



## **ANNUAL REPORT** **December 2010**

# **Brimbank/Melton Local Learning & Employment Network Inc**

Communities working in partnership for our young people  
Working with the Department of Education  
and Early Childhood Development

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Trade Training Centre - Copperfield College



### **Our vision is that....**

All young people in the Brimbank/Melton area are actively engaged in sustainable education, training or employment. The Brimbank/Melton LLEN works strategically with regional stakeholders to build on the benefits of combined effort and the values of collaboration and support of positive change. It aims to provide access to support for early school leavers or those facing other disadvantages to:

1. Increase retention rates at secondary school and enhance the effectiveness of students' school experience
2. Ensure that those young people who are not actively engaged at school are linked into some effective and meaningful form of other education, training and employment assistance
3. Broker relationships that contribute to community building and enhanced networks that benefit young people and respond to regional needs
4. Address barriers and gaps by drawing on existing resources and advocating for additional ones

### Overview

Brimbank/Melton Local Learning and Employment Network (BMLLEN) moved into a new phase under the Enhanced LLEN contract of 2010-2013 which was signed off in late 2009.

The Committee of Management focussed on four key Strategic Goals for the new contract period. These goals reflected the input of the Committee as well as key stakeholders in BMLLEN's activities such as schools, government, non-government, business, community agencies and young people. They were also informed by the research undertaken by the BMLLEN and other government and academic reports on how young people are faring in our region.

An important part of our planning was incorporating new areas of focus for BMLLEN under the Enhanced Contract: extending the age group we work for the benefit of, from 15-19 to 10-19 years of age; engaging parents and families; and a strong focus on the most disengaged and disadvantaged young people.

The BMLLEN Committee saw this as an exciting progression for our role in the region and developed the following four Key Strategic Goals:

1. Improve retention and transition outcomes for disadvantaged students, particularly students from low SES background, refugee students, Indigenous students and students with a disability
2. Increase the employability skills of disadvantaged young people
3. Increase the number of parents and families involved in the Year 6-7 Transition process
4. Create an integrated support services system for disadvantaged young people

Our existing partnerships assisted in identifying the organisations and individuals we needed to partner with to advance these new goals, particularly the goals that reflect our new charter.

It has been very rewarding to initiate through the DEECD Regional Network Leader (RNL) in Melton our first partnership with primary schools. The Year 6-7 Transition project has been very well supported by the RNL and the network of primary and secondary schools. Melton Primary School and the government secondary schools have been supported by the BMLLEN in embedding the use of the Student Mapping Tool as the key mechanism for identifying and tracking students at risk of disengaging with school, informing the schools' response to supporting these students and monitoring the outcomes of support interventions.

The focus on improving employability skills for disadvantaged young people as a Strategic Goal for BMLLEN was a particular interest of mine as a local employer for over 30 years. Our partnership with Beacon Foundation and Brimbank City Council in enabling hundreds of Year 9 and 10 students to experience programs that develop employability skills is an important part of creating pathways for disadvantaged young people into employment and training upon leaving school. The development of a free DVD resource for schools and other agencies on employability skills complemented these programs and will be launched and delivered to schools in early 2011.



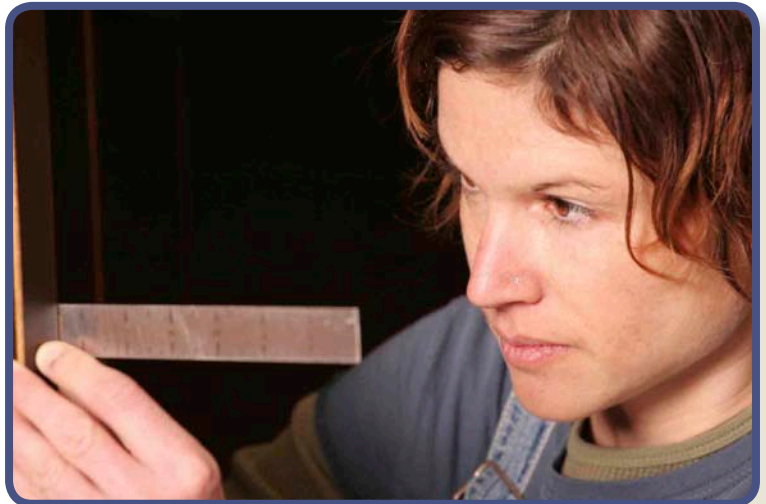
**Christina MacGregor**

## Performance

BMLLEN took a lead role in forming a new Vocational Education and Training (VET) cluster in the region – the Western Access VET Cluster. Schools from Maribyrnong and Brimbank comprise the cluster members and they are linked by the Western Highway between Footscray and Deer Park. This significantly increased the options to Brimbank students for VET subjects as well as opening up all of the existing Brimbank Cluster VET subjects to students in Maribyrnong.

