                               |
| VEET     | Victorian Energy Education Training                              |
| VET      | Vocational Education and Training                                |
| VETDSS   | VET Delivered to Secondary Students                              |
| VETis    | VET in Schools   |

## Acknowledgement of Country

**SGBCLLEN acknowledges the  
Boon wurrung (Bunurong) and Gunaikurnai people,  
traditional owners of the land on which we meet  
and to their continuing connection to the land.  
We pay our respect to them and their cultures,  
and to elders both past and present**

# About Us



South Gippsland Bass Coast  
Local Learning  
and Employment Network

South Gippsland Bass Coast Local Learning and Employment Network Inc (SGBCLLEN) is managed by a Board of Management elected by its membership. SGBCLLEN is also a registered charitable organisation.

SGBCLLEN works closely with schools, training organisations, education networks, local business, industry and the wider community to build connections and partnerships that provide educational and employment outcomes for young people.

Our aim is to broker sustainable partnerships that support learning and identify and develop opportunities for young people in South Gippsland and Bass Coast.

We do this in collaboration with our stakeholders by developing and implementing innovative and engaging projects and pathways for young people.

## Our Vision

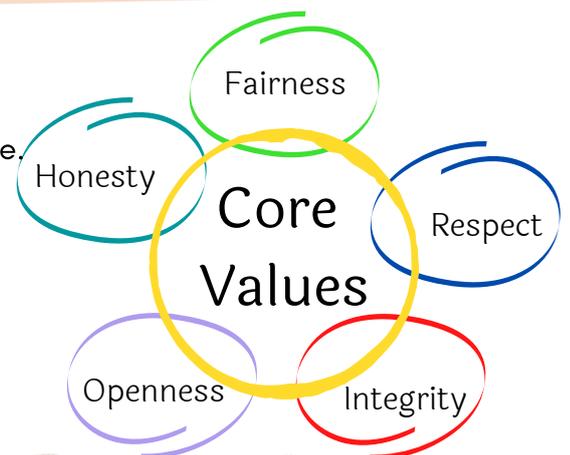
*Every young person in our region has hope, opportunity & connection in their lives*

## Our Burning 2025 Ambition

All young people have real, positive pathways for their future.

## Our Mission

We build partnerships to create education, training and employment experiences for ALL young people, including alternatives to the mainstream pathways.



Having been first incorporated on  
29 August 2001

SGBCLLEN proudly celebrates its  
20th Anniversary in 2021!

# About Our Region

Melbourne



1.5-2 hours



## Estimated Residential Population (2019)<sup>^</sup>



**62,718**

predicted to rise to 82,411 by 2036

## Secondary Schools

Secondary Govt. 6

Secondary Other 3

Specialist 2

## Secondary School Enrolments

2020 4,240

2019 4,065

2010 3,878

## Aboriginal & Torres Strait Islander Students Years 7-12 & Specialist

2020 83

2019 67

2010 41

## Year 12 School Leavers (2019)

SG/BC VIC

University Offers Received 32% 54%

Offers Deferred 19% 10%

## Enrolments

|      | 2020 | 2019 |
|------|------|------|
| VET  | 809  | 839  |
| VCAL | 236  | 213  |
| VCE  | 840  | 731  |

## Top 4 Industries of Employment<sup>^</sup>

Health Care & Social Assistance 24%

Agriculture, Forestry, Fishing 22%

Construction 21%

Retail Trade 21%

Employment Linked to Tourism Market# 17.9%

## Top 4 Occupations#

Managers

19%

Technicians & Trades

15%

Professionals

15%

Labourers

23%

## On Job Seeker & Youth Allowance as at 31/12/20\*

Persons over 18

4,330

% of population

11.35%

(Regional Victoria 10.5%)

### Sources:

<sup>^</sup> Australian Bureau of Statistics, 2016 Census of Population and Housing

<sup>#</sup> id Consulting, Bass Coast and South Gippsland Community Profiles

<sup>#</sup> Remplan, Bass Coast & South Gippsland Economic Profiles

Dept Education & Training, August School Census 2005-2020

Victorian Curriculum & Assessment Authority

# Board of Management

**Loretta Hambly - Board Chair**

**Barbara Look - Deputy Chair**  
South Gippsland Shire Council

**Ashley Lamers - Treasurer**  
Royal Agricultural Society of Victoria

**Michael Dixon - Secretary**  
AGA Apprenticeships Plus

**Jenni Keerie**  
Milpara Community House

**Joanne Knox**  
Mary MacKillop Catholic Regional College



South Gippsland Bass Coast  
Local Learning  
and Employment Network

**Mark Lindsay**  
Bass Coast Shire Council

**Brad Beach**  
TAFE Gippsland

**Nicole Hrvatin**  
Chisholm TAFE

**Sarah Fenton**  
Community

**Jasmine Furphy**  
ACFE / Youth Council

Thank you to the following Members  
who retired from the Board in 2020:  
*Peter Francis, Sarah Boasman, Gea Lovell*



## SGBCLLEN Staff

**Wendy Major**  
Executive Officer

**Karena Kerr**  
Partnership Broker & SWL Coordinator

**Laurie Werrett**  
Partnership Broker

**John Cargill**  
Project Coordinator

**Monti Voigt**  
Partnership Broker

**Tracie McIntosh**  
Project Support Worker

The Board of Management is responsible for establishing the strategic direction of the Organisation and is made up of a range of people from industry, government, education and training providers and the local community.

If you're interested in joining our Board, elections are held each year at our AGM. You need to be a member of the SGBCLLEN to nominate to be on the Board. Membership forms are available on our website.

