

BANYULE / NILLUMBIK LOCAL LEARNING & EMPLOYMENT NETWORK

Board Meeting

Wednesday, June 16th – 7.15am – 8.55am

THE DVLC – Corner of Diamond Creek & St. Helena Roads, Greensborough

1) WELCOME

- a) **Attendance:** Ian Harrop (Chair), Cheryle Michael (Deputy Chair), Kate Rhodes (Executive Officer), Gerry Fogarty, Denise Power, Lindsay Round, Greg Williams. Janice Martin, Suzanne Crellin, Jane McNally, Stephen Ward, Sarah Derum (Minute Taker).
- b) **Apologies:** Melissa Morgan, Geoff Shacklock, David Egan, Stephen Fiyalko, Trevor Jenkins, Katrina McIntyre

2) CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- a) **Minutes of previous meeting – Wednesday, May 12th, 2010 confirmed**

Moved: Cheryle Michael
Second: Stephen Ward

- b) **Declaration of Conflict of Interest – Nil.**

Reminder to hand in the Conflict of Interest disclosure forms

3) CORRESPONDENCE May – June 2010

Kate informed the Board regarding three letters sent out:

1. To the Youth Transitions Branch regarding the Strategic Plan
2. To the Banyule City Council regarding David Redfearn's Board replacement from economic development. Funding for his position has not been continued.
3. To the Banyule City Council regarding BNLLN premises/lease opportunities due to increased staff numbers.

4) BUSINESS ARISING

- a) **Treasurer**

Gerry has agreed to take on the role of Treasurer from Suzanne Crellin who has been acting Treasurer.

Kate informed the Board that Melissa Morgan, who was an apology for the meeting, has agreed to be our Koori representative. Melissa works with the Aboriginal Employment Strategy.

- b) **Mental Health Awareness**

Cheryle informed the Board about the Expression of Interest for schools and the community for \$10,000 from the School Focused Youth Services for a proposal for a mental health awareness program. The aim of the funding was to document a best practice model for schools working in partnership with community agencies. The Expression of Interest is due in August and it must be implemented either in term 4 this year or term 1 next year.

- c) **Draft Charter**

Kate informed the Board that the Charter had been redrafted and discussed at the Strategic Directions Standing Committee to reflect our present role as a Partnership Broker. The Vision and Purpose of the original Charter has been kept. The revised Charter with the changes was tabled. Cheryle suggested changing the wording post compulsory as it is no longer accurate and we needed to indicate an age range from 10 to 19. This is also needs to be reflected in the 'Statement of Purpose' as set out in the revised Rules of Association. Ian made a motion to make adjustment and then to accept the amended Charter.

Moved: Jane McNally
Second: Cheryle Michael

d) Redrafted Strategic Plan

There was some confusion arising around the second draft of the Plan discussed at the previous Board meeting. Kate explained that she had a meeting with Teresa Durka and Viviane Chemali from the Youth Transitions Division and it was explained that the LLEN is no longer responsible for data but that we need to include indicators along with the targets. The indicators linked to each goal are what we report against. A redrafted Strategic Plan with the indicators was tabled. The Board accepted the Strategic Plan as tabled.

Moved: Cheryle Michael
Second: Gerry Fogarty

5) REPORTS

a) Finance Report – Papers B

Kate spoke to the tabled Finance Report and informed the Board that the tender for the Workplace Learning Program was successful and that some of the funding for the program had been provided. The BNLLLEN is planning to invest \$100,000, in accordance with the Finance Policy, into a three month investment account with increased interest rates as this money does not need to be accessed for that period for our running expenses. It was noted that the BNLLLEN has only spend 37% of the expenses to date against the indicative budget. Lindsay Round queried why are we 13% under in the spending and Kate explained a partial reason for this is due to the health project only just taking off. Kate also noted that in future we will need to report on the budgets linked to four separate programs: Health Industry Themed Program, L2P Program, Working Community and the Workplace Learning Program.

The DEECD recently sent an Audit Report with recommendations for the BNLLLEN. There are a number of issues that need to be discussed and Kate suggested that a Risk Management Standing Committee meeting be called to discuss the recommendations of the Report. Sandra and Kate will put together some possible responses to the Report for the meeting. Kate is being advised by some of the regional LLEN's on the issues to ensure that we consider the issues but don't overly increase our paperwork if not necessary. The Finance Report tabled to the Board at present is sufficient and we do not want to inundate members with paperwork. A suggestion is to make all the papers available at meetings should board members wish to peruse them. Denise Power said this is a common practice now and Cheryle Michael agreed, noting there is potentially operational and confidential information that board members don't need to have as papers that can be taken away from the meeting.