Our experience in developing successful tenders for VET infrastructure through the Trade Training Centres in Schools Commonwealth funding enabled us to guide the Cluster in applying for funding in the 2009-10 Round and securing over \$12M for VET facilities and equipment in Brimbank and Maribyrnong. This will give the new cluster great momentum in attracting young people to trade pathways.

BMLLEN continued to support the Western Edge Cluster (WEC) Trade Training Centre project as it navigated through the legal maze of building on a third party site. We have played a key role in getting independent advice to the WEC in its negotiations and ensuring the vision for the facility was to the fore in design and use discussions.



**2010 Youth Services Forum**

A successful Youth Services Forum was run in partnership with the new Youth Connections program and the provider in Brimbank and Melton – Djerriwarrh Employment and Education Services (DEES). The dual purpose of the Forum was to bring schools and agencies that support young people together as well as promote the new Enhanced LLEN and the new Youth Connections program. The evaluations indicated that participants valued the opportunity and relationships between schools and community supports were initiated.

Our work with Regional Network Leaders (RNLs) of the WMR Department of Education and Early Childhood

Development has been critical in advancing partnerships with schools that will benefit disadvantaged and 'at risk' students in our schools. The Year 6-7 Transition Project in Melton and the Refugee Transition Project in Brimbank emerged from partnerships between the BMLLEN, RNLs, DEECD and key Principals. Both projects will lead to more successful approaches by schools, parents, community agencies and DEECD.

While these are highlights of the performance of the BMLLEN in 2010, it is not the sum total of our work. We continue to support a range of initiatives through participation in working committees, membership of Boards, collaboration with agencies taking the lead role in employment and education projects as well as community development projects such as the Caroline Springs Youth Hub and the Brimbank Social Justice Coalition.

As Chair I would like to thank, on behalf of the Committee of Management and staff of the BMLLEN, all of the people who have worked with us during 2010 towards our mutual goal of assisting young people to create a positive future for themselves, and subsequently, our community.

I also want to acknowledge both the members of the Committee who give their time, energy, passion and knowledge to the advancement of BMLLEN's goals as well as the operational team of Terry, Graeme, Lea and their team of consultants who continue to be proactive, innovative and supportive partners in representing BMLLEN in our community.

We look forward to continuing to make a difference in 2011 through our valued partnerships in the community and commitment to supporting every young person in our region to find a positive pathway into employment, further education or training.

Christina MacGregor  
Chair, Brimbank/Melton LLEN

May 2011



Trade Training Centre - Keilor Downs Secondary College

## Introduction

In 2010 Brimbank/Melton LLEN (BMLEN) carried forward its work in a range of partnerships and initiatives begun in the previous 12-18 months, as well as initiating partnerships that advanced the new strategic goals developed for the 2010-2013 Enhanced LLEN Contract.

The additional funding provided through the State/Commonwealth arrangements for LLENs to implement the Commonwealth's national Partnership Broker program, enabled us to initiate and where appropriate, seed projects that had the potential to improve the practice of organisations working with young people.

## Key Strategic actions

### 1. Improve retention and transition outcomes

Vocational Education and Training (VET)

#### New VET Cluster Development

BMLEN continued to lead the development of the Western Access VET Cluster, initiated in late 2009 as a partnership with Maribyrnong Moonee Valley LLEN to create a new VET Cluster that links Maribyrnong schools and Brimbank VET schools.

This initiative has opened up scores of VET subjects to Maribyrnong students who previously had relatively narrow options as well as opening up for Brimbank students VET options that had not previously been available through the extensive Brimbank VET Cluster offerings.

The intensive work of our Program Manager, Graeme Brown, ensured the new VET Cluster was able to also submit a strong application for Trade Training Centres in Schools funding to the Commonwealth. Near the end of 2010 the Commonwealth announced that the application was successful and more than \$12m would be available to the cluster for new infrastructure and equipment across five school sites – government and non-government.

This brought to over \$34m in VET infrastructure and equipment funding through applications BMLEN led over the last two and a half years.

The success of these applications reflects the strong value that schools, community organisations and BMLEN place on collaborative effort to improve the lives of young people in the region. The student outcome data also reflects the impact of this collaborative approach over a period of time.