# 2020-2025 Strategic Plan



|  | Overarching Goals (2025)  | Key Measures  | Strategies   |
|--|---|---|--|
| <b>Access &amp; Opportunity</b>        | Every young person in our region has a pathway that meets their individual needs  | <ul style="list-style-type: none"> <li>› School attendance</li> <li>› Year 12 completion</li> <li>› Student engagement</li> <li>› Skills development</li> <li>› Suitable # courses</li> <li>› Suitable # programs</li> <li>› Technology usages</li> </ul> | <ul style="list-style-type: none"> <li>• Facilitate targeted strategies and pathways for identified sub-groups, including engagement strategies.</li> <li>• Facilitate the growth of flexible online learning.</li> <li>• Foster a collective understanding of the different functional impacts on the capacity of a young person to participate.</li> <li>• Support existing partnerships and collaborations to be sustainable, and nurture new strategic partnerships.</li> <li>• Inspire and facilitate pathway strategies, such as taster programs, placements, open days, cluster meetings etc.</li> </ul>  |
| <b>Support &amp; Leadership</b>        | All agents for change in our region (schools, industry and community) have access to and are supported to identify best practice, develop knowledge and deliver solutions | <ul style="list-style-type: none"> <li>› Training/upskilling</li> <li>› Workforce gaps</li> <li>› Resourcing</li> <li>› New ideas/connections</li> <li>› Time efficiencies</li> <li>› Cross region connections</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Identify workforce gaps and training needs, and broker solutions to address them.</li> <li>• Share lessons learned locally and within the learning, education and employment networks</li> <li>• Foster training and upskilling needs.</li> <li>• Support our partners in their advocacy efforts.</li> <li>• Develop connections outside of our region that relate to our community's need.</li> <li>• Support the development of plans and activities according to growth and key sectors.</li> <li>• Celebrate and acknowledge/recognise.</li> <li>• Contextualise, share and contribute to relevant research and findings.</li> </ul>  |
| <b>Resilience &amp; Hope</b>           | Our collective community efforts contribute to shared hope for the future, regional resilience and economic growth  | <ul style="list-style-type: none"> <li>› Economic indicators</li> <li>› Case studies</li> <li>› Success stories</li> <li>› Results (Qual/Quant)</li> <li>› Evaluation/feedback</li> <li>› Testimonials</li> </ul>   | <ul style="list-style-type: none"> <li>• Communicate regularly with key stakeholders to raise awareness of local learnings and successes.</li> <li>• Develop and implement effective communications to increase visibility, grow support and opportunities.</li> <li>• Support events and experiences that showcase future pathways and opportunities.</li> <li>• Capture the collective impact by establishing the measures to evaluate the effectiveness of partnerships and initiatives.</li> </ul>   |
| <b>Sustainability &amp; Innovation</b> | Our organisation has grown its capacity, resources and capabilities and is known as a key catalyst for innovation and action in our region                                | <ul style="list-style-type: none"> <li>› Funder types</li> <li>› Income sources</li> <li>› New partnerships</li> <li>› Contracts won/delivered</li> <li>› Skills based board</li> <li>› Membership model</li> </ul>                                       | <ul style="list-style-type: none"> <li>• Strengthen and maintain our structures and systems to be an independent and agile organisation.</li> <li>• Maintain a workplace that is diverse, innovative and responsive, and reflects our values.</li> <li>• Expand the Board to include both organisational representation and skills based.</li> <li>• Develop a diverse portfolio of sustainable income streams (funders, funding partners, contracts, donors etc).</li> <li>• Participate and contribute in thought leadership roles at key events/panels/ workshops in Gippsland and beyond.</li> <li>• Refresh our brand to better reflect our proposition, as well as the independent and innovative nature of our organisation.</li> <li>• Strengthen our involvement in, and advocate for, the growth of the wider LLEN network.</li> </ul> |

# Chair's Report



*"..our program of on-line innovations will continue to grow regardless of external constraints and restrictions"*

While 2020 was a difficult year, I'm delighted as Chair to provide my report to this Annual Report which presents an overview of the activities that our LLEN undertook despite a series of lockdowns and the subsequent challenges of establishing interactions with businesses, schools and the local community across South Gippsland and Bass Coast.

Firstly, I'd like to acknowledge Wendy and the SGBCLLEN team for the way they adapted so quickly to the ever-changing working environment during the lockdowns. As maximising engagement and involvement between industry, schools and students is central to our work, there were challenges aplenty during 2020!

Our first Board of Management Meeting of the year was face to face however, as was the case with the rest of Australia and the world, we then moved on to ZOOM and other digital platforms for all meetings and sub-committees.

The Annual General Meeting (on ZOOM - of course!) was another milestone with high attendance and the CEO of South Gippsland Shire Council, Kerry Ellis, sharing videos, showcasing her staff's involvement in our online Career Pathway Snapshots Project.

Achieving our agreed KPIs (we were in the first year of a two-year contract) was clearly not possible in light of the school and industry closures and DET responded quickly to the concerns raised by the statewide LLENs. Our Annual Work Plans were analysed and alternative activities were identified. DET developed a Letter of Variation to our Contract and this Annual Report provides details of progress made against each of the designated priority areas.

- Support for mandatory Structured Workplace Learning (SWL)
- Support for Vocational Education and Learning (VET)
- Virtual school employer engagement and
- Partnership brokerage and information distribution

During 2020, we contributed to a number of statewide education policy reviews:

- Vocational and Applied Learning Pathways in Senior Secondary Schooling
- Access to TAFE for Learners with a Disability

The Board of Management diligently reviewed internal policies and procedures and Ashley Lamers continued to provide leadership in the financial arena. I am grateful to all for their contribution.

Due to the advocacy and on-going support from Jordan Crugnale, our local State Member of Parliament, we were able to continue and extend the reach of the VET bus network. Welshpool and Mirboo North were added as pick up points and TAFE students from Korumburra were also able to access the service.

It was a year like no other (we hope) however our program of on-line innovations will continue to grow regardless of external constraints and restrictions.

SGBCLLEN gratefully acknowledges the support of our local Shire Councils - Bass Coast and South Gippsland. They, along with TAFE Gippsland and Chisholm Institute, are foundation partners in so many of our activities and their support remains central to our on-going community involvement. Schools at all levels, local employers and business; community agencies and Federal and State Government agencies in the region all supported the LLEN and we are grateful for the special spirit of comraderie that developed during 2020.

**LORETTA HAMBLY**

Chairperson



# Executive Officer's Report

*"...busy, challenging, though unpredictable year, but together we have achieved great outcomes."*

2020 commenced in the midst of the smoke and drama of the horrendous bushfires in the east of Victoria and while our communities of South Gippsland and Bass Coast were not directly impacted, many had family and friends who either lived in the affected area or were evacuated.

In 2020 LLENs commenced a new contract period with DET but just as we finalised and submitted our work plan, schools and businesses closed and we were all suddenly in lock down and working from home. We all experienced this 100-year event in disbelief but more than a year on, we can celebrate what we learned and how we adapted, developing new skills and approaching our work with an energised commitment to collaboration and a drive for innovation.

