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Annual Report 2016

“ The more that you read, the more things you will know. The more that you learn, the more places you'll go. ”

Dr. Suess

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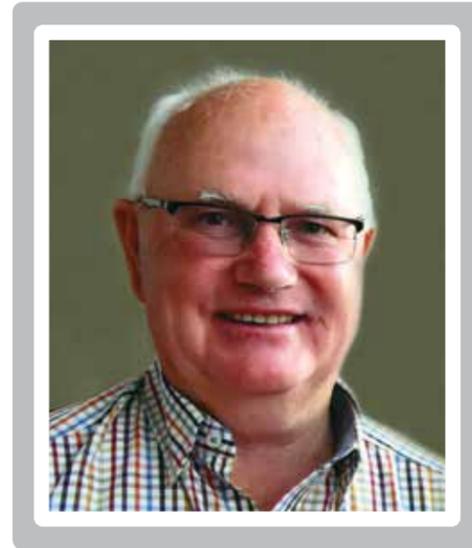
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Chairperson's Report

This past year was the beginning of a funding contract over four years with the State Government, to deliver programs that will assist students who are at risk of disengaging from education to achieve Year 12 or equivalent completion. In the recent past the funding agreement and contracts between Government and the LLENs had a limited year by year focus and it is a substantial step forward to have a longer agreement in place. The importance of this four-year term is not simply about employment: rather it provides the opportunity to instigate programs that focus on or assist the young people who are at risk of disengaging and to deliver more constructive and sustainable intervention programs.

The Highlands LLEN (HLLLEN) has a strategic focus to ensure that all young people in our community are provided opportunities to successfully engage in education, training or employment. The contract term and the stated intention to focus on Year 12 or equivalent achievement provides the opportunity for the HLLLEN to facilitate more sustainable programs that can engage both young people and prospective employers in meaningful programs that extend over longer periods.

During the past twelve months, the HLLLEN staff and members of the Committee of Management had a focus on the development of the HLLLEN as a cohesive team and this was achieved by holding a planning seminar to discuss the function and direction of the HLLLEN. The most positive outcome of the planning seminar was



Lindsay Florence
Chairperson

a 2016 – 2019 Strategic Statement that identifies the core functions of the HLLLEN and the key directions that are needed to be taken to meet both the contractual obligations and to give guidance to the HLLLEN on how it might link programs to achieve best outcomes for young people in the community.

Therefore, the HLLLEN has focussed on the support and management of smaller programs as well as developing several support resources to help young people in the transition to full time employment and life after school. The focus of the resources is to provide informative, structured and accurate documents, to directly assist young people and those who support them. The resources are not only relevant to the students, they provide support resources for the HLLLEN staff and community members.

In the following reports, EO Jannine Bennett and staff members will expand further on the various individual programs and HLLLEN activities. I encourage you all to examine the range of activities and the enormous level of strength and commitment displayed by them in achieving outstanding results across a wide range of services, programs and industry participation. This level of achievement from the relatively small HLLLEN staff is truly amazing. →

In any organization, staff development is critical to ongoing success and the HLLLEN applies time and energy to this aspect of its core business. One such example was for the EO (along with education leaders in the region) to undertake a tour of large manufacturing businesses in Ballarat to engage with potential employers and gain some hands-on experience as to the needs of business and industry who compete globally. The experience provided by this visit is enormous because it provides staff with the understanding of how to better facilitate engagement between employer and students and this directly contributes to the HLLLEN core business. Another example of how the HLLLEN staff continue to develop their unique position (in the provision of opportunities for young people) is seen by the level in which the HLLLEN staff are represented on committees that contribute to programs that develop, enhance and facilitate opportunities for all young people and those who are at risk of disengagement.

In presenting the Chairperson's Report for 2016 I recognise and acknowledge the commitment and achievements of the current staff and of the staff who have recently left for other employment opportunities. Stacey Gill and Brendan O'Connell have been long term, loyal members of the HLLLEN and I acknowledge their commitment to Highlands young people and to the broader LLEN network.

In conclusion, I would like to acknowledge the work and contribution of the Committee of Management for the HLLLEN. The strength of programs that are designed to enhance opportunities for those who are at risk of disengaging from education or training, stems from the experience and knowledge of those who contribute to developing, delivering or facilitating the programs. To this end, the HLLLEN is indeed blessed with Committee of Management members who give freely of their time and experience to support the HLLLEN staff in their work with the young people of the region. I thank you all, both current and past members, for your input and contribution to the HLLLEN over the past twelve months.

Lindsay Florence
Chairperson
Highlands LLEN

Executive Officer's Report

Our 2016 year marked the beginning of a 4-year contract for HLLLEN, with a return of focus to Year 12 or equivalent attainment for our region's at-risk young people. This primarily involves the early identification of disengagement and exploration of strategies to re-engage young people or source alternative education or training settings for them. In summary, our focus in 2016 was on supporting schools and the broader community to:

- identify young people that are at risk of disengaging from education prior to completing Year 12 or a vocational equivalent and identify and provide the support, education options and pathways to enable those young people to remain in education
- identify young people that have disengaged from education prior to completing Year 12 or a vocational equivalent and identify and provide the support, education options and pathways to enable those young people to re-engage and remain in education

HLLLEN also manages the Structured Workplace Learning (SWL) program. The focus of the SWL contract is to support schools, industry and the community to:

- access appropriate SWL placements for VET and VCAL students
- facilitate engagement between schools and employers
- source local SWL placements for students who are difficult to place
- identify local needs and industry priorities for appropriate SWL placements



Jannine Bennett
HLLLEN Executive Officer

HLLLEN hosts the VET Cluster on behalf of local secondary schools and assists the Cluster Coordinator to deliver a range of VET programs for 584 secondary students across our region.

During 2016, HLLLEN also continued to manage smaller projects such as City Kids Experiencing Country Life (until mid-2016) and On Track Connect. HLLLEN and various partners also applied for additional programs such as Navigator and the Empower Youth Initiative but were not successful.

A strategic planning process occurred in 2016 with a joint Committee of Management and HLLLEN staff Planning Session. Following much revision, drafting and consideration of feedback, the HLLLEN now has the "2016 - 2019 Strategic Statement" which outlines our vision, mission, themes and values, who we are and how you will see us in the Highlands Region. In addition, the "2017 Overview" was also developed outlining the HLLLEN three core contracts and contact details for the staff managing these.



Many new initiatives in both the education and employment support sector came to our region in 2016. It became clear that many of our stakeholders were struggling to keep track of these changes, therefore HLLLEN decided to produce resources that would assist with clarification.

The first of these was the **Rat Map** which was launched in June. The next resource was **Choose Your Own Path** which was launched in November and outlined the flexible learning options in our region. Research also began on the range of services available to support young people into employment and this was sent to a graphic designer at the end of 2016. The resource, titled **Jump Start**, will be available in 2017. The Central Highlands Children & Youth Area Partnership and HLLLEN began discussion regarding a Collaboration for Impact strategy to ensure the organisations now working with young people work cooperatively to support young people's engagement and retention in education and training. A Stakeholder Forum was held in October and work continued on this strategy into 2017.

Following the 2015 HLLLEN production of the **Straight Up Report**, commissioned by the Central Highlands Children & Youth Area Partnership which interviewed young people who have been affected by adversity to collect their "lived

experience", HLLLEN presented at the **FUTUREgen16 Conference** in Melbourne in August. The report continued to be widely distributed to key stakeholders across Victoria and will be presented again at the **Grampians Mental Health Conference** in March 2017.

In May, a group of Principals and education delegates participated in a full day tour of five large manufacturing businesses in Ballarat. The purpose of the visits was to provide an opportunity for Ballarat Secondary Principals to meet with the decision makers in industry, with a focus on how industry continues to change to sustain and develop their local operations in response to intense competition in national and global markets.

The industry tour was coordinated by HLLLEN and Ai Group. Participating businesses were: IBM, Albins Performance Transmissions, McCain Foods, Central Highlands Water and Gekko Systems. The visits formed part of the process to inform both schools and industry about the successful establishment of partnerships linked to the new Ballarat Tech School. The visits increased understanding of the opportunities for students to secure high value local employment within the Science, Technology, Engineering and Mathematics (STEM) areas and therefore support the future competitiveness of local industry. →



City Kids Experiencing Country Life was an initiative managed locally since 2012 by HLEN, on behalf of the Department of Education and Training. HLEN gave logistical and educational support for the schools and camps. The City Kids initiative provided metropolitan Years 5 and 6 students with a chance to experience rural life and develop an understanding of the historical and contemporary role of regional and rural communities in Victoria. This experience of country life occurred at the Log Cabin Camp, Creswick; Cave Hill Creek, Mt Cole; or Narnbool Lodge at Elaine. Some students also visited Donegan's Farm to see how animals are raised and cared for, their life cycles and what they produce. They learnt about the growing cycle of potatoes and what they are used for.

The common theme whilst students were on camp was farming and food production. Students also learnt about the diverse career opportunities in these areas. In their own words:

"I liked that there were farm animals there and we got to feed them"

"It was quite interesting to see stuff for yourself, instead of just being told"

"I really enjoyed the facts about how much we really eat, it's pretty cool that there are more sheep than people in Australia too"

"I found it fascinating how food progresses from farms to our supermarkets"

During semester one 2016, a total of 1,109 students from 15 metropolitan Primary Schools participated in this local program, as compared to 1,309 for the whole of 2015. Eleven Primary Teachers rated the overall experience as "excellent". This project is now complete and was very popular, as indicated by the level of participation and the evaluations received. The participating schools valued the funding support from the Department of Education and Training.

The On Track Connect project was completed by the HLEN again in 2016 with a total of 39 young people requiring career guidance referred to HLEN. The On Track survey interviewed all Victorian Year 12 students and early school leavers in May 2016, who had studied in 2015. Students requiring pathways assistance in this region were referred to HLEN. With many new services opening in the region to support young people seeking employment, referrals were problematic as service guidelines were still being established. The main referral point for On Track Connect young people was the new Skills and Jobs Centre located at Federation University in Grant Street. →



The HLEN staff have representation on many committees and are well connected with our community. In particular, in 2016 I was a member of the:

- Ballarat Tech School Committee
- Philanthropy Ballarat (Board and Community Engagement Sub-Committee plus the Grant Allocations group)
- B31 Committee
- ACFE Regional Board
- LLEN representative on the Victorian Vocational Education Reference Group (VERG)
- Central Highlands Children & Youth Area Partnership Learning Matters Working Group

I contributed to the Ballarat Business Excellence Awards through mentoring a range of businesses in preparing their applications – some of whom were later successful winners and future contacts for student placement opportunities.