BMLEN and WMR students generally, have consistently achieved higher than the State average in positive outcomes (combination of full time employment, higher education and Certificate IV or above), despite having significantly higher numbers of students coming from the lowest socio-economic status (SES) families. (see On Track below)

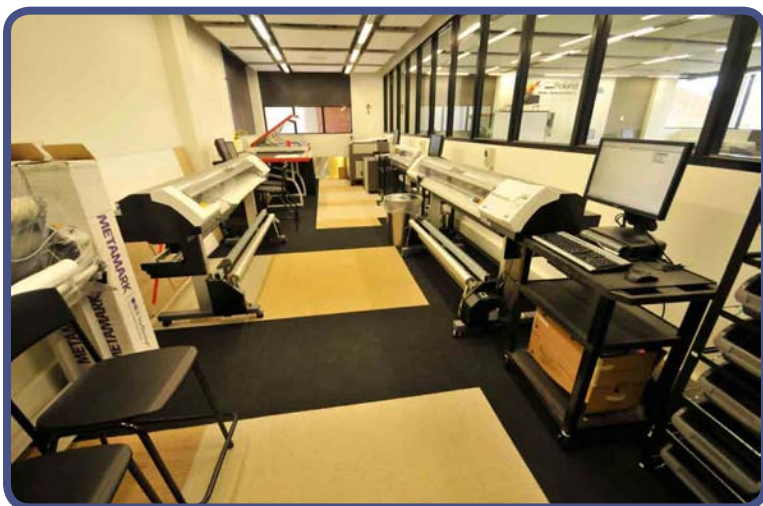
#### On Track Outcomes

The On Track data released in 2009 revealed a remarkable outcome for not only the young people of the WMR, but also the organisations who work for their benefit. The graph further on in this Annual Report, plots the outcomes for young people in each DEECD Region, while showing the percentage in each region of students from the lowest SES categories of D and N.



Terry Kennedy

What is remarkable and has perplexed the researchers as to how it happened, is that outcomes for WMR are equal to those of EMR, despite our region having twice as many students in the lowest SES categories! This is something that our region should celebrate and give momentum to further collaborative efforts to support the most disengaged young people in our region and further increase those going onto positive pathways after schooling.



Trade Training Centre - CRC Sydenham - sign writing office

Our promotion of VCAL as an alternative pathway and VET as options that can make learning more action-based and varied are aimed at increasing the number of young people who complete Year 12 or its equivalent. This is essential in increasing the number of young people achieving positive pathways after completing school.

BMLEN's development and promotion of the Student Mapping Tool through the excellent on-going work of Doug Smith is also a key part of our strategies to improve retention and transition outcomes. The earlier schools identify and support students at risk of disengaging with school, the more likely the issues won't lead to early school leaving.

## VCAL

The BMLEN has been an active member of the Western Metropolitan Region's VCAL Reference Group. In conjunction with WynBay LLEN we brokered an arrangement with WMR to auspice a Regional approach to promotion and support of the VCAL program in schools.

During 2010, a small but dedicated group representing WMR, schools (all sectors), Victorian Applied Learning Association (VALA), ACE and TAFE providers, as well as community VCAL providers met to develop a regional action plan.

The program developed and conducted during 2010 focussed on promoting VCAL and teacher professional development.

In September, Harvester Technical College hosted the WMR **VCAL Expo** which attracted 21 displays and performances. Hundreds of existing and prospective VCAL students attended. The initial response and participation was the catalyst to conduct the event in 2011.

The second activity was the **VCAL Induction Program** for new VCAL teachers. Again the Harvester Technical College hosted the full day induction program aimed at first time VCAL teachers. The program was planned by the reference group and delivered by VALA. Over 60 people from 20 schools were exposed to workshops and presentations on applied learning, VCAL for beginners, quality assurance, program structures and qualifications, literacy, numeracy, work related skills and personal development. This event will also be repeated in 2011.

VCAL continues to be an important part of the mix that makes completing Year 12 or equivalent an option for more young people in our region.

BMMLLEN supported VCAL schools by:

1. Providing recognition through the Western Region VET/VCAL Awards
2. Working with the WMR of DEECD to develop and promote VCAL teacher professional development opportunities
3. Work with education providers to identify and support the development of more VCAL programs

### Research

BMMLLEN supported an initiative that grew from concerns in the Brimbank Principals Network that refugee students were not being adequately supported in their transition from school to post-school options. After discussions with the Regional Network leader – Anne Fox – DEECD, and BMMLLEN, a pilot approach was developed to begin in October 2010. This approach was built around intensive support to exiting refugee students before, during and after exiting from the school, until around late March the following year. Part of the research was also to quantify the number of refugee students in schools as this is not picked up in DEECD data. The project will finish in May 2011.



### Careers Information

With a growing need for professional development and networking opportunities for Career and Pathways Coordinators, the BMMLLEN approached the newly appointed Regional Career Development Officer to broker a partnership between the BMMLLEN and WMR to initiate and support sustainable networks in both Brimbank and Melton. Towards the end of the year all Career and Pathway Coordinators in both areas were consulted, resulting in the establishment of a network in Melton and the resurrection and re-naming of the former Keilor Careers network. (now Brimbank ).