Online communication platforms enabled us to continue to meet with education and industry partners. The ordinary tools within our mobile phones enabled us to develop a series of short videos, profiling career pathways in local industry to enable aspects of the Inspiring Young People Program and STEM Ambassadors met with groups of students via Zoom.

Registered Training Organisations supported us to develop a suite of video presentations promoting VETDSS pathways delivered to students either online or a mix of online and face to face depending on what stage of lock down we happened to be in.

While a second intake of the I am Ready (IAR) Partnership Program had to be postponed, the evaluation of the Program by Federation University Evaluation Unit was finalised. We responded to the Parliamentary Inquiry into Access to TAFE for Learners with a Disability on behalf of the IAR Partnership and were invited to participate in the public hearings. Students for the second IAR intake were interviewed with 16 students invited to participate in the Program which finally commenced in February 2021.

Zoom was an important tool for LLEN staff to meet with and support each other, leveraging our collective skills and networks. A variation in our Funding Contract with DET helped to alleviate the pressure of contract milestones but we were still able to achieve almost 80% of our industry placement KPI and give direct feedback to DET from our schools on the impact of COVID-19 on student engagement.

Supporting VET pathways, and our partnership with the South Gippsland Trades Skills Alliance (SGTSA), is an important focus for the SGBCLLEN. During 2020, the VET Bus Network became a focus of this partnership with advocacy for future funding and coordination with RTOs and schools as everyone struggled to meet minimum requirements for certificate completion. In consultation with SGTSA, SGBCLLEN submitted a response to the Review into Vocational and Applied Learning Pathways in Senior Secondary Schooling emphasising the issues of access for regional students.

Thank you to my LLEN team, Tracie, Karena, Laurie, Monti and John, members of our Board of Management, particularly Barbara, Loretta and Ashley and our dedicated industry and education partners. It has been a busy, challenging though totally unpredictable year but together we have achieved great outcomes.

**WENDY MAJOR**

Executive Officer

# The Effect of COVID-19 on SGBCLLEN 2020 Programs and Operations



In March 2020, in response to the COVID-19 Pandemic, schools were closed and students moved to remote learning. A second wave hit Victoria in July and 12 weeks hard "lockdown" meant most students were learning remotely for the remainder of the year. This had a dramatic impact on SGBCLLEN's ability to deliver on our planned activities as employers ceased student placements, schools suspended all forms of work placement and a large number of scheduled events were cancelled or postponed.

Acknowledging and accepting these constraints, our Common Funding Agreement with the Department of Education and Training (Victoria) was varied in March/April providing an emphasis on:

- alternate Structured Workplace Learning (SWL) placement opportunities
- support for VET delivery online
- virtual school-employer engagement activities, and
- partnership brokerage and information distribution

SGBCLLEN remained committed to serving the business and school community throughout the pandemic, and introduced a broad range of measures in response to the enforced restrictions. Where possible our work pivoted to online activity, developing new resources and program delivery with our partners.

A COVID-19 Response Working Group was established to develop and implement strategies to provide assistance, support and relief for the hardship that would be experienced. Some of these strategies included:

- development and adoption of Epidemic Pandemic Policy
- varied staff work arrangements were put in place to ensure the continuity of essential services to our partners and school community, and the safety of staff throughout the pandemic
- social media emphasis on distributing information related to community, student and teacher health, wellbeing and connectedness including sharing of resources and information on support services
- development of a COVIDSafe Plan to ensure the safety of staff and visitors in our office
- additional investment in COVID-19 prevention related signage, equipment, and cleaning

While the COVID-19 pandemic was a challenge for SGBCLLEN, we adapted and responded to community needs. The organisation embraced the opportunity to introduce innovation and improvement, which will have a lasting benefit. This included:

- with the adoption of a Working from Home Policy and Procedure employees seamlessly transitioned to working from home with full system access
- digitisation of SGBCLLEN's finance (accounts receivable/payable/payroll) processes
- a review and restructure of the electronic document-management system
- investment and training in various video conferencing platforms
- increased skills in video production
- Board of Management and Annual General Meetings held virtually
- major reduction of printing and paper usage
- virtual events held such as VET Open Day, Work Readiness, I Am Ready Orientation and Cluster Meetings
- savings on travel expenses by virtually attending Statewide LLEN Executive Meetings and Professional Development opportunities

*2020 provided the SGBCLLEN with new and, at times, insurmountable challenges. A lot of preparation was undertaken for projects delivered online with staff taking on new delivery styles and becoming adept at using film, video and online communication platforms. It was a steep learning curve for us all but our aim was always to continue to prioritise our relationship with all of our schools and industry partners and work with, and support, them to innovate wherever possible.*



# Treasurer's Report

*"The very healthy surplus recorded this year of \$38,943 reflects the Organisation's ability to provide ongoing project deliverables while remaining within budget.."*

South Gippsland Bass Coast Local Learning & Employment Network Inc has had another successful year in 2020 despite the challenges of the global pandemic, with a focus on its core contract to deliver Education Engagement and Structured Workplace Learning plus the VET Cluster.

As well we benefited from the Government's Cash Flow boost response to COVID-19. This produced a pleasing, one off, increase in revenue for the 2020 year of \$83,000 to \$560,327 due to these projects, while SGBCLLEN's core grants grew by CPI to \$394,524.

Program delivery remains the core emphasis of SGBCLLEN as demonstrated through the employment and project costs in the attached Financial Statements. Other significant costs included motor vehicle costs of \$16,903 and our contracted bookkeeping, accounting and audit costs at \$11,740.

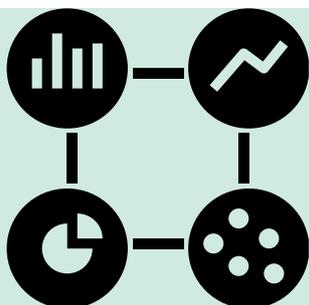
The very healthy surplus recorded this year of \$38,943 reflects the Organisation's ability to provide ongoing project deliverables while remaining within budget.

The underlying Balance Sheet continues to be strong in 2020 considering the global pandemic, with in-cash of \$259,388 being matched by a range of liabilities totalling \$114,660, therefore producing the overall current equity of \$169,022.