During 2016, two long serving staff members departed from the HLEN and Ballarat. Stacey Gill moved to Warrnambool in March to become a Regional Officer with Consumer Affairs Victoria and Brendan O'Connell took up a position in May as Executive Officer, Bayside Glen Eira Kingston LLEN. Stacey and Brendan both contributed significantly to the achievements of HLEN and the VET Cluster. Subsequently, Leah Davis and Amanda Menabue were recruited to the HLEN team.

The HLEN spent some time during the year seeking an alternative office space. The HLEN had been located at the Ballarat Learning Exchange (BLX) in Camp Street since 2002 along with other tenants over the years. We were fortunate to secure office space at Ballarat Technology Park Central and moved in September during term break. This move provided us with the opportunity to refresh furniture, spring clean and archive relevant resources. We are all very happy with our new home!

Our Committee of Management experienced changes as well during 2016 with the departure of Steve Creelman, John Dainutis, Michelle Whyte, Marilyn Morley and David Edwards and the welcoming of Nic Jarvis, Phonse Crawford, Karen Monument, Garry Doyle and Jarrod Bingham. I would like to thank departing members for their contribution whilst on the Committee of Management.

I would like to express my ongoing gratitude to the Committee of Management and Finance and Administration Sub-Committee for their support and guidance, the HLEN staff for their exceptional contribution to achieving targets and community members for their enduring support of the HLEN - we look forward to this continuing into 2017. I also endorse the sentiments of Lindsay Florence, our Chair, in his 2016 report.

The 2016 year involved many positive achievements as outlined in the program reports included in this Annual Report. We are excited about the challenges ahead in 2017. The HLEN vision continues to inform the work we undertake - we aim to ensure that **"all young people in our communities are provided opportunities to successfully engage in education, training or employment"**.

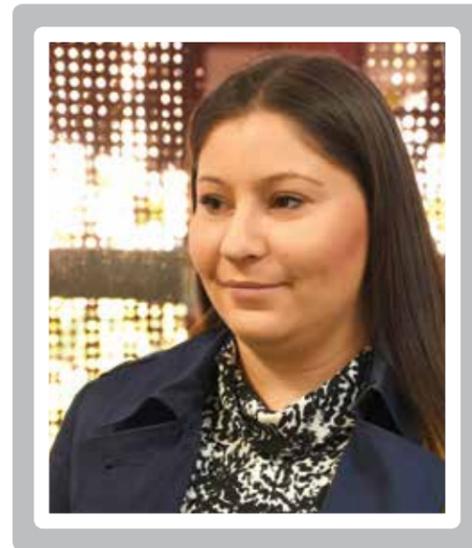
Jannine Bennett
Executive Officer

Structured Workplace Learning

The Highlands LLEN (HLEN) implemented a new program in 2016, with a specific focus on Structured Workplace Learning (SWL) for students undertaking VET and/or VCAL. The initial focus was on promotion of SWL placements and the SWL Portal to students and school staff. The SWL Portal was officially launched 6 May, 2016 and training with relevant personnel in all Highlands Region Secondary Schools was undertaken. Time was spent cultivating and consolidating relationships with employers to explain the benefits of both the SWL Portal and of having student's in the work place. Throughout this, HLEN continued to prioritise sourcing a breadth of placements to cater to varying student needs and interests, whilst progressing the promotion of SWL as an important step in creating training and employment opportunities to facilitate a smooth transition from formal education to the world of work.

HLEN also enables meaningful interactions between young people and employers through guest speaking in schools, Work Inspiration programs, Taster programs and large scale events.

HLEN had a strong presence at the inaugural VET Cluster Program Expo. This Expo provided students and parents with the information and inspiration to complete SWL placement in the future. Staff also gave presentations on SWL to VET and VCAL classes across the Cluster programs and in schools with the aim of improving student awareness of the SWL Portal and increasing the use of this fantastic resource.



Amanda Menabue
Structured Workplace Learning Coordinator

INDUSTRY PROJECTS

HLEN played a significant role in several industry focussed projects in 2016.

GIG (Get Into Games)

Ballarat GIG (Get Into Games) was held on May 13, 2016. There were more than 170 students that attended the day. Schools represented included: Ballarat Secondary College, Phoenix P-12 Community College, St Patrick's College, Crusoe Secondary College, Mount Clear College, Daylesford Secondary College, Maryborough Education Centre, Bendigo South East College, Bacchus Marsh College, Federation College and Damascus College.

Ballarat GIG provided an opportunity for young people to interact with Games Developers, Gaming Industry representatives, University and TAFE representatives and the latest technology. GIG was delivered by Ballarat ICT and the GIG Committee. As members of the Committee, HLEN were actively involved in organising the event, coordinating attendance and were present on the day. GIG was made possible with sponsorship from Ballarat ICT, Federation University, Federation College and the City of Ballarat.



Bricklaying Taster Programs

Through the facilitation of taster programs, provided in partnership with training providers and employers, students were able to gain a sample of a selected industry. Taster programs were designed for young people in Years 9, 10, 11 and 12 who were interested in sampling a selected industry pathway. The programs provided practical experience in an industry-based learning environment to over 20 students. HLEN is pleased to have been able to continue these relationships and will seek to increase taster program offerings in 2017. The Bricklaying taster programs were delivered by Federation University, with funding provided by the Australian Brick and Blocklaying Training Foundation.

Work Inspiration

Work Inspiration is a model of work placement developed by Foundation for Young Australians, The Smith Family and NAB. Work Inspiration was in its second year in the Highlands Region in 2016, seeing two programs delivered by the City of Ballarat Parks and Gardens and Central Highlands Water. These programs gave 25 young people from eight schools the opportunity to discuss

their personal work aspirations with staff, listen to guest speakers tell their career stories and then gain hands-on experience. Both employers have committed to further programs in 2017 and believe that the Work Inspiration program is a great way for them to host larger numbers of students in the workplace.

Participation in a variety of networks has continued to provide a platform for dissemination of information regarding opportunities for young people to access placements. This is enhanced through participation in the Victorian SWL Network which enables SWL staff across the state to share best practice, exchange resources and tap into state and national employer workplace learning opportunities.

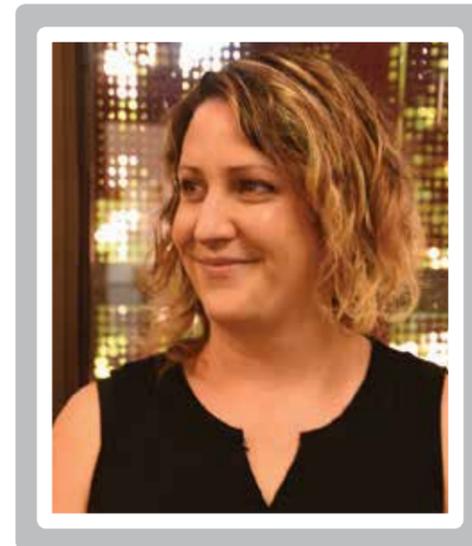
HLEN would like to acknowledge the many students who have contributed to the SWL program becoming a success and thank the dedicated local employers who opened their doors or gave their time to provide valuable insight and work place experiences.

Amanda Menabue
Structured Workplace Learning Coordinator

Education Engagement

In 2016 the Highlands LLEN (HLLLEN) returned to a focus on Year 12 or equivalent attainment for young people. Early identification of disengagement and strategies to re-engage young people or find suitable flexible learning or training settings have been the key objectives.

Specifically, the Education Engagement role has worked towards brokering sustainable partnerships that support schools and the broader community. The coordination and facilitation of networks such as the Flexible Learning Network, HEY! (Hepburn Engaging Youth) and the Secondary School Wellbeing Network, as well as our active participation in a range of other networks and working groups, positions the HLLLEN to continually consult with and receive feedback from diverse stakeholders from a broad range of sectors. Our focus on partnerships and relationships has been the catalyst for school personnel, community services workers and parents to seek secondary consultation from the HLLLEN regarding education and training options. HLLLEN prides itself on providing accurate and tailored information and advice regarding the education engagement of individual young people in the Highlands Region.



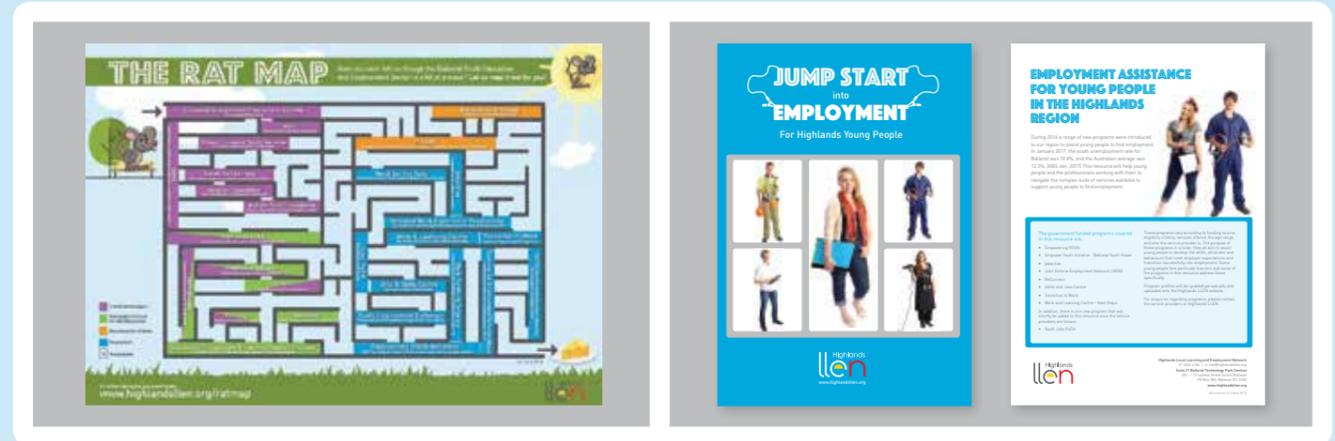
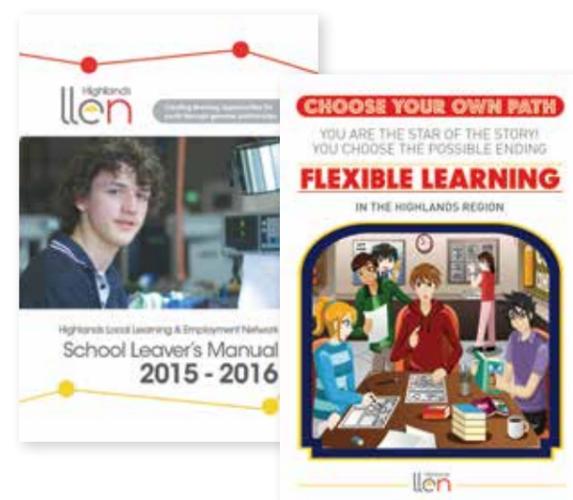
Asha Buckmaster
Education Engagement Coordinator

RESOURCES

In response to needs identified by education and community professionals several resources were developed and produced by HLLLEN in 2016.