The focus was on professional development and networking, career development benchmarking , implementing the Career Curriculum Framework ( y7-12), accessing Tertiary and TAFE providers and other institutions such as VTAC and CEAV.

## **2. Improve Employability Skills**

BMMLLEN's partnerships with local Group Training Organisations and Job Services Australia agencies led to discussions about the issue of job readiness/employability. This issue resonated with experiences around Australia in the labour market where many jobs have been created but in a significant number of cases, those looking for work are not yet employable. Three of our partners estimated between 40-50% of young people wanting to find work through them were not yet employable. The most common issue for these young people was literacy and numeracy skills. However, there were also a range of other 'soft' skills such as communication, presentation, oral skills, inappropriate behaviours, no driver's licence that contributed to them not being employable.

Given the high rate of youth unemployment in our region (20-24% in the last two years), BMMLLEN increased its involvement in addressing the issue with key partners in the community. Our partnership with Brimbank

City Council and Beacon Foundation enabled over 250 young people in Brimbank schools to experience the POLISH program developed by Beacon to improve the employability skills of Year 9 and 10 students.

BMLLEN also partnered with schools in Melton to bring the same program to over 170 students in Years 9 and 10.



**Beacon “Polish” program delivery**

Alongside this activity, BMLLEN and Brimbank City Council funded a DVD resource on Job Readiness/Employability Skills to be distributed to all schools in the BMLLEN boundaries.

Our leadership in forums addressing employment pathways for young people developed into several initiatives including:

Pilot of employability skills development program for VCAL students in four schools across Brimbank and Melton. A key component is the use of Careers Fast Track’s employability skills assessment tools for pre and post assessment. This program will begin in 2011 with the intent of becoming embedded practice if proven to be successful.

The Employing Melton Together pilot grew out of a sub-committee of the Melton Community Learning Board and hosted by BMLLEN. The desire to more readily link young people with local employment opportunities led to the development of a model that uses a software infrastructure accessible by phone application or internet but is moderated by a mechanism that allows for assessment by the team implementing the model of candidates’ employability and suitability for the available job. This role is also to ensure those needing more development of employability skills get access to such support. Businesses in the Building and Construction sector in Melton have supported the model’s development and 2011 should see the implementation of the pilot model.

### **3. Increase Parent and Family involvement in Year 6-7 Transition**

Discussions with Primary school Principals and the Regional Network Leader about the most effective way for BMLLEN to support initiatives targeting young people in the 10-14 year old age group and their families led to a focus on the Year 6 to 7 transition point. This is an area that has room for improvement and is a logical point for inviting and encouraging parent and family input and support.

The pilot project negotiated with these stakeholders focused on first locking in the use of the Student Mapping Tool in the feeder Primary school and the four receiving government secondary schools in Melton. The student mapping tool will provide the Primary school with information that identifies students potentially at risk of becoming disengaged from schooling – informing school-based teams’ discussions of the young person’s needs, possible supports from within the school and from external agencies and the role parents and families could play in improving the situation.

The Student Mapping Tool also provides valuable information over time to monitor the success of school and external interventions in re-engaging at risk young people. A key aspect that is expected to significantly improve on current inter-school communications is the ability (with parental permission) to roll over the

data rich Student Mapping Tool for each student from the primary school to the receiving secondary school. This project will continue through 2011-12 with interim reports at key milestone points.

#### **4. Develop Integrated Youth Services**

BMLEN continues to promote the value of a more integrated youth services sector in the region in meeting the needs of disengaged and disadvantaged young people in the region. We promote this through the Brimbank and Melton Council committees we sit on; annual production of the Brimbank & Melton Youth Services Directory; and the annual Youth Services Forum.

The Youth Services Forum in 2010 was deemed a successful event by the participants as expressed in evaluations as well as discussions with agencies and schools post Forum. The most valuable part of the Forum was the opportunity for school representatives and staff from youth service agencies to informally gather information about each other and build the relationships that we hope will lead to more collaboration in the support of young people.

BMLEN continues to also promote the importance of having designated teams within schools that assess the Student Mapping Tool data identifying students at risk of disengaging and plan appropriate interventions – using external support services where needed. The Youth Services Forum promotes this approach, but we also build in this practice in pilot projects so that the more integrated approach to supporting young people becomes embedded in school and community agency practice.