In closing, 2020 was a challenging year for many, yet the Organisation adapted to meet the Regional challenges for COVID-19. In 2020 over \$35,000 was expended in delivering projects including ongoing support to the YES Youth Hub, VET cluster project and many more.

## ASHLEY LAMERS

Treasurer



|              |                     |
|--------------|---------------------|
| \$38,943.16  | Net Income          |
| \$169,022.40 | Total Equity        |
| \$35,321.04  | Expense on Programs |





# Structured Workplace Learning (SWL)

**Structured Workplace Learning (SWL) is on-the-job training that allows students to develop their work skills and understand employer expectations**

**SWL is available to students undertaking a VET program as part of VCAL or VCE studies**

**Host employers supervise and instruct the students as they practise and extend the industry skills they have learned on the program**

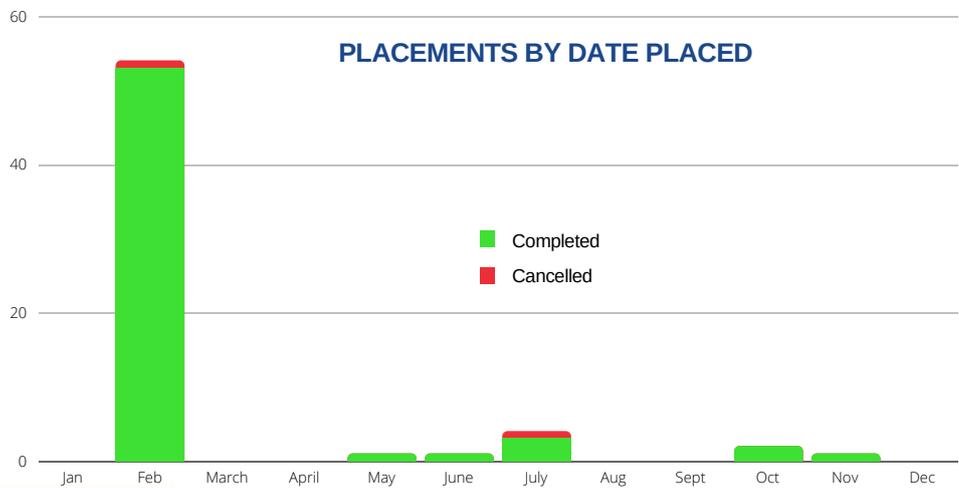
**Since 2016 the 31 Victorian LLENS have been funded to coordinate SWL placements for students in their region**

The success of the SWL program in the South Gippsland Bass Coast region has been determined by local knowledge, strong networks, and a firm understanding of local industry needs and the changing education and employment environment. Our work in developing strong school industry partnerships has really enhanced the program.

Promotion of the SWL program to schools, industry, and the broader community has been successful due to support from Board members, SGBCLLEN staff, community, and networks outside of the organisation.

SGBCLLEN records and monitors all opportunities and events through the DET state-wide SWL portal, where students and teachers can browse and identify opportunities.

This year there were 83 students from 5 schools who participated in SWL placements.



SWL Statewide Portal

LLEN Portal



LLEN Coordinators should use this Portal to access and manage opportunities in their service region.

[LLEN Portal](#)

School & Teacher Portal



Provides tools to browse and use opportunities available on the SWL Statewide Portal.

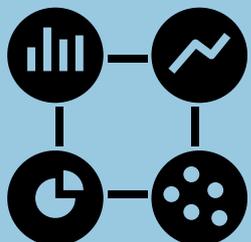
[Teacher Portal](#)

Host Employer Portal



Provides tools to manage details about your organisation, and list work placement opportunities.

[Host Employer Portal](#)



**5 Secondary Schools engaged in SWL Program**  
**83 SWL Placements Consumed**  
**22 School-Employer Engagement Activities**





# Vocational Education and Training (VET)

## South Gippsland Trade Skills Alliance Partnership (SGTSA)

The SGTSA is a partnership of SGBCLLEN, schools and registered training organisations (RTOs) providing students access to VET programs in secondary schools.

## VET Programs

VCAL and VCE students had 24 VET programs to select from to improve their further training and employment prospects - including 3 new programs added this year, Engineering, Allied Health and Child Care.

There were 256 students participating in external VET programs - 173 in their first year, 83 in their second. This is a significant increase from 2019.

## VET/VCAL Cluster

The SGBCLLEN and SGTSA continues to convene and support the South Gippsland Bass Coast VET/VCAL Cluster which plans and coordinates the implementation of VET programs across the region. The VET/VCAL Cluster is a partnership between the VET/VCAL CoOrdinators from each school and representatives of local RTOs.

## VET Transport Partnership

This Partnership continues to support the facilitation of a transport network to enable a bus network (securing funding, adjusting routes, working with schools about students moving from school to TAFE) to ensure that rurally dispersed students attended their VETDSS training at RTOs in Leongatha and Korumburra. The bus network has made a significant difference to the number of VET enrolments in the local region, which has in turn made a difference to the courses on offer.

In 2020, 2 new services (Welshpool and Mirboo North) were added to the bus transport network. The savings from the reduction of days the buses ran, along with successful lobbying by our local Member for Bass, Jordan Crugnale, secured Public Transport Victoria funding into 2021.

## VET Virtual Open Day

Working in partnership with the SGTSA and local RTOs, the promotion of pathway options for students has been a key focus in the region. The annual VET Open Day gives students and teachers a taste of vocational opportunities available in Leongatha and Korumburra.

In 2020 the VET Virtual Open Day sessions were very successful with approximately 200 students attending from Leongatha, Wonthaggi Korumburra, Foster and Mirboo North Secondary Schools. The students viewed videos showcasing the local facilities and courses on offer and participated in a live Q&A with representatives from our RTOs.

The SGBCLLEN VET webpage was also enhanced to include resource materials for students, their parents and teachers.