The Rat Map

The Rat Map is an infographic poster focussing on school-based support, programs and services for young people disengaged from and not attending school, new education initiatives and employment support services. The Rat Map is designed for use by professionals working with young people who need support regarding their education and employment pathways. The poster has a single sentence describing each program or service, with further information and website links available on the HLLLEN website. The Rat Map was officially launched at a morning tea on June 9, 2016 with approximately 45 professionals from a wide range of community service organisations and schools attending. The Rat Map has since been distributed broadly.



School Leavers Manual

School Leaver's Manuals for every Year 12 student, as well as extra copies for early school leavers, were delivered to all Secondary Schools in the Highlands Region in early Term 4. This resource was also distributed to headspace Ballarat, the City of Ballarat Youth Services and Centrelink Social Workers. The School Leaver's Manual contains a broad range of information for young people, including: Further Study Options, Further Training Options and information related to Employment, Youth Services and Becoming Independent.

Choose Your Own Path

The HLLLEN established a goal to expand awareness within schools and the community, and raise the profile of suitable and viable flexible education options for disengaging or disengaged young people. Staff gathered information via interviews with eight flexible learning programs, with a ninth program being added at a later stage. Similar questions were asked of each provider and now feature in the resource, Choose Your Own Path, has been printed and was launched at the Flexible Learning Forum on November 25, 2016. HLLLEN discovered that there were 583 students enrolled in flexible learning programs in the region in 2016. Some programs are attached to Secondary Schools, others are stand-alone. The programs featured were:

- Berry Street School
- DOTS (Developing Other Talents and Skills) Phoenix P-12 Community College
- Federation College
- FLIP (Flexible Learning Intervention Pathway) Ballarat High School
- LinkUp - Ballarat Secondary College
- Pod 4 - Yuille Park Community College

- Satellite VCAL - Mt Clear College
- SEDA
- Young Parents Program - Yuille Park Community College

Choose Your Own Path was widely distributed in print as a booklet, as well as being available online from the HLLLEN website.

Jumpstart into Employment

This new resource will be made available to students, parents/carers, education staff and community workers in early 2017. With an increasing number of programs and initiatives being introduced to support young people into employment, the landscape has become confusing. This document will clarify what the services are, who they are for, their funding source, criteria for access, who the providers are and how can they be accessed. The following services and programs are covered and profiles were created for each organisation:

- Transition to Work
- Skills and Job Centre
- Jobs Victoria Employment Network (JVEN)
- Reconnect: Engagement & Learning Support Program
- Work and Learning Centre - "Next Steps"
- Empowering YOUth
- jobactive
- Empower Youth Initiative



**FLEXIBLE
Learning
FORUM**
Ballarat
2016

PROJECTS & PRESENTATIONS

Flexible Learning: In Action!

The 2016 Flexible Learning Forum - Ballarat

For the third consecutive year, the HLLLEN, in collaboration with Flexible Learning Victoria, organised and facilitated a Flexible Learning Forum on November 25, 2016. The Forum attracted a vast range of professionals and stakeholders, both locally and from across the state. Whilst there was a strong local perspective, with showcases from flexible learning providers within this region, there was also a focus on broader policy initiatives, student wellbeing, measuring and tracking student engagement and the flexible learning landscape across Victoria.

It was with great excitement that the Forum was a platform for the official announcement of a Berry Street School Campus opening in Ballarat in 2017 as well as the launch of the HLLLENs flexible learning resource, Choose Your Own Path. More than 60 professionals from schools, flexible learning programs, LLENs and community services organisations attended the Forum, with overwhelmingly positive feedback.

Ballarat Future Jobs and City Projects

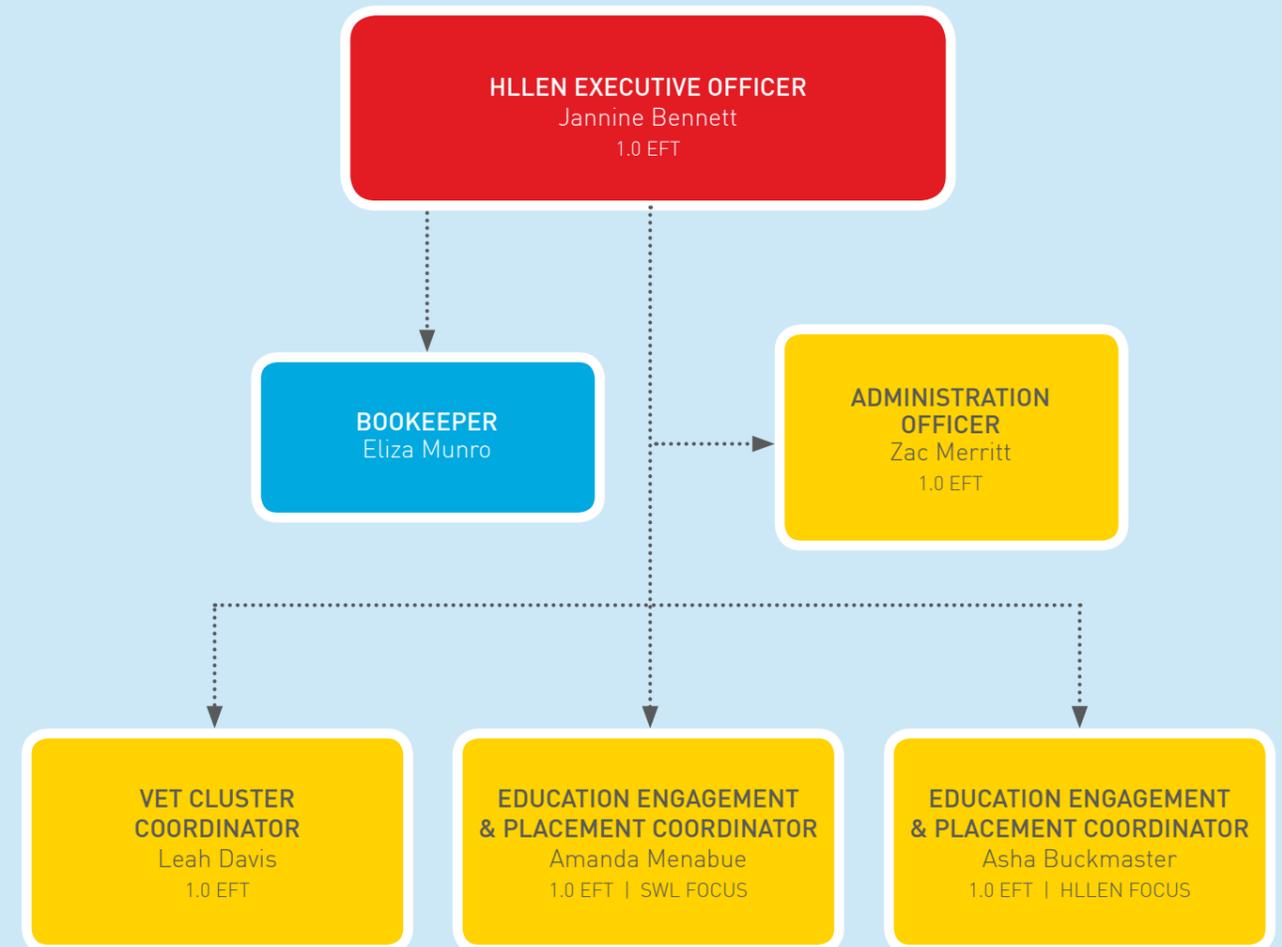
The HLLLEN has continued to deliver this fantastic presentation, developed in partnership with the City of Ballarat Economic Development Unit. With a strong focus on building aspirations, the presentation highlights major investments in Ballarat, growing industries and future employment information. This presentation was delivered to approximately 75 students in 2016.

HLLLEN greatly appreciates the strong relationships that have been established and consolidated with stakeholders and values their feedback and expertise. These relationships enable HLLLEN to provide responsive and valuable support and resources to improve the education engagement of young people in the Highlands Region.

Asha Buckmaster

Education Engagement Coordinator

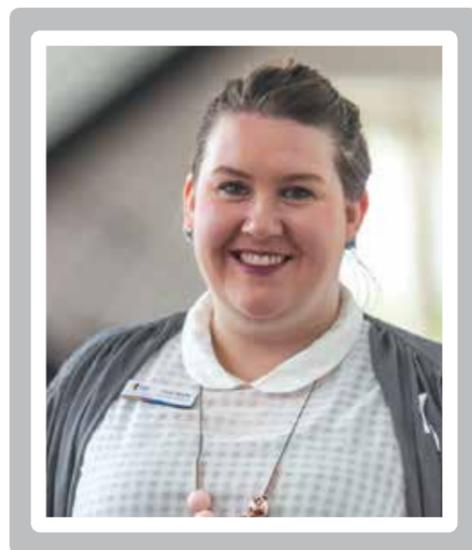
Highlands LLEN Structure 2016



Highlands LLEN VET Cluster

At the conclusion of 2016, we reflect on another successful year. Several 2nd Year VET Cluster students excelled in their scored assessment exams, receiving study scores of 40, others receiving their full qualification and others planning to move onto the workforce, further VET study or University.