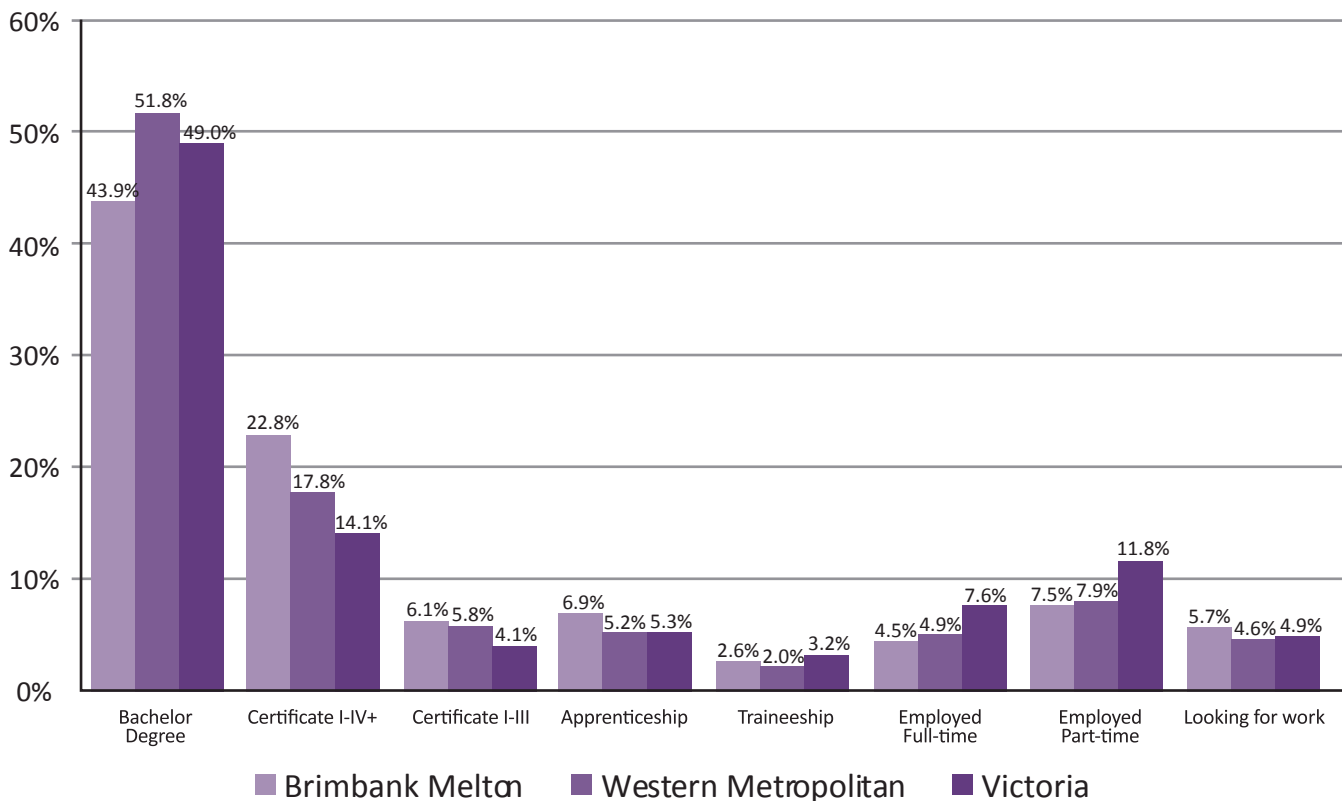
#### **Thanks**

Thanks to Graeme Brown and Lea Lucas who have again shown an excellent capacity to move between leading and supporting when required at the same time as keeping on top of their workload during a year of considerable change. Also thanks to Doug Smith, Mary Cahill who provided expertise in consultancy roles throughout 2010.