*"this is a fantastic resource. Really appreciate the LLEN taking the lead on this initiative and enabling a greater reach to students and parents"*  
(re VET Open Day Video Series)  
TAFE Gippsland



**3 extra VET courses on offer**  
**2 new bus services added to network**  
**4 VET/VCAL Cluster Meetings Held**  
**256 Students Participating**



# I Am Ready Program Partnership

**The I Am Ready Program is an 18-month partnership of the three Gippsland LLENs, the National Disability Coordination Officer Region 17 and supported by the Try, Test and Learn Fund - an initiative of the Australian Government Department of Social Services.**

**The program has been developed to support secondary students with a disability or learning barrier to obtain skills and knowledge for successful transition to employment, further education, and training.**

## Program Objectives

- To motivate and empower participants to continue to engage with education and employment with a work readiness focus.
- To develop in participants the confidence to pursue opportunities
- To deliver real and lasting employment preparation for participants
- To develop sustainable program partnerships between community, services, employers and training organisations
- To provide a platform for stakeholders to work collaboratively in providing a holistic regional workreadiness program that connects participants to employers and provides real exposure to the workplace
- To build a series of 'case studies of success' that will enhance the aspirations for young people with disabilities
- To promote the benefits to employers in employing young people with disabilities that flow through case studies.

## 2020 Program Activities

Despite the delivery of this program being suspended until 2021, the 26 Year 9 applicants for the program were interviewed via Zoom, with 16 students being selected and brought together for an online introduction and orientation to the program.

The students enjoyed getting to know each other and the program facilitator with online games and activities. As an introductory taster for the program, a manager from a Bunnings Warehouse store also spoke to the students about career opportunities and employability skills in the retail sector.

## IAR Educator Webinars

In response to some of the learnings from the delivery of the IAR pilot project, the partnership delivered a series of 6 Educator Webinars for staff working with students with disability or with barriers to learning. The interactive webinars brought together a wide range of resources and presenters to discuss topics such as unconscious bias, career planning, post-school options, NDIS and other support services.

## IAR Program Evaluation

The "I am Ready Partnership Evaluation" Report was completed during the year and will be launched in March 2021. This extensive evaluation, undertaken by Federation University, included the Reach of the Program, Lessons learnt, Breaking down barriers, Building confidence and Bright future for participants and the Program.

"There was strong evidence that participants gained confidence as a result of being involved in the Program which has led to a number of participants enrolling in further education and training and gaining part time employment. Stakeholders including teachers, parents, participants, Facilitators and volunteer staff all expressed their support for the 'I Am Ready' Program to continue in the future."

The I Am Ready Partnership Program Evaluation Report (1 February 2019 – 30 June 2020)  
Federation University (Collaborative Evaluation Unit)



# School Industry Engagement

Our school industry partnerships improve education and employment opportunities for students.

The programs which have been developed through these partnerships allow students to develop links to local industry to gain workplace experience



outbackchef

Wild Food Farm

## The Native Food Education Enhancement Program

This new Partnership Program, developed during 2020, aims to raise student awareness of the myriad of career pathways on offer in the native food sector and, in turn, their aspirations in this field. It draws upon the uniqueness of native foods and aligns this with the flows of visitors (both domestic and international) to the Bass Coast / South Gippsland Local Government areas. Tourism is an important industry for our area, with the number of people employed in direct and indirect tourism jobs on Phillip Island alone representing 35% of the local economy. Most of these jobs are in the Accommodation and Food Services sector.

Whilst native foods are now in demand, the knowledge of native foods and how to use them, is not widely known within the hospitality industry, wider community, nor within the education sector. As an example, all the school education for Year 7-10 and VCE curriculum is currently provided at the school, rather than through hands-on in-field activities.



This SGBCLLEN Program, in collaboration with Outback Chef Wild Food Farm at Rhyll, Phillip Island, enhances education services and long-term employment prospects by providing:

- increased awareness and knowledge of native food and its indigenous connection with secondary schools;
- in-field opportunities for students to learn about native foods;
- an online forum to maintain awareness and interest in native foods.

During 2020, 40 students from two schools undertook in-field visits to the Wild Food Farm and Cafe to:

- \* engage in an information session with an industry professional on use of native foods in cooking
- \* explore and sample different native foods ingredients straight from the garden
- \* hear information on career pathways in the hospitality industry
- \* enjoy lunch including native food ingredients
- \* learn about the farm's sustainable water practices

.....when the LLEN approached me about the bush foods project, I was just a little excited. Access to a more local supply of these foods as well as the opportunity to have a more hands on engagement with industry contacts and resources would be invaluable. It would greatly aid the delivery of the Year 7 to 10 Victorian Curriculum, VCAL program and the Year 11 & 12 VCE Curriculum and hence the educational experiences of our students.

Orla McCarthy, Learning Specialist / Food Technology,  
Korumburra Secondary College

# School Industry Engagement

BALD  
HILLS  
WIND  
FARM



## Bald Hills Wind Farm

In February Leongatha Secondary College year 11 VCAL students participated in the first tour of the Bald Hills Wind Farms as part of a new industry engagement program.

The wind farms are operated and maintained by TW Power Services.

Students toured the 52 turbines and learnt about the environmental benefits of the farm which generate enough power each year to power 62,000 homes.



WATERSURE



THIASS

## Watersure (Victorian Desalination Plant)

Watersure OH&S inductions were held with Leongatha Secondary College VCAL students attending.

The Program gives students a practical understanding and appreciation of the many aspects of OH&S within workplace setting.

SGBCLLEN also supported Watersure in the employment of two apprentices and one trainee. The three vacancies attracted 65 applications from young people keen to secure a unique employment opportunity.



## Parks Victoria - State Coal Mine

Year 10 students from Leongatha Secondary College took part in a tour of the State Coal Mine in Wonthaggi to learn about the history, operations and process of coal mining.



## GippsDairy

Agriculture is a key economic driver in South Gippsland and Bass Coast. SGBCLLEN, Head Start, TAFE Gippsland and Dairy Australia worked together to develop an Agriculture Pathways Presentation. The presentation included information on VET and SWL as a pathway to a farm apprenticeship.



## 3MFM

Our Community Radio station, 3MFM, hosted an industry visit from a Year 11 Intermediate VCAL class as part of their Work Related Skills subject.



*Thank you to all of our industry supporters for sharing your time, knowledge and wisdom with visiting students*

# Pathway Programs

## Work Readiness Activities

The Wonthaggi Secondary College VCAL Work Ready program was delivered virtually during third term. The program consisted of

- 1 session: apprenticeships delivered by MAS Experience
- 2 sessions: employability, resume and interview skills delivered by Skills and Job Centre - TAFE Gippsland
- 1 session: pathways with 4 industry guest speakers: Apprentice Mechanical Fitter, Group Training Field Officer, Building Inspector and Beauty Therapist.