It has been a pleasure working with the 18 Secondary Schools across the region and Program Providers to ensure the 21 programs were delivered at the highest quality for the 363 1st Year students and 221 2nd Year students undertaking VET in 2016.



Leah Davis
HLLLEN VET Cluster Coordinator

The delivery of Vocational Education and Training (VET) within the Cluster requires a great deal of coordination and without the support of the VET Coordinators, Program Teachers, VET Providers and Principals this would be a difficult task. The VET Cluster team would like to thank everyone for their continued support of the Cluster.

Enrolment numbers were down by 6% in 2016, however, there was an increase in enrolments for some individual VET programs.

Several new initiatives were introduced in 2016 to assist with promotion of Programs. In August, staff trialed the



Year Level	2016		2015	
	1st Year	2nd Year	1st Year	2nd Year
Agriculture	14	0	0	9
Aviation	12	9	10	8
Building & Construction (Carpentry)	18	11	17	17
Creative Industries (Multimedia)	20	14	17	7
Dance	11	1	7	4
Hospitality	20	9	15	16
Music Industry (Sound Production)	13	7	11	10
Retail Cosmetics (Make Up)	52	11	35	10



introduction of a Program Expo. The Expo was a way to showcase VET Programs on offer in 2017 and for students to talk to Teachers directly regarding the workload and requirements for each Program. The Expo was a success and saw 100 students in attendance. Staff also worked with the VET Multimedia 2nd Year students to produce a promotional video introducing VET Programs.

The Cluster team have worked hard in 2016 to build new and existing relationships with the VET Providers to ensure smooth and successful delivery of Programs in 2017. Thank you to all Providers and Program Teachers for giving the Cluster the opportunity to deliver such a wide variety of Programs in 2016. Staff are looking forward to further strengthening relationships into the future!

VET Award Presentations

The VET Awards were held on December 12, 2016 in the Ballarat Technology Park Seminar Theatre. The proceedings recognised students for their achievement and excellence in their VET Program. It also recognised employer contributions to Structured Workplace Learning throughout the year and VET Program Teacher of the Year.

We would also like to acknowledge our 2016 scholarship winners:

Anna Laursen Habel

Throughout Anna's first year of the Aviation Program she showed a high level of commitment and dedication, both strong attributes to have in the Aviation industry. On a number of occasions Anna visited the Ballarat Aero Club outside of class hours to conduct extra flying training. The extra flying allowed Anna to progress through her training and take on solo flying well before others in her class. Anna completed her Structured Workplace Learning with the RAAF at the East Sale base in May 2016. Anna is now in her second year of the Aviation Program.

Brittany Thomas

Brittany completed the Hair and Beauty Taster in 2016 and enrolled in first year Hairdressing for 2017. Brittany showed commitment to her course each week, mastering the skills required for hairdressing. She was enthusiastic in class and completed all theory tasks on time. She demonstrated teamwork by participating in the daily tasks and assisted with packing up the classroom. Brittany has expressed interest in a career in Hairdressing after completing Secondary School.

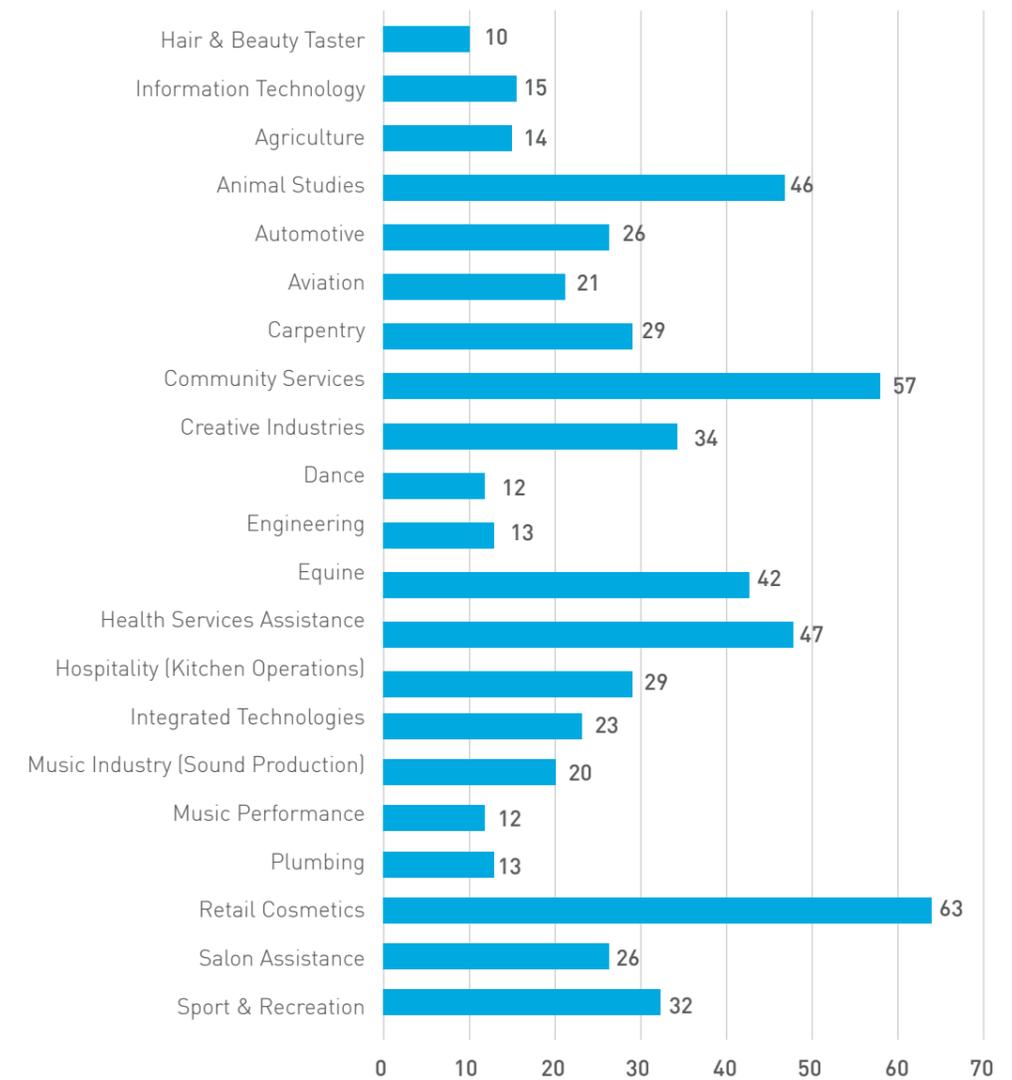
Congratulations to all our award winners.

Leah Davis
HLLLEN VET Cluster Coordinator

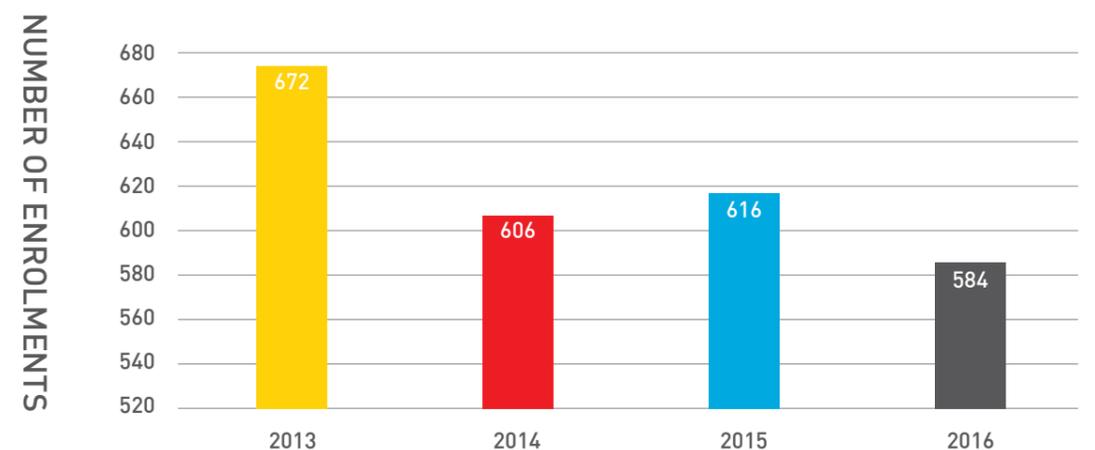
Award Winners by Category:

Program	Name	School	Award
Agriculture	Darcy Heald	Mount Clear College	2016 Rabobank Agriculture Award
Animal Studies	Meaghan Bodegraven	Bacchus Marsh College	2016 Ballarat Veterinary Practice Animal Studies Award
Automotive Technology	Shaun Barker	Ballarat Clarendon College	2016 Eclipse Ford Ballarat Automotive Studies Award
Aviation	Leah Holden	Bacchus Marsh College	2016 Ballarat Aero Club Aviation Award
Building & Construction	Brandon Buckland	Ballarat Secondary College (Mount Rowan Campus)	2016 Robert Sim Building Supplies Building & Construction Award
Community Services	Tamika Staszek	Ballarat High School	2016 Ballarat Community Health Community Services Award
Dance	Hilary Morgan	Mount Clear College	2016 Central Dance Supplies Dance Award
Engineering	Brendan Thomas	Ballarat Christian College	2016 FMP Group Engineering Award
Equine	Tatum Bull	Beaufort Secondary College	The 2016 Saddleworld Ballarat Equine Award
Hair & Beauty	Georgina Parkin	Loreto College	2016 Alchemy Aesthetics Hair & Beauty taster Award
Hairdressing	Cherrie-Anne Vella	Bacchus Marsh College	2016 Cutters Chair Hairdressing Award
Health Services Assistance	Chelsea Barrow	Ballarat Secondary College (Mount Rowan Campus)	2016 St John of God Ballarat Hospital Health Services Assistance Award
Hospitality	Nathan Jones	Ballarat Christian College	2016 Red Lion Bar & Restaurant Hospitality Award
Information Technology	Riley Baker	Bacchus Marsh College	2016 Mason-Brown IT Information Technology Award
Integrated technology	Carson Webster	Highview College	2016 Laser Electrical Ballarat Electrotechnology Award
Make-up Services	Victoria Seex	Bacchus Marsh College	2106 Rubilicious Make-up Services Award
Multimedia	Nicholas Barker	Ballarat Clarendon College	2016 61 Design Multimedia Award
Music Performance	Ashol Manok	Loreto College	2016 Crossroads Music Music Performance Award
Music Technology	Zane Drysdale	Mount Clear College	2016 SLC - Sound + Light Concepts Music Technology Award
Plumbing	Dylan Simonis	Mount Clear College	2016 J B Cameron Plumbing Award
Sport & Recreation	Eliza Burge	Loreto College	2016 Athlete's Foot Sport and Recreation Award
Engineering	David Johnson	Federation University	2016 VET Teacher of the Year