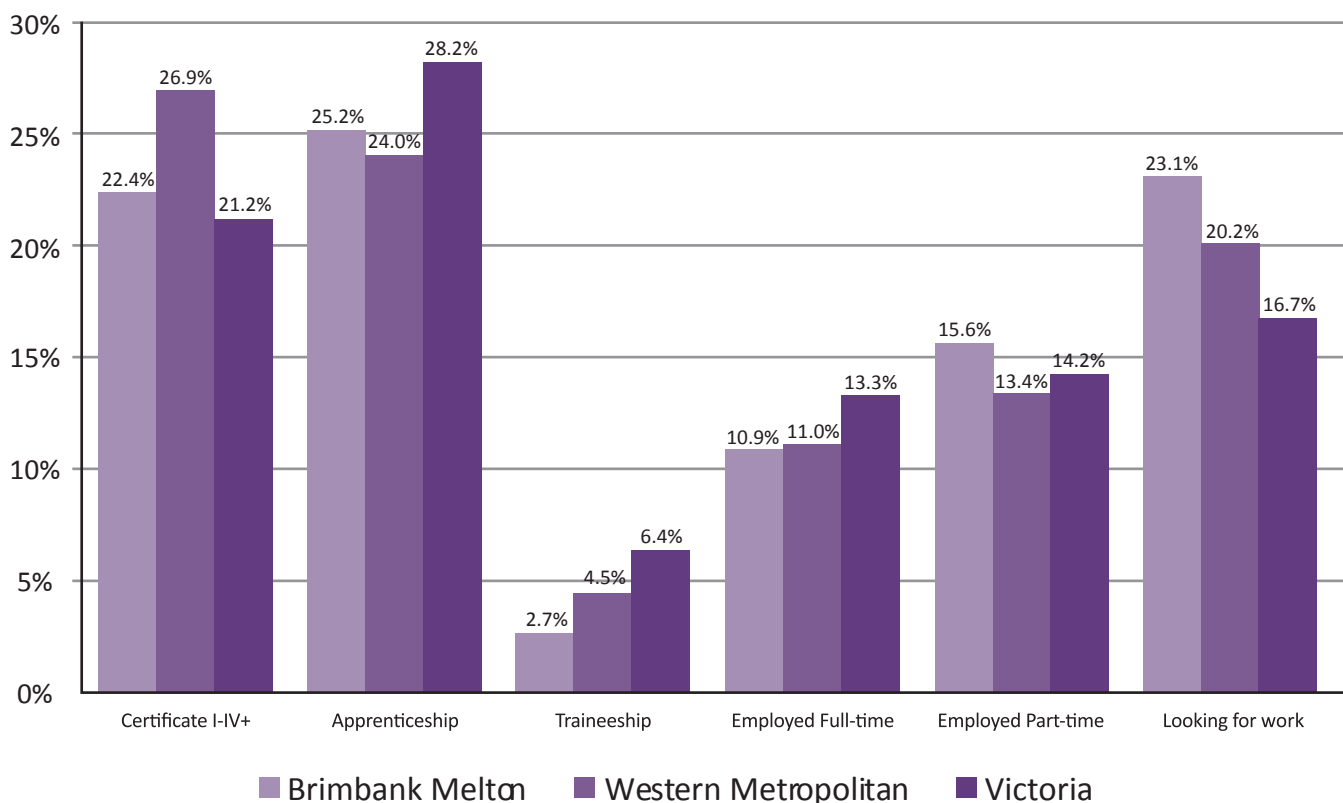
Thanks also to the members of the Committee of Management. Their continued support and contribution to the BMLEN in driving improvements in support to young people both in and out of school is testament to their commitment and expertise.

Terry Kennedy  
Executive Officer  
May 2011

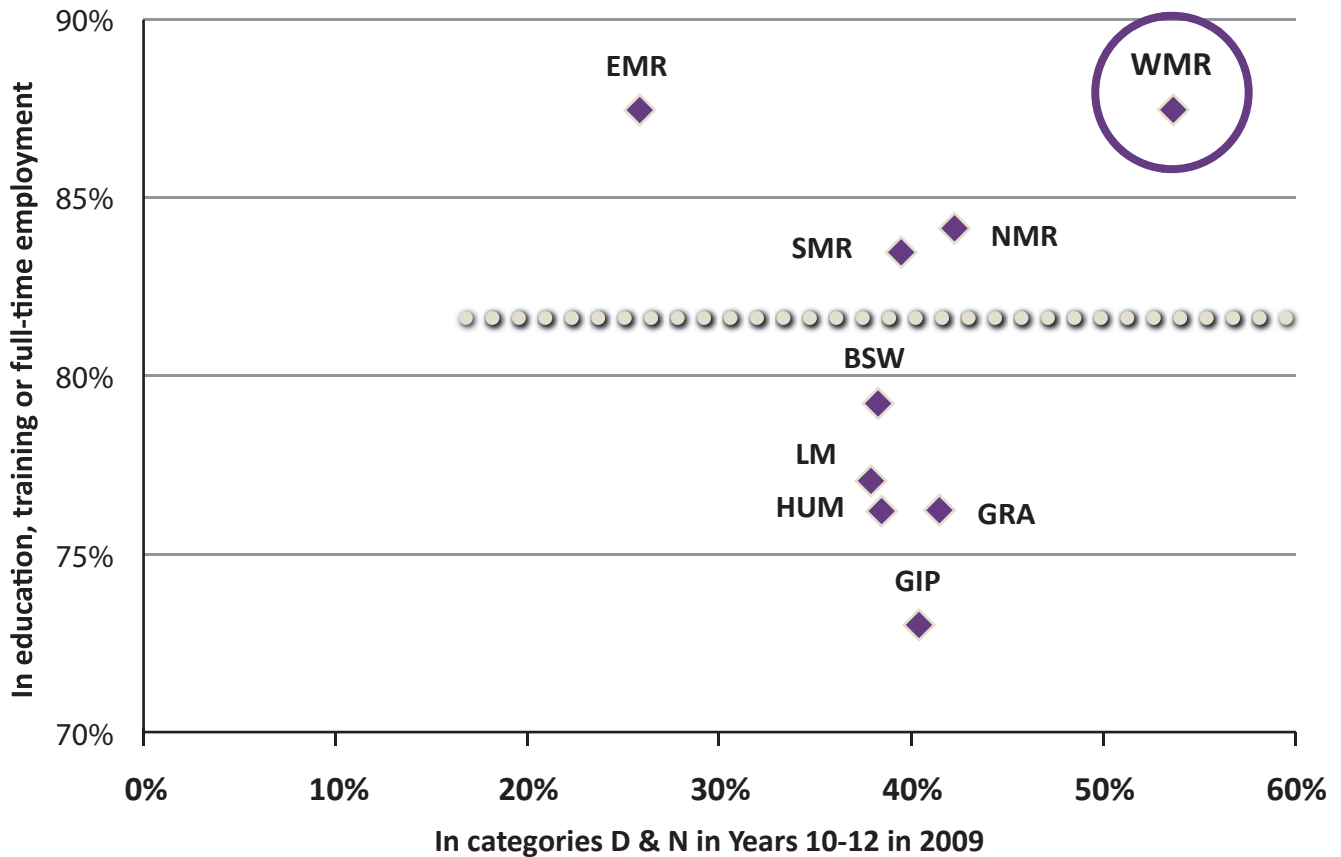
## Destinations of early school leavers 2009: Brimbank Melton LLEN