Due to the success of this program over the last 3 years, the program was expanded with teacher, parent and student resources made available on the SGBCLLEN website. More schools now have access to these resources, drawing on the expertise of RTOs, organisations and local industry to give students the knowledge and skills to navigate their journey to employment and further training.

## Career Pathway Snapshots

Staff members from across various departments of **South Gippsland Shire Council** have provided a series of film clips taken as 'selfies' that have been curated into a careers gallery on the SGBCLLEN website. The short films are as varied as civil construction apprentice to the Shire's CEO and aim to both inform students about various careers as well as illuminate the pathways that may be experienced in the journey through work. The films are a resource for school engagement projects and are available on the SGBCLLEN website. We have now broadened this library as we engage with other industry and program partners.



## Mentor Program

Mentoring sessions were delivered to Year 9 Korumburra Secondary Students as part of their pathways program. Mentors gave an overview of what they do in their jobs and how they got to where they are today. The sessions gave students a broader understanding of various pathways with some clear messages from mentors about doing something they're passionate about, taking up opportunities, doing further training and working hard to achieve goals.

## Young Change Agents

Working in partnership with **Young Change Agents (YCA)**, a one-day virtual design challenge workshop, **the Academy of Enterprising Girls**, was conducted and attended by all Year 8 female students from Leongatha Secondary College as well as a small group from Korumburra Secondary College. The program was delivered by YCA and challenged students to explore and respond to issues within their community. There was a wide range of topics chosen by student groups to work on including COVID-19, reducing waste in the ocean, youth mental health, plastic waste in schools and youth engagement within the community.



# Supporting Community

South Gippsland and Bass Coast  
Learning and  
Employment Network



## Laptop Donation Program

Through our equipment replacement policy SGBCLLEN were delighted this year to donate four of our computers to very worthy student recipients. The successful secondary students were nominated by their schools as young people committed to their education and who would be appreciative of additional support to achieve their education goals. Thank you to Leongatha, Foster and Wonthaggi Secondary Colleges for setting the computers up with relevant approved software for them.

## Partnership Brokerage

As partnership brokers we support initiatives of other organisations by supporting their engagement with schools and managing logistics. This year we had the opportunity to work with **Young Change Agents (YCA)** - who ran the Academy of Enterprising (AEG) Girls Virtual Workshop in December at Leongatha and Korumburra Secondary Colleges

SGBCLLEN also worked with the University of Central Queensland Agri-tech Education and Extension Officer to broker participation in the **Gippsland ADAPT Symposium and Climate Champions Mentorship Program**. Students from Newhaven College and Mirboo North Secondary College participated in this online symposium to explore impacts of climate change on agriculture and to consider adaptations that are currently underway.

Similarly, SGBCLLEN is supporting the **South Gippsland Shire Council** who are working with the **Crazy Ideas College** to auspice a 'social innovators' program. Our role is to communicate the opportunity to schools accessing our knowledge of each schools' curriculum approach and priorities. This is an area where our knowledge and relationships with schools is valued by key stakeholders, such as local government, maximising their capacity to target their resources in the youth sector.

## Auspicing

SGBCLLEN auspiced a successful submission for funding from Bass Coast Shire Council for the online anti bullying program from **Project Rockit**. The program was delivered to schools in Bass Coast during 2020.

## Advocacy

On behalf of the I Am Ready Partnership, SGBCLLEN developed a response to the **Inquiry into access to TAFE for learners with a disability** based on the outcomes of the IAR evaluation. Our main contention was that in order to be successful at TAFE (or any further education, employment and training), students with learning barriers need good preparation and quality career planning to make that transition. In our experience, students with disability often miss out on careers education that inspires aspiration and prepares them for a career.

Following the submission the IAR Partnership received and accepted an invitation to speak to the Panel at the Public Hearing virtually in December.

A submission was also made to the

## Review into Vocational & Applied Learning Pathways in Senior Secondary Schooling

concentrating on our experience of VET/VCAL in our region. The review will make recommendations to reform vocational and applied learning in senior secondary schooling for VCAL, VETiS and SBATs, with regards to:

- Objective
- Design
- Delivery outcomes; and
- Reputation

*"Great presentation. You were the only group today, to have embarked on a specific program that is actually making a difference. Very Proud of you all..."*

*Gary Blackman, Deputy Chair of the Panel*

# Supporting Community

## Sponsorship and other Support

### Bass Coast Shire Primary School

#### Public Speaking Competition

SGBCLLEN facilitates this annual event which was this year adapted to online delivery.

The sponsor and driver for the event is the Rotary Club of Wonthaggi with SGBCLLEN staff providing support to organise and communicate with schools and liaise with industry participants.

Students undertook a speech writing exercise with their teachers at school and this year submitted their final work as a short film clip. The event was presented virtually in November with the winners awarded a prize and a trophy.



### YES Youth Hub

The Yes Youth Hub (YYH) is co located with the Wonthaggi boxing club at the former CFA building in Watt Street, Wonthaggi. The YYH provides a place for the young people of Bass Coast to connect with peers and community supports, to share ideas, and to develop aspiration, confidence, and resilience through enterprise activities and participation. SGBCLLEN has proudly supported this project from its inception as a community driven project. The YYH is a core element of the Bass Coast Shire Council's Living Young Plan which now also includes the advice and direction of a Youth Advisory Group and is coordinated by the YMCA.

## On Track Connect



On Track is a Victorian Government Initiative launched in 2003 which is designed to ensure that young people who have recently left school are on a pathway to further education, training or employment.

Each year "On Track" surveys young people who left schools or other training organisations from years 10-12 in the preceding year. The survey is designed to provide information on post-school destinations and to identify young people who are disengaged from education, training or full time employment.

Under a Funding Agreement entered into with DET the Statewide LLEN network delivers "On Track Connect".

Eleven young people who exited school in 2019 were referred to SGBCLLEN for further assistance with engagement and pathways planning.

# Good Governance



Good governance is embedded in the good behaviour and the good judgement of those who are charged with running an organisation

Ensuring that systems, practices and procedures are in place helps us do our work effectively and openly

## Annual General Meeting

The SGBCLLEN held its 18th Annual General Meeting virtually on Wednesday 19 August 2020 with approximately 30 people in attendance. Loretta Hambly, Chair of the SGBCLLEN, spoke to the Chair's Report in the 2019 Annual Report and Treasurer, Ashley Lamers, presented the finance report.