2016 TOTAL ENROLMENTS BY COURSE



CLUSTER YEAR ON YEAR ENROLMENT COMPARISON





Committee of Management 2016

December 2016

Lindsay Florence
CHAIRPERSON
Retired - Community

Cr Geraldine Frantz
DEPUTY CHAIRPERSON
Category: Local Government
Organisation: Golden Plains Shire

Cr David Clark
TREASURER
Category: Local Government
Organisation: Pyrenees Shire

Susan Honeyman
SECRETARY
Category: Employer
Organisation: FMP

Jarrold Bingham
Category: Local Government
Organisation: Moorabool Shire

Belinda Coates
Category: Local Government
Organisation: City of Ballarat

Phonse Crawford
Category: Community Organisations
Organisation: DET - Regional Office

Jim Dannock
Category: Employer
Organisation: Ai Group

Garry Doyle
Category: Training & Education
Organisation: BGT

Rod Homburg
Retired - Co-optee

Nic Jarvis
Category: Employer
Organisation: Gforce

Janine Lamb
Category: Training & Education
Organisation: ICP Hair Academy

Robert Lewers
Category: Trade Union
Organisation: AEU/Trades Hall

Karen Monument
Category: ACE
Organisation: ACFE Regional Board

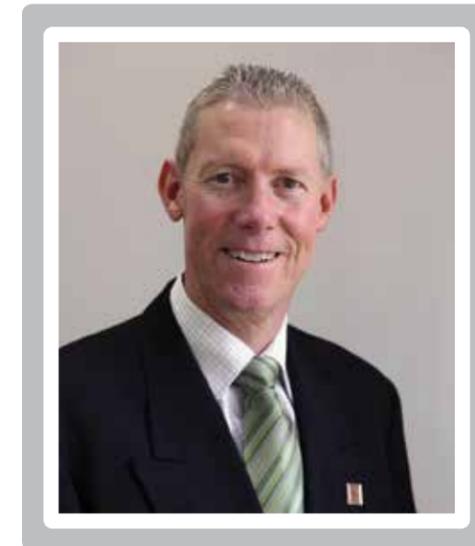
Carmel Russell
Category: Schools
Organisation: Damascus College

Jessica Sargeant
Category: Schools
Organisation: Ballarat High School

Andrew Wallace
Category: Schools
Organisation: Ballarat High School

Barry Wright
Category: TAFE
Organisation: Federation University

Treasurer's Report



Cr David Clark
Treasurer

The Financial Statements for the Highlands HLEN (HLEN), along with the Independent Auditors Report for the year ending December 31, 2016 are presented for approval.

The Association made a modest surplus for the year of \$21,953 on a total turnover of \$543,425. Recurrent grants for the LLEN's two main activity areas of the LLEN and SWL, were the same as for 2015, however HLEN's capacity to source other one off grants for programs halved to \$66,416 over the year. The HLEN managed three such minor programs in 2016, down from seven in 2015.

The key areas of expenditure for the year were:

• Salaries and associated costs	\$278,934	53%
• Direct program expenses	\$ 68,333	13%
• Rent, office and utility costs	\$ 50,744	10%
• Motor vehicles	\$ 28,993	6%

The Association remains in a sound financial position with a net equity position of \$79,619.

The Associations liabilities fall broadly into four categories:

• Recurrent grants received in advance	\$ 195,045
• Commercial, ATO and superannuation payables	\$ 45,377
• Program funds held for future activity	\$ 59,781
• Employee leave provisions	\$ 18,213

The Association has limited fixed assets and holds almost all its assets in cash, bank deposits and trade debtors. These current assets provide 122% coverage of all the Associations liabilities.

We look forward to the Association and its staff continuing its good work in the coming year and beyond.

Cr David Clark
Treasurer

Partnerships

Networks

Industry Taster Programs

- RTOs
- Education Providers
- Employers
- Australian Brick & Blocklaying Training Foundation
- Industry Peak Bodies
- Work Inspiration

Bridging the Barriers: follow-up

- Daylesford Secondary College
- Hepburn Primary Schools
- Hepburn Health Services
- Hepburn Shire Council
- School Focussed Youth Service
- DHHS
- DET

On Track Connect

- DET
- Young People

School Focussed Youth Service: Local Working Group

- Ballarat Community Health
- DET
- Navigator
- Berry Street
- City of Ballarat Youth Services
- Child & Family Services
- Schools

Ballarat Careers Education Network (BCEN)

- Secondary Schools
- 8 Universities

Central Highlands Mental Health Network

- Central Highlands Primary Care Partnership
- Grampians Partners in Recovery
- Department of Justice
- DHHS
- Centacare
- Latrobe Community Health
- Ballarat District Nursing & Helathcare
- Victoria Police
- MIND
- Wellways
- Suicide Prevention Network
- Western Primary Health Network
- Child & Family Services
- St John of God
- Ballarat & District Aboriginal Co-operative
- UnitingCare
- Ballarat Health Services
- Carer Respite
- CASA
- Lifeline Ballarat
- Ballarat Community Health
- headspace Ballarat
- Salvo Connect
- ACSO
- WRISC
- Berry Street
- Central Highlands Children & Youth Area Partnership
- NDIS
- Catholic Education Office

Collaboration for Impact

- Central Highlands Children & Youth Area Partnership
- DET
- Community Agencies
- Education Providers

Ticket to Work

- Education Providers
- National Disability Coordination Officer
- Employers
- Disability Employment Service
- Ticket to Work

Career Voyage

- Education Providers
- Community Agencies

LLEN Executive Officer Network

- 31 LLENS
- Member of Executive

VCAL Network

- VCAL Providers

Golden Plains Youth Network

- Education Providers
- headspace Geelong
- Local Councils
- Community Groups

Jobs & Skills Drive

- Education Providers
- Community Agencies
- Employers
- Community
- City of Ballarat

ReConnect

- BGT
- Federation College

SWL Portal

- Secondary Schools
- Employers
- RTO's

Tech School

- Tech School Committee



Hepburn Engaging Youth (HEY!)

- School Focussed Youth Service
- Daylesford Secondary College
- Hepburn Primary Schools
- Hepburn Health Services
- Hepburn Shire Council
- Daylesford Neighbourhood Centre
- DHHS
- DET

Ballarat Future Jobs Presentation

- City of Ballarat
- Education Providers

headspace Ballarat

- Education & Employment Support
- Youth Reference Group

HLEN VET Cluster

- Principals Management Group
- Business Managers (schools)
- VET Coordinators (schools)
- HLEN Management role
- 17 Schools
- RTO's
- Employers

Get Into Games (GIG)

- City of Ballarat
- Federation University
- Education Providers
- Game Developers Association of Australia
- Guf

Education Providers

- Bacchus Marsh College
- Bacchus Marsh Grammar
- Ballarat Clarendon College
- Ballarat Christian College
- Ballarat Grammar
- Ballarat High School
- Ballarat Secondary College
- Beaufort Secondary College
- Berry Street School
- Damascus College
- Daylesford Secondary College
- Federation College
- Highview College
- Lake Bolac
- Loreto College
- Mount Clear College
- Phoenix P-12 Community College
- SEDA
- St Patrick's College
- Yuille Park Community College

Central Highlands Koori Education Network (CHKEN)

- Ballarat & District Aboriginal Co-operative
- Koori Education Support Officers
- DET
- Local Aboriginal Education Consultative Group
- Education Providers
- Victorian Aboriginal Education Association Inc.
- Employers
- DHHS

Moorabool & Schools Together (MAST)

- Youth and Community Agencies
- Schools
- Church Groups
- Local Government

Grampians ACFE Regional Board Council

- Board Member (HLEN EO)

B31 Committee Member

- Australian Industry Group
- Department of Business Innovation
- Commerce Ballarat
- Employers
- Education Providers
- City of Ballarat

Central Highlands Children & Youth Area Partnership

- Member of the Education Matters working group
- Research - "Straight Up"

Ballarat Regional Settlement & Advocacy Committee: Youth Action Network

- Centre for Multicultural Youth
- Ballarat Community Health
- City of Ballarat
- United Way
- Schools
- Victoria Police
- headspace Ballarat

Flexible Learning Network

- Flexible Learning Providers
- Navigator
- Berry Street
- Flexible Learning Victoria

Secondary School Wellbeing Network

- School Focussed Youth Service
- headspace Ballarat
- Education Providers

Careers for Youth Ballarat Area (CYBA)

- Business & Industry
- Young People

SWL Victorian Network

- 31 LLENS
- Basecamp

Additional Relationships

- AIME
- Beacon
- Big Brothers Big Sisters
- Duke of Edinburgh
- Dusseldorp Skills Forum
- Foundation for Young Australians
- Gforce
- Hands on Learning
- jobactives
- LOOKOUT Education Support Centre
- Qualify Training
- Resilient Youth Australia
- Sarina Russo
- Skills & Jobs Centre
- The Smith Family
- VECCI
- VET Network Australia
- Westvic
- WISA
- Work & Learning Centre
- YACVIC
- Youth Research Centre