## Destinations of Year 12 2009 completers: Brimbank Melton LLEN



## Year 12 completer transitions by student family occupation funding, by region



Key: WMR (Western Metropolitan Region); EMR (Eastern Metropolitan Region); Categories D & N (D-Machine operators, hospitality staff, assistants, labourers & related workers, N-Unemployed & pensioners (for 12 months or longer))

This graph highlights the excellent work being done by schools and the many other government and non-government agencies working for the benefit of young people in the Western Metropolitan Region (WMR). The WMR has around 55% of its students in government schools in the D and N category of Student Family Occupation (SFO) – the highest percentage of any Region in Victoria. These categories refer to families at the lowest level of income and students from low income families are considered to be ‘at risk’ of leaving school early. Yet positive outcomes in employment and further education and training for young people in the WMR are equal to government school students in the Eastern Metropolitan Region (EMR) who have around 27% of their students from D and N families.

As the researchers who compile this data have expressed, something exceptional is happening in the Western Metropolitan Region!

## Balance Sheet

### Balance Sheet as at 31 December 2010

	NOTE	2010	2009
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	564,095	460,423
Trade and other receivables	4	979	903
<b>TOTAL CURRENT ASSETS</b>		<b>565,074</b>	<b>461,326</b>
<b>NON CURRENT ASSETS</b>			
Property, plant & equipment	5	6,218	2,001
<b>TOTAL NON CURRENT ASSETS</b>		<b>6,218</b>	<b>2,001</b>
<b>TOTAL ASSETS</b>		<b>571,292</b>	<b>463,327</b>
<b>CURRENT LIABILITIES</b>			
Provisions	7	16,060	16,090
<b>TOTAL CURRENT LIABILITIES</b>		<b>79,674</b>	<b>49,500</b>
<b>TOTAL LIABILITIES</b>		<b>79,674</b>	<b>49,500</b>
<b>NET ASSETS</b>		<b>491,618</b>	<b>413,827</b>
<b>EQUITY</b>			
Retained Earnings	8	491,618	413,827
<b>TOTAL EQUITY</b>		<b>491,618</b>	<b>413,827</b>

# Income Statement

## Income Statement for the year ended 31 December 2010

	NOTE	2010	2009
		\$	\$
<b>Income from transactions</b>			
Revenue from operating activities	2 (i)	548,442	426,304
<b>Expenses from transactions</b>			
Advertising		12,863	6,545
Audit		6,600	6,200
Bank charges & Taxes		1,014	4,274
Computer expense		-	1,078
Depreciation		6,572	10,181
Employment expense		271,838	126,736
Field Officers		-	45,762
Insurance		5,748	249
IT Support		2,035	986
Legal & Accounting		11,345	8,876
Meetings & Conference expense		12,815	6,799
Office Equipment		987	663
Office expense		2,349	3,818
Postage		190	1,259
Printing & Reproduction		5,049	4,650
Project Expenses		93,297	48,663
Rent		12,707	14,685
Subscriptions		1,046	555
Telephone		3,199	5,203
Travel/Parking expense		3,163	4,229
Vehicles & Maintenance		7,071	14,054
Motor vehicle allowance		10,763	-
Total expenses from transactions		470,651	315,465
<b>Net result from transactions</b>		<b>77,791</b>	<b>110,839</b>
Other economic flows included in net result		-	-
Total other economic flows included in net result		-	-
<b>Net operating result</b>		<b>77,791</b>	<b>110,839</b>
Other economic flows – other non-owner changes in equity		-	
<b>Comprehensive result</b>		<b>77,791</b>	<b>110,839</b>