## Board Member Induction

Seven Board members attended an online board induction workshop in September. The workshop included:

- An overview of who we are, what we do, and how we do it
- Obligations & Governance Standards
- Duties for Responsible Persons
- Other tips for board members

## Review of Governance Manual Policies and Procedures

As part of Governance responsibilities, the Board of Management have been engaged in a major review of operational policies to enhance the smooth operation of the organisation. This work will continue into 2021.

## Codes of Conduct

During 2020 the Board of Management reviewed the Codes of Conduct relating to Child Safety and Board Governance and related policies.

## Contracts Overview

The SGBCLLEN is an incorporated organisation that takes on contracts and funding that allows us to support young people in our community through strategic partnership brokerage.

In 2020, SGBCLLEN held the following contracts:

### Common Funding Agreement

#### Department of Education and Training (State)

Term: 1 January 2020 - 31 December 2021 (varied April 2020 due to COVID-19)

Activities: Structured Workplace Learning; Support for VET Delivery; Virtual School/Employer Engagement; Partnership Brokerage and Information Distribution

### On Track Connect

#### Department of Education and Training (State)

Term: 31 July 2020 - 31 October 2020

Activities: LLEN On Track Followup

### I Am Ready Partnership (in conjunction with Baw Baw Latrobe LLEN, Gippsland East LLEN and National Disability Coordination Officer Region 17)

#### Department of Social Services (Federal) Try Test & Learn Fund

Term: 18 months to March 2020 (extended to March 2021 due to COVID-19)

Activities: Support new or innovative approaches to support people at risk of long-term welfare dependence through small scale trials that are aimed at improving workforce participation, or capacity to work.

*SGBCLLEN will not tolerate any abuse of children and young people*

Statement of Commitment to Child Safety, Childsafe Code of Conduct, reviewed and adopted 2020

# Auditor's Report

**South Gippsland/Bass Coast Local Learning and Employment Network Inc.**  
**Independent Auditor's Report**  
**to the Members of**  
South Gippsland/Bass Coast Local Learning and Employment Network Inc.

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I have audited the accompanying financial report, being a special purpose financial report, of South Gippsland/Bass Coast Local Learning and Employment Network Inc, which comprises the balance sheet as at 31<sup>st</sup> December 2020, the profit and loss for the year then ended, notes to the financial statements, cash flow statement and statement by members of the board of management.

Board of Management's Responsibility for the Financial Report

The board is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Reform Act 2012 and is appropriate to meet the needs of the members. The board's responsibility also includes such internal control as the board determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I have conducted my audit in accordance with Australian Auditing Standards. Those 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 judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association'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.

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

Opinion

In my opinion, the financial report of South Gippsland/Bass Coast Local Learning and Employment Network Inc gives a true and fair view in all material respects, the financial position of the association as at 31 December 2020 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the Associations Incorporation Reform Act 2012.



Bruce Hydon  
Registered Company Auditor 7998  
15<sup>th</sup> February 2021



## South Gippsland/Bass Coast Local Learning and Employment Network INC.

### Notes to the Financial Statements For the Year ended 31 December 2020

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#### 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act 2012. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated. The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of the financial statements.

(a) **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand and deposits held at call with banks.

(b) **Employee Benefits**

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

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

Fixed assets are carried at cost less, where applicable, less any accumulated depreciation.



**South Gippsland/Bass Coast Local Learning and Employment Network INC**  
A0041528G

**Statement by Members of the Board of Management**

In the opinion of the committee of South Gippsland/Bass Coast Local Learning and Employment Network INC., the financial report:

- i) Gives a true and fair view of financial position of the association as at 31 December 2020 and its performance for the year ended on that date in accordance with the requirements of the Associations Incorporations Reform Act 2012.
- ii) At the date of this statement there are reasonable grounds to believe that the association will be able to pay its debts and when they fall due.

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



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**Chair**  
9 June 2021



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**Deputy Chair**  
9 June 2021



# Financial Report 2020

**SOUTH GIPPSLAND/BASS COAST LOCAL LEARNING  
AND EMPLOYMENT NETWORK INC**

**A0041528G**

**FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**



**SOUTH GIPPSLAND BASS COAST LLEN INC.**

**STATEMENT OF COMPREHENSIVE INCOME FOR YEAR ENDED 31 DECEMBER 2020**

|  | <b>2020</b>   | <b>2019</b>   |
|--|---------------|---------------|
|  | <b>\$</b>     | <b>\$</b>     |
| Revenue  | 553,814       | 507,053       |
| Employee benefits                                  | -425,662      | -387,994      |
| Depreciation                                       | -8,099        | -7,470        |
| Other expenses                                     | -87,623       | -105,001      |
| Net income from operations                         | <b>32,430</b> | <b>6,588</b>  |
| Other comprehensive income                         | 6,513         | 7,449         |
| Total comprehensive income attributable to members | <b>38,943</b> | <b>14,037</b> |