ABN 46 429 658 543

Financial Statements

For the year Ended 31 December 2016

HIGHLANDS LLEN INC.
ABN 46 429 658 543

Statement of Comprehensive Income
For the Year Ended 31 December 2016

	Note	2016 \$	2015 \$
Revenue			
Recurrent Grants		422,993	422,993
City Kids - Country Life		58,221	76,027
Flexible Learning Forum		2,664	8,500
Jobs and Skills Drive		-	4,659
Primary Aspirations		-	2,558
RDA Grampians		-	11,069
On Track Connect		4,701	4,701
Central Highlands and Youth		830	13,512
		<u>489,409</u>	<u>544,019</u>
Other income			
Administration Fee		17,164	17,164
Bank Interest		4,893	8,307
Management Fee		20,000	-
Miscellaneous Income		11,268	503
Rent Received		691	-
		<u>54,016</u>	<u>25,974</u>
		<u>543,425</u>	<u>569,993</u>
Expenditure			
Advertising		3,698	9,022
Annual Leave Expense	2A	7,905	(4,538)
Audit and Accounting Fees		19,275	24,687
Bank Fees & Charges		235	1,012
Business Phone		2,423	2,079
Career Hub Super	2A	-	156
Career Hub Wages	2A	-	-
Catering and Room Hire		5,989	3,290
Central Highlands and Youth		-	3,474
City Kids - Country Life		58,221	68,936
Cleaning		713	1,538
Committed Funds - Projects		-	91
Consultancy Fees		15,860	3,868
CYBA Website		-	8,031
Depreciation	2B	5,824	1,851
Electricity		560	1,863
Employer Awards		396	-
Flexible Learning Forum 2014		-	6,769
Fringe Benefits Tax		8,322	12,768
Fuel & maintenance		7,083	12,536

The accompanying notes form part of these financial statements

HIGHLANDS LLEN INC.
ABN 46 429 658 543

Statement of Comprehensive Income
For the Year Ended 31 December 2016

	Note	2016 \$	2015 \$
Insurance		5,741	2,092
Internet		325	491
IT & Computer Expenses		8,815	6,084
Jobs and Skills Drive		-	2,040
Lease		21,910	23,578
Long Service Leave Expense	2A	2,216	2,112
Mates Mentoring		-	51
Meeting Expenses		109	723
Miscellaneous		2,327	310
Mobile Phone		3,174	4,073
Management Fee		20,000	-
P2E		-	177
Photocopier		2,272	2,793
Postage & Delivery		1,095	1,008
Primary Aspirations		-	7,347
Printing		1,624	3,877
Publications		11,115	1,120
Rates		38	-
Registrations/Memberships		7,113	5,739
Rent		15,960	8,738
Signage & Banner		1,190	-
Sponsorship		815	670
Staff Amenities		2,668	1,224
Stationery and Office Supplies		4,217	5,886
Superannuation	2A	23,058	23,999
Training/Seminars Transitions & Pathways		8,526	4,839
Travel & Accommodation		4,200	4,598
Travel - Meals		28	250
Wages & Salaries	2A	232,057	255,628
Water/Excess		37	37
WorkCover		5,376	3,024
		521,472	529,977
Surplus / (Deficit) before income tax		21,953	40,016
Income tax expense		-	-
Net Surplus / (Deficit) for the year		21,953	40,016
Other comprehensive income, net of tax		-	-
Total Comprehensive income / (loss) for the year		21,953	40,016

HIGHLANDS LLEN INC.
ABN 46 429 658 543

Balance Sheet
As at 31 December 2016

	Note	2016 \$	2015 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3A	342,716	198,724
Trade and other receivables	3B	45,081	244,985
TOTAL CURRENT ASSETS		387,797	443,709
NON-CURRENT ASSETS			
Property, plant & equipment	4	10,239	3,287
TOTAL NON-CURRENT ASSETS		10,239	3,287
TOTAL ASSETS		398,036	446,996
LIABILITIES			
CURRENT LIABILITIES			
Payables	5A	216,953	262,857
Other Payables	5B	83,251	97,199
Provisions	6	13,248	24,988
TOTAL CURRENT LIABILITIES		313,452	385,044
NON-CURRENT LIABILITIES			
Provisions	6	4,965	4,286
TOTAL NON-CURRENT LIABILITIES		4,965	4,286
TOTAL LIABILITIES		318,417	389,330
NET ASSETS		79,619	57,666
Equity			
Retained Surpluses		79,619	57,666
TOTAL EQUITY		79,619	57,666

HIGHLANDS LLEN INC.
ABN 46 429 658 543

Statement of Changes in Equity
For the Year Ended 31 December 2016

	Retained Surpluses \$	Total \$
2016		
Balance at 1 January 2016	57,666	57,666
Net surplus for the year	21,953	21,953
Balance at 31 December 2016	79,619	79,619
2015		
Balance at 1 January 2015	17,650	17,650
Net surplus for the year	40,016	40,016
Balance at 31 December 2015	57,666	57,666
2014		
Balance at 1 January 2014	175,720	175,720
Net deficit for the year	(158,070)	(158,070)
Balance at 31 December 2014	17,650	17,650

HIGHLANDS LLEN INC.
ABN 46 429 658 543

	2016 \$	2015 \$
CASH FROM OPERATING ACTIVITIES:		
Receipts from customers including grants	685,292	455,954
Payments to suppliers and employees	(533,011)	(696,804)
Interest received	4,894	8,307
Net cash provided by operating activities	157,175	(232,543)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(13,183)	-
Net cash provided by investing activities	(13,183)	-
CASH FLOWS FROM FINANCING ACTIVITIES		
Net cash provided by financing activities	-	-
Net (decrease) / increase in cash and cash equivalents held	143,992	(232,543)
Cash and cash equivalents at beginning of year	198,724	431,267
Cash and cash equivalents at end of year	341,716	198,724

Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2016

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

New, revised or amending Accounting Standards and Interpretations adopted

The incorporated association has adopted all of the new, revised or amending Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

The adoption of these Accounting Standards and Interpretations did not have any significant impact on the financial performance or position of the Association.

Any new, revised or amending Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

a. Basis of preparation

These financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards - *Reduced Disclosure Requirements* of the Australian Accounting Standards Board (AASB), the *Associations Incorporation Reform Act (Victoria) 2012* and the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act). The committee has determined that the Association is a reporting entity. The Association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

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, current valuations of non-current assets.

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the incorporated association's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 1q.

b. Income tax

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

c. Current and non-current classification

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is current when: it is expected to be realised or intended to be sold or consumed in normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within twelve months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least twelve months after the reporting period. All other assets are classified as non-current.

A liability is current when: it is expected to be settled in normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within twelve months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least twelve months after the reporting period. All other liabilities are classified as non-current.

d. Cash and Cash equivalents

Cash and cash equivalents include cash on hand and any deposits held at call with a bank / financial institution.

Cash and cash equivalent is recognised at its nominal amount. Interest is credited to revenue as it accrues.

Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2016

e. Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

The carrying amount of property, plant and equipment is reviewed annually by the Association to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the Association commencing from the time the assets are 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 depreciation rates used for each class of depreciable asset are:

Class of Fixed Asset	Depreciation Rate
Furniture and fixtures	25%
Computer equipment	25%

f. Employee Benefits

Short-term employee benefits

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled within 12 months of the reporting date are recognised in current liabilities in respect of employees' services up to the reporting date and are measured at the amounts expected to be paid when the liabilities are settled.

Other long-term employee benefits

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are recognised in non-current liabilities, provided there is an unconditional right to defer settlement of the liability. The liability is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method.

Consideration is given to expect future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

Defined contribution superannuation expense

Contributions to defined contribution superannuation plans are expensed in the period in which they are incurred.

g. Provisions

Provisions are recognised when the Association 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.

Provisions are measured at the present value of management's best estimate of the outflow required to settle the obligation at the end of the reporting period.

h. Leases

Lease payments for operating leases, where substantially all of the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the life of the lease term.

**Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2016**

i. Revenue

Revenue is recognised when it is probable that the economic benefit will flow to the incorporated association and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

The revenues described in this note are revenues relating to the core operating activities of the Association.

Grant revenue is recognised when the Association obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the Association and the amount of the grant can be measured reliably.

Interest revenue is recognised on a time proportionate basis that takes into account the effective yield on the relevant asset.

Revenue from the rendering of a service is recognised by references to the stage of completion of the contract to provide the service. The stage of completion is determined according to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

Receivables for goods and services are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date.

Provision is made when collectability of the debt is judged to be less rather than more likely.

j. Grants

Most grant agreements require the grantee to perform services, provide facilities or meet eligibility criteria. In these cases, the Association recognises grant revenues only to the degree that the services required have been performed or the eligibility criteria have been satisfied by the grantee.

In cases where grant agreements exist with conditions to be met and such conditions have not been discharged at balance date, liabilities are recognised on signing the agreement.

k. Goods and Services Tax (GST)

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

Receivables and payables in the Balance Sheet are shown inclusive of GST.

Cash flows are included in the statement of cash flows on a gross basis and the GST component of cash flows arising from investing and financing activities, which is recoverable from, or payable to, the taxation authority is classified as part of operating cash flows.

l. Borrowing Costs

All borrowing costs are expensed as incurred except to the extent that they are directly attributable to qualifying assets, in which case they are capitalised. The amount capitalised in a reporting period does not exceed the amount of costs incurred in that period.

m. Other Financial Liabilities

Trade creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled within 12 months from the reporting period. Liabilities are recognised to the extent that the goods or services have been received (irrespective of having been invoiced).

n. Trade and Other Receivables

Other receivables are recognised at amortised cost, less any provision for impairment.

o. Economic Dependency

A significant portion of Highlands LLEN Inc. revenue is derived from Federal and State government grants. Highlands LLEN Inc. is dependent on continued revenue support from these sources for its continued ability to carry on normal activities in its current structure.

**Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2016**

p. Critical accounting judgements, estimates and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses.

Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances.

The resulting accounting judgements and estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

Estimation of useful lives of assets

The Association determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

Employee benefits provision

As discussed in note 1f, the liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

q. Comparative figures

Certain comparative figures have been reclassified to conform to the current financial year's presentation.

Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2016

NOTE 2: OPERATING EXPENSES

Note 2A: Employee Expenses

Wages and Salaries	232,057	255,628
Superannuation	23,058	23,999
Annual Leave (Reversal)	7,905	(4,538)
Long Service Leave Expense	2,216	2,112
Total Employee Expenses	265,236	277,201

Note 2B: Depreciation

Depreciation of Property, Plant & Equipment	5,824	1,851
Total Depreciation	5,824	1,851

NOTE 3: FINANCIAL ASSETS

Note 3A: Cash and Cash Equivalents

Cash on hand	192	328
Cash at bank	105,855	15,454
Term deposit	104,122	182,942
Total Cash and Cash Equivalents	342,716	198,724

Note 3B: Trade and Other Receivables

Trade Debtors	2,567	202,686
Other Debtors	42,514	42,299
Total Receivable	45,081	244,985

NOTE 4: PROPERTY, PLANT & EQUIPMENT

Fixtures & Fittings - at cost	20,549	10,121
Less accumulated depreciation	(13,274)	(10,121)
Total Fixtures & Fittings	7,276	-

Computer Equipment - at cost	32,830	30,075
Less accumulated depreciation	(29,867)	(26,788)
Total Computer equipment	2,963	3,287

Total Property, Plant & Equipment	10,239	3,287
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Notes To and Forming Part of the Financial Statements
for the Year Ended 31 December 2016

	Note	2016	2015
		\$	\$

NOTE 5: PAYABLES

Note 5A: Payables

Trade creditors and other creditors		21,908	24,403
Grants received in advance		195,045	238,454
Total Payables		216,953	262,857

Note 5B: Other Payables

Credit cards		1,303	1,889
Superannuation payable		7,854	17,056
PAYG payable		5,588	5,802
FBT provisional payments		(2,715)	(6,654)
Net GST payable to the ATO		11,439	13,155
VET liability account	11	58,002	64,172
RYAN liability account	11	1,779	1,779
Total Other payables		83,251	97,199

NOTE 6: PROVISIONS

Current:			
Annual Leave		13,248	13,478
Long Service Leave		-	11,510
Total Provisions		13,248	24,988

Non-current:			
Long Service Leave		4,965	4,286
Total Provisions		4,965	4,286

NOTE 7: KEY MANAGEMENT PERSONNEL DISCLOSURE

Compensation

The aggregate compensation made to officers and other members of key management personnel of the incorporated association is set out below:

Aggregate compensation		108,349	102,097
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NOTE 8: CONTINGENT LIABILITIES

The incorporated association had no contingent liabilities as at 31 December 2016 and 2015.

Notes To and Forming Part of the Financial Statements
for the Year Ended 31 December 2016

NOTE 9: OPERATING LEASE COMMITMENTS

Minimum lease payments under non-cancellable operating leases of motor vehicles and photocopier:

- Not later than 1 year	15,295	13,104
- Later than 1 year but not later than 5 years	26,208	26,201
	<u>41,503</u>	<u>39,305</u>

NOTE 10: RELATED PARTY TRANSACTIONS

Key management personnel

Disclosures relating to key management personnel are set out in note 7.

Transactions with related parties

There were no transactions with related parties during the current and previous financial year.

Receivable from and payable to related parties

There were no trade receivables from or trade payables to related parties at the current and previous reporting date.

Loans to/from related parties

There were no loans to or from related parties at the current and previous reporting date.

NOTE 11: VET AND RYAN OPERATIONS

The VET (Vocational Education and Training) operations and RYAN (Regional Youth Affairs Network) operations are separate from that of the Association and therefore are separately accounted for in a liability account in the records of the Association. The value of the liability accounts reflect the retained surpluses of the VET operations and RYAN operations being carried by the Association. A summary of the results of the operations are summarised below.

RYAN operations

Retained surpluses brought forward	1,779	3,751
Net deficit	-	(1,972)
Retained surpluses carried forward	<u>1,779</u>	<u>1,779</u>

VET operations

Income

VET fees	93,070	91,873
Investment income	-	1,076
Miscellaneous Income	100	100
Total Income	<u>93,170</u>	<u>93,049</u>

Notes To and Forming Part of the Financial Statements
for the Year Ended 31 December 2016

	Note	2016 \$	2015 \$
<i>Expenses</i>			
Administration Fee		5,164	5,164
Salaries and wages		74,022	70,478
LSL provision		(1,537)	545
Superannuation		7,296	6,875
Workcover		1,179	891
Depreciation		408	408
Communication costs		1,591	1,434
Consumables and admin costs		4,301	1,882
Project expense		1,780	6,267
Promo expenses & functions		2,935	2,835
Staff development		2,057	650
Other expenses		301	301
Total expenses		<u>99,340</u>	<u>97,730</u>
Net deficit		<u>(6,170)</u>	<u>(4,681)</u>
Retained surpluses brought forward		64,172	68,853
Retained surpluses carried forward		<u>58,002</u>	<u>64,172</u>

NOTE 12: EVENTS AFTER THE REPORTING PERIOD

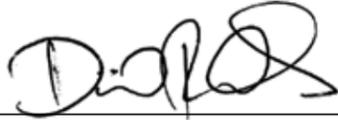
No matter or circumstance has arisen since 31 December 2016 that has significantly affected, or may significantly affect the Association's operations, the results of those operations, or the Association's state of affairs in future financial years.

HIGHLANDS LLEN INC.
**ANNUAL STATEMENT GIVE FAIR AND TRUE VIEW OF FINANCIAL POSITION AND
PERFORMANCE OF INCORPORATED ASSOCIATION**

These financial statements are general purpose financial statements that has been prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reform Act (Victoria) 2012* and the ACNC Act.

In accordance with a resolution of the committee of Highlands LLEN Inc., the members of the committee declare that the financial statements as set out:

- 1 comply with the Australian Accounting Standards – *Reduced Disclosure Requirements*;
- 2 present a true and fair view of the financial position of Highlands LLEN Inc. as at 31 December 2016 and its performance for the year ended on that date; and
- 3 at the date of this statement, there are reasonable grounds to believe that Highlands LLEN Inc. will be able to pay its debts as and when they fall due.

Committee Member: 

Committee Member: 

Dated this 21st day of February 2017

**Auditor Independence Declaration Under Division 60 of the
Australian Charities and Not-For-Profits Commission Act 2012 to
the Members Of Highlands Local Learning & Employment
Network Inc.**

I declare that, to the best of my knowledge and belief, during the year ended 31 December 2016 there have been no contraventions of:

- (a) the auditor independence requirements as set out in Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- (b) any applicable code of professional conduct in relation to the audit.

Florence Audit & Assurance



Rob Florence
Principal

Ballarat Victoria
Dated this 21st day of February 2017

Independent Auditor's Report to the Members of Highlands Local Learning & Employment Network Inc.

Report on the financial report

I have audited the accompanying financial report of Highlands Local Learning & Employment Network Inc. (the association), which comprises the statement of financial position as at 31 December 2016, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position of the association.

Committee's responsibility for the financial report

The committee of the association is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards – *Reduced Disclosure Requirements*, the *Associations Incorporation Reform Act 2012* and the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) and for such internal control as the committee determines is necessary to enable the preparation of the 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 conducted my audit in accordance with Australian Auditing Standards. These standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's 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 that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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

Auditor's opinion

In my opinion the financial report of the Highlands Local Learning & Employment Network Inc. (the association) is in accordance with the *Associations Incorporation Reform Act 2012* and Division 60 of the ACNC Act, including

- a) giving a true and fair view of the association's financial positions as at 31 December 2015 and of its performance for the year ended on that date; and
- b) complying with Australian Accounting Standards – *Reduced Disclosure Requirements* and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013* (ACNC Regulation).