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## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF BRIMBANK/MELTON LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

#### Report on the Financial Report

We have audited the financial report, being a special purpose financial report, of Brimbank/Melton Local Learning and Employment Network Inc. for the year ended 31 December 2010 as set out in the Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Statement of cash flows and notes to the financial statements.

#### *Committee's Responsibility for the Financial Report*

The committee of the association is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the *Associations Incorporation Act 1981 (Vic)* and are appropriate to meet the needs of the members. The committee's responsibilities also include designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we 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 entity's preparation and fair presentation 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 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.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the *Associations Incorporation Act 1981 (Vic)*. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

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

*Independence*

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

*Auditor's Opinion*

In our opinion, the financial report of Brimbank/Melton Local Learning and Employment Network Inc presents fairly, in all material respects the financial position of Brimbank/Melton Local Learning and Employment Network Inc as of 31 December 2010 and of 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 Incorporations Act 1981 (Vic)*.

*Basis of Accounting and Restriction on Distribution and Use*

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report is prepared to assist Brimbank/Melton Local Learning and Employment Network Inc to comply with the accounting policies described in Note 1 to the financial statements and the *Associations Incorporations Act 1981 (Vic)*. As a result, the financial report may not be suitable for another purpose.

*DFK Collins*

**DFK Collins**  
**Chartered Accountants**

*Robert Wernli*

**Robert Wernli**  
**Partner**

1 March 2011  
Melbourne

## Committee of Management

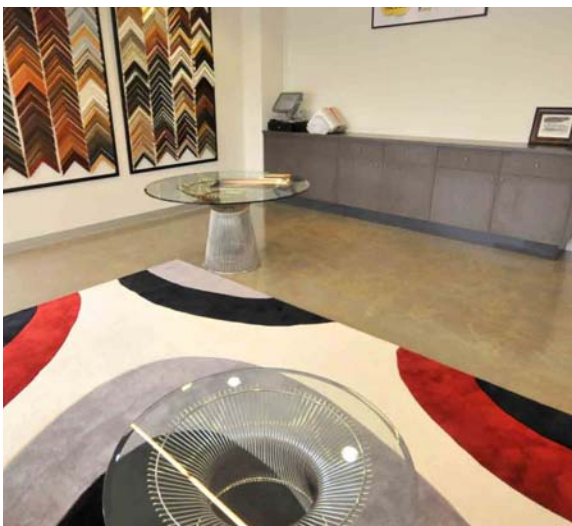
Membership Category member/s	Organisation	Current
1. Schools	Kurunjang Secondary College Caroline Springs College Copperfield Secondary College	Merrill Farmer (2009) Patrick Waring (2010) Tony Simpson (2010)
2. TAFE Institutes or Universities with TAFE sectors	VU TAFE	Rose Lewanski (2009)
3. Adult, Community Education organisations;	DEES	Trish Heffernan (2009)
4. Other education and training organisations including private registered training organisations, universities and group training companies	AMES	Heather Weaver (2010)
5. Trade unions		Vacant
6. Employer/Peak Employer Organisations/ Regional Employer Organisations and Employment Agencies	WCIG MacGregor Logistics	Ron Miers (2010) Christina MacGregor (2010)
7. Local governments	Brimbank City Council Melton Shire Council	Chris Kelly (2010) Tony Ball (2010)
8. Other Community Agencies and organisations, Commonwealth and state government departments, School Focused Youth Service, Adult, Community and Further Education Regional Councils, Regional Youth Councils, Area Consultative Committees, parent organisations etc	DEECD DEECD  Youth Now	Jeff Cooper (2009) Jenny Baker (2009)  Colleen Bergin (2010)
9. Koorie organisations, Peak Koorie agencies and Regional Koorie organisations		Vacant
10. Community Members		Vacant
11. Nominated by the Committee who shall be a Community member or a person associated with an Organisational Member		Vacant



Exterior Crate Theatre



Quatrefoils Restaurant



Picture Framing Office



Interior Crate Theatre



Kitchen



Machine Room



TRADE TRAINING CENTRE-CRC SYDENHAM



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