ACTION: To call a Risk Management Standing Committee before the end of July when a response to the Report is due and for each Board member to nominate for one or the other Standing Committees.

b) Staff Report / Try a Trade evaluation

Kate highlighted Try a Trade as a single event for the month rather than tabling a full Staff report. Try a Trade went over two days this year for the first time meaning that the first day was for years 7-9 then years 10–12 on the second day. 821 young people attended compared to last year's 576 and student comments indicated the event was a great success.

An aim of the event is to embed it into the schools' curriculum so that the event could become more sustainable. RMIT and NMIT played a major role in providing trades. There was a question as to whether Health could be involved next year. Janice Martin explained that there is only so much you can do with Health in a setting like Try a Trade. Cheryle Michael said to pass on congratulations to Ross for doing such a great job.

c) Youth Connections Verbal Report – Jane McNally

The Banyule/Nillumbik consortium met over the last three days. Referrals in the Banyule Nillumbik region were a bit lower than in the other Youth Connections areas. Jane mentioned that Berry Street,



the Salvation Army, NMIT, NHS are all providing services. The Victorian state provider network was a good platform for taking common issues to state and national levels for policy change etc.

There has been a change in the nature of the disengagement activities or Type 3 and 4 activities that can be more directly linked to school based activities and can involve young people still at school. DVLC and Employment Focus are providing these activities.

A researcher at NMIT is gathering data of under 15's and doing a review on all other research for this cohort. The intention is to then take this data to the NMR and to look regionally at the issue of re-engaging the under 15's. DEECD made it clear that schools represent only 5% of business of Youth Connections and hence they need to run professional development around humanitarian and indigenous work and inform schools about how the program works. Youth Connections is at the six month stage so they are now planning for next year.

Kate mentioned that the Pavilion Advisory Committee is also looking at the under age cohort. Cheryle mentioned the Flexible Learning Re-engagement Paper which is due on September 1st, she will email it to Kate.

6) OTHER BUSINESS

a) Mid-Year Report

Kate tabled the Report submitted to DEECD and explained the three aspects of the report under the Action Plan as follows:

- Part A is what we've already done and where we are at,
- Part B pointed out issues e.g. the VET cluster or relating to more 'academic' schools not wanting SBATs.
- Part C outlines future plans for 2010; things to do

The report has been sent to the Youth Transitions Division and it hasn't been approved yet; there is no timeline for approval.

b) Workplace Learning Coordination Program Update

Kate provided an update. Applications for the positions are due on Friday (16th July). Need 1.4 Project Officers and a full time Manager. Kate met with the careers teachers several times and received feedback on how to plan the Program. For example this year the Service Plan needs to focus not on getting placements for 2010 but about the process of getting them for next year. Also we need to look at the schools data on how many VET students they have and how many SWL, SBATs, work experience (in order of priority). The program will include negotiating with each of the schools' careers teachers. Sue Gordon, Kate and Anne Boyce are on the panel.

c) Banyule Youth Summit and BNYSN

The Banyule Youth Summit is scheduled for August 12th and people were invited to be part of the summing up by the young people of the issues in the afternoon session.

Cheryle Michael spoke about an upcoming PD for practitioners working in the field of disengagement at the Banyule Youth Services Network. There is a session summit at Ivanhoe, finalising work plan for 2011, will be done by Thursday morning.

7) HOT ISSUE: Hoon Driving L2P program

Michael Light introduced himself to the Board and gave a brief background on his work with a mentoring program in Byron Bay. He explained that the government raising the number of hours needed to gain your license now made it difficult for the 16-20 year old cohort to get their P plates. The program provides volunteers to work with young people to get these hours. He said that the program is going well and that Vic Roads are now setting up training sessions for volunteers training on the 24th & 31st of August and the 11th of September. He is looking for a minimum of 12 volunteers for the training.



He reported that there is good co-operation between coordinators from the regions. Michael said that he has had an article published in the Leader newspaper, has spoken at Latrobe University, has been doing a lot of networking and has advertised in school newsletters. The target is 45 learners per year to engage with mentors.

Cheryle suggested contacting Vietnam Vet's through RSL's and looking into Watsonia RSL grants. She also mentioned the Berry Street team meeting and the possibility of getting a Hyundai Getz. Michael is also wondering about council vehicles at the end of their lease.

Meeting Closed 8.45am

**Next Meeting: Wednesday, August 11th
7.15 to 8.45 with breakfast
Diamond Valley Learning Centre**