**South Gippsland Bass Coast LLEN Inc.**  
**Profit & Loss Prev Year Comparison**  
 January through December 2020

|                                | <u>Jan - Dec 20</u>     | <u>Jan - Dec 19</u>     |
|--------------------------------|-------------------------|-------------------------|
| Ordinary Income/Expense        |                         |                         |
| Income                         |                         |                         |
| LLEN Funding - DET             | 394,524.64              | 282,571.56              |
| Other Programs Reimb/Cont      | 108,416.15              | 33,994.47               |
| Sundry                         | 9,297.13                | 11,528.15               |
| SWL Funding DET                | 0.00                    | 134,026.34              |
| TTC Reimbursement              | 48,089.22               | 52,381.46               |
| Total Income                   | <u>560,327.14</u>       | <u>514,501.98</u>       |
| Expense                        |                         |                         |
| Employee Wages                 | 381,699.50              | 347,536.70              |
| Employee Superannuation        | 34,641.15               | 33,399.49               |
| Audit Fees LLEN                | 3,200.00                | 2,700.00                |
| Buidling Repairs               | 329.79                  | 687.00                  |
| Communication Expenses         | 9,939.12                | 7,223.15                |
| Consumables                    | 3,527.94                | 3,268.06                |
| Contracts/Services             | 2,541.90                | 5,173.85                |
| Fees Charges                   | 7,405.48                | 8,025.50                |
| Motor Vehicle Expenses         | 16,903.04               | 10,566.10               |
| Other LLEN Expenses            | 4,235.96                | 6,009.54                |
| Other Staff Costs              | 9,322.15                | 7,058.42                |
| Promotional Activities         | 2,834.13                | 3,230.52                |
| Staff Development              | 664.27                  | 5,432.97                |
| Utilities                      | 497.10                  | 1,917.60                |
| Programs, Projects, Initiative | 35,321.04               | 39,743.80               |
| Other Programs                 | 221.97                  | 11,022.78               |
| Depreciation Expense           | 8,099.44                | 7,522.24                |
| Total Expense                  | <u>521,383.98</u>       | <u>500,517.72</u>       |
| Net Ordinary Income            | <u>38,943.16</u>        | <u>13,984.26</u>        |
| Net Income                     | <u><u>38,943.16</u></u> | <u><u>13,984.26</u></u> |



**South Gippsland Bass Coast LLEN Inc.**  
**Balance Sheet**  
As of December 31, 2020

|  | <u>Dec 31, 20</u>        | <u>Dec 31, 19</u>        |
|--|--------------------------|--------------------------|
| <b>ASSETS</b>                          |                          |                          |
| <b>Current Assets</b>                  |                          |                          |
| <b>Chequing/Savings</b>                |                          |                          |
| Bank Cash Accounts                     | 111,385.97               | 336,192.98               |
| Clearing Accounts                      | 5,062.50                 | -32,449.00               |
| Term Deposits                          | 142,939.55               | 91,937.66                |
| <b>Total Chequing/Savings</b>          | 259,388.02               | 395,681.64               |
| <b>Accounts Receivable</b>             |                          |                          |
| Accounts Receivable                    | 1,797.22                 | 74,677.41                |
| <b>Total Accounts Receivable</b>       | 1,797.22                 | 74,677.41                |
| <b>Total Current Assets</b>            | 261,185.24               | 470,359.05               |
| <b>Fixed Assets</b>                    |                          |                          |
| Fixed Assets                           | 22,497.42                | 19,186.52                |
| <b>Total Fixed Assets</b>              | 22,497.42                | 19,186.52                |
| <b>TOTAL ASSETS</b>                    | <b><u>283,682.66</u></b> | <b><u>489,545.57</u></b> |
| <b>LIABILITIES</b>                     |                          |                          |
| <b>Current Liabilities</b>             |                          |                          |
| <b>Accounts Payable</b>                |                          |                          |
| Accounts Payable                       | 2,900.70                 | 15,968.04                |
| <b>Total Accounts Payable</b>          | 2,900.70                 | 15,968.04                |
| <b>Other Current Liabilities</b>       |                          |                          |
| Income Received in Advance             | 25,500.00                | 276,167.25               |
| Payroll Liabilities                    | 10,913.42                | 7,338.36                 |
| Provisions                             | 70,701.50                | 54,523.00                |
| Tax Payable                            | 4,644.64                 | 5,469.68                 |
| <b>Total Other Current Liabilities</b> | 111,759.56               | 343,498.29               |
| <b>Total Current Liabilities</b>       | 114,660.26               | 359,466.33               |
| <b>TOTAL LIABILITIES</b>               | <b><u>114,660.26</u></b> | <b><u>359,466.33</u></b> |
| <b>NET ASSETS</b>                      | <b><u>169,022.40</u></b> | <b><u>130,079.24</u></b> |
| <b>EQUITY</b>                          |                          |                          |
| Opening Bal Equity                     | -0.09                    | -0.09                    |
| Retained Earnings                      | 130,079.33               | 116,095.07               |
| Net Income                             | 38,943.16                | 13,984.26                |
| <b>TOTAL EQUITY</b>                    | <b><u>169,022.40</u></b> | <b><u>130,079.24</u></b> |



**SOUTH GIPPSLAND BASS COAST LLEN INC.**

**CASH FLOW STATEMENT**

**FOR YEAR ENDED 31ST DECEMBER 2020**

|  | <b>2020</b>     | <b>2019</b>    |
|--|-----------------|----------------|
|  | <b>\$</b>       | <b>\$</b>      |
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>            |                 |                |
| Cash Flow Boost  | 83,284          | 0              |
| Program Funding  | 235,243         | 580,379        |
| Contributions & reimbursements                         | 49,089          | 53,311         |
| Payments to suppliers                                  | -114,686        | -78,845        |
| Payments to & for employees                            | -417,109        | -394,431       |
| <b>Net Cash Received from Operating Activities</b>     | <b>-164,179</b> | <b>160,414</b> |
| <b>CASH FLOWS FROM INVESTMENT ACTIVITIES</b>           |                 |                |
| Purchase of furniture & computer equipment             | -11,410         | -6,969         |
| Interest received                                      | 1,784           | 3,079          |
| <b>Net Cash used in providing investing activities</b> | <b>-9,626</b>   | <b>-3,890</b>  |
| <b>NET INCREASE/DECREASE IN CASH HELD</b>              | <b>-173,805</b> | <b>156,524</b> |
| <b>CASH AT BEGINNING OF FINANCIAL YEAR</b>             | <b>428,131</b>  | <b>271,607</b> |
| <b>CASH AT END OF FINANCIAL YEAR</b>                   | <b>254,326</b>  | <b>428,131</b> |
| Represented by:  |                 |                |
| Bendigo Bank term deposit                              | 32,651          | 31,938         |
| ANZ term deposit                                       | 50,288          | 0              |
| CBA Cheque account                                     | 61,351          | 331,274        |
| CBA net saver  | 0               | 2,840          |
| Petty cash   | 29              | 253            |
| CBA Term Deposit                                       | 60,000          | 60,000         |
| ANZ Business extra                                     | 50,007          | 1,826          |
|  | <b>254,326</b>  | <b>428,131</b> |





## Become Involved

Become a member of SGBCLLEN to keep informed and have the opportunity to provide direction in our strategy to support young people in our region. Membership is free and open to any individual or organisation with an interest in education, training and employment in South Gippsland or Bass Coast.

Apply via our website!



zoom