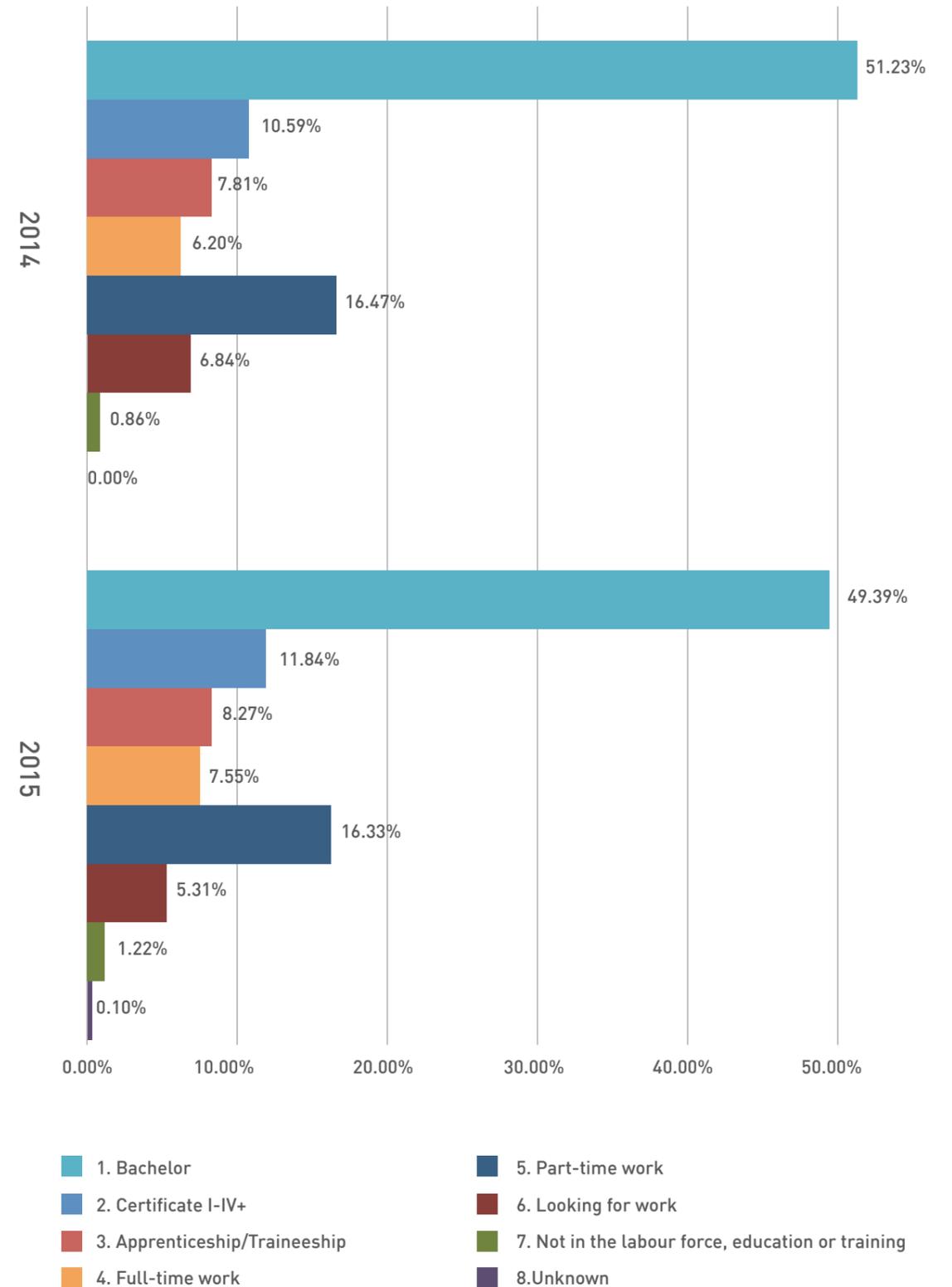


ROB FLORENCE

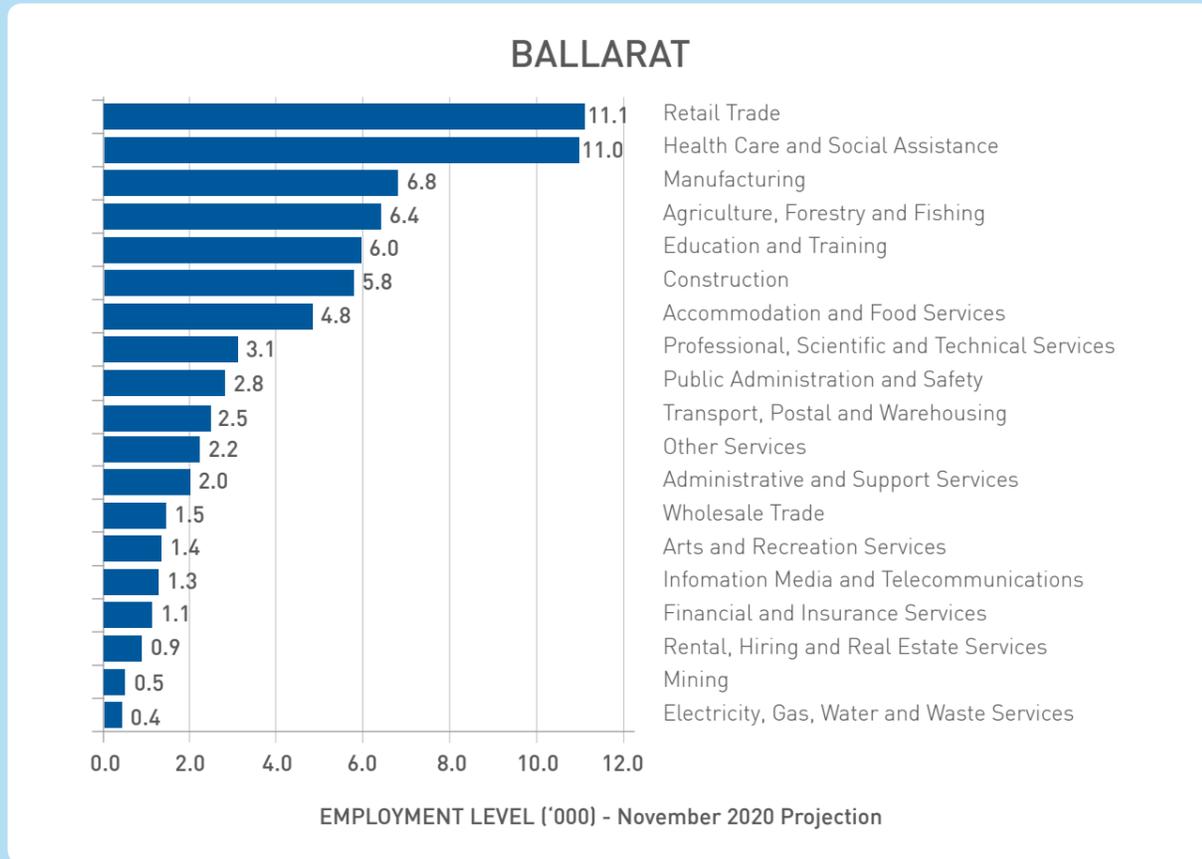
**Florence Audit & Assurance
513 Grant Street
Ballarat, Victoria**

Dated this 21st day of February, 2017

ON TRACK DESTINATION OF YEAR 12 COMPLETERS HIGHLANDS REGION 2014-2015



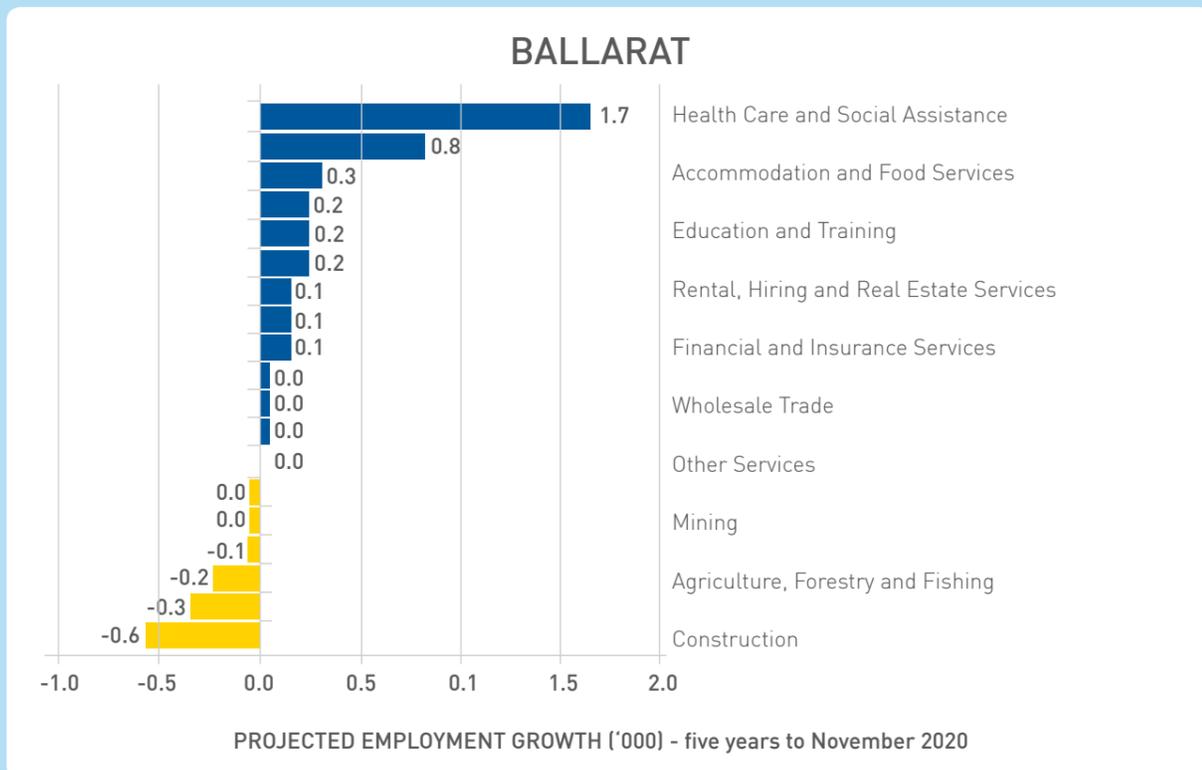
PROJECTED EMPLOYMENT LEVEL BY INDUSTRY (NOV 2020)

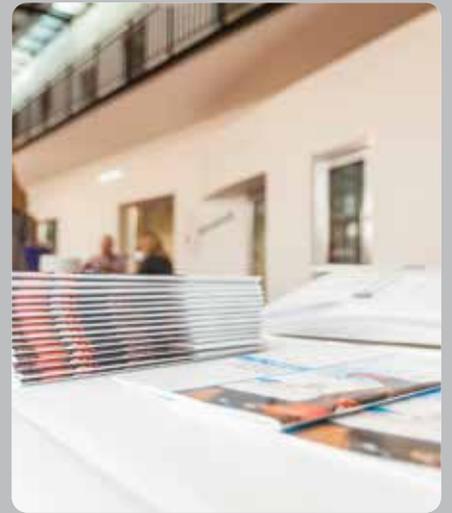
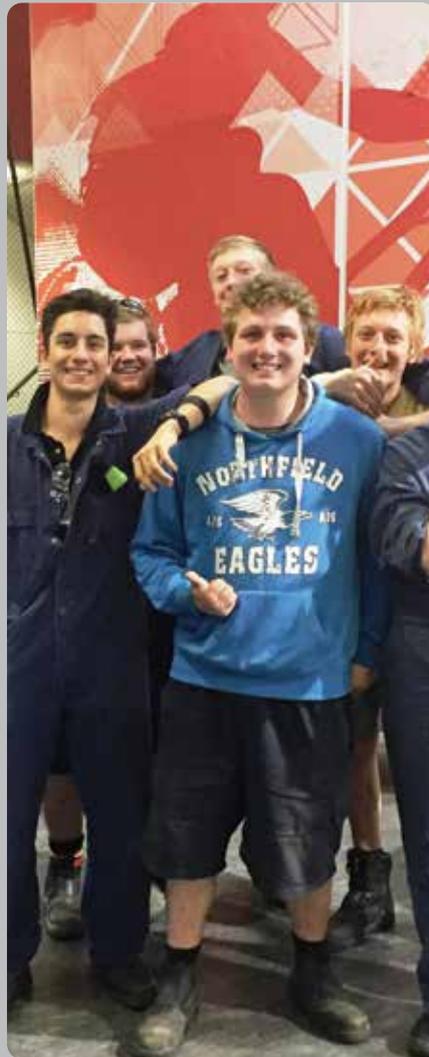
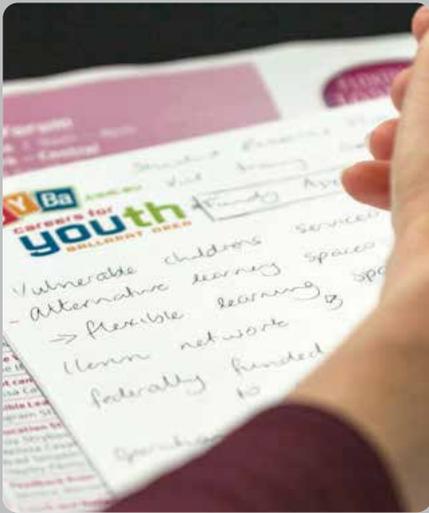


“The elevator to success is out of order. You’ll have to use the stairs ... one step at a time.”

Joe Girard

PROJECTED EMPLOYMENT GROWTH BY INDUSTRY (2015-2012)





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