



2013
Annual Report



Northern Beaches Business Education Network Inc
assisting young people to create a better future

Our Area

Northern Beaches Business Education Network works across the Northern Sydney regional footprint to deliver on a number of government contracts and charitable activities.

This covers the Pittwater, Warringah, Manly, Mosman, Hunters Hill, Ryde, Lane Cove, North Shore, Chatswood and Hornsby areas of Sydney



Table of Contents

1. The Vision and Mission of the NBBEN
2. 2013/2014 in Review - Chairpersons Report
3. Executive Officer Report
4. Links to Learning Report
5. “Youth in Focus” - Student Case Studies
6. Partnership Broker Report
7. Workplacement Report
8. Career Expo Report
9. Our Staff
10. Financial Accounts and Audit Statements
11. Moving Forward in 2014/2015



Mission

Northern Beaches Business Education Network aims to assist all young people within the local community to create a better future

Vision

Supporting young people's development to assist them in a smoother transition from school and with a higher level of educational attainment for a fuller life.

Object of the Organisation as per the Constitution of the NBBEN

The basic object of the association is to benefit the communities of the northern Sydney region by stimulating educational development through the promotion of productive skills in the workforce and the provision to individuals and groups within these communities of vocational training support, as well as associated welfare and ancillary support, with particular focus on the needs of adolescents and adults under the age of 25 years

2013/2014 in Review

Chairpersons Report

The Northern Beaches Business Education Network's (NBBEN) mission is to work within the community by assisting young people to create a better future.

I would like to begin my report by congratulating our Executive Officer Sam King for having her success recognized for the work undertaken with NBBEN as a Regional Finalist in the Young Business Executive for the 2013 NSW Business Chamber, Business Awards. Sam has not only shown her passion and dedication through the amazing outcomes evident through her work and the team at NBBEN but has also now received the acknowledgement from the broader community as well.

In 2013 / 2014 we continued to go from strength to strength with the successful delivery and workplace outcomes from government funded projects such as Links to Learning, Work Place Learning Support and the School Business Community Partnership Brokers programmes. Our self funded Career Expo has also been a success and we have also successfully continued to support the communities beyond our boundaries with the delivery of the Trades Roadshow as part of the efforts of Illawarra Senior Campus. We hope that we will be able to implement the Roadshow back into our region in the coming years.

Our work at Granmas Refuge continues to develop and allow us the scope to support our regions young people by provide an alternative place for young people to re-engage with education and connect with their community. Our partnership with The Burdekin Association to mould Granmas from being a solution in youth housing to a solution for young peoples education has grown immensely.

Our expo in 2013 was once again a success with more schools within the Northern Sydney region registering interest in attending in the coming years. With over 100 exhibitors covering all facets of career development, planning and post secondary options, the team have once again taken the expo to the next level.

As the Chairperson driven by an industry background, the benefits in my continued involvement with the NBBEN have proven to be both rewarding and satisfying. To support the strategic direction of the NBBEN as it grows to being a stable ad integral component of the Northern Sydney region has been truly a pleasure.



I would also like to acknowledge the dedication and commitment of the other Board members. We are a small Board but many members have been connected with the NBBEN for 5-10 years..

On behalf of the fantastic team and Sam King I would like acknowledge and thank all the host employers, educational supporters and community advocates who have continued to support us through the year and to those we have only just begun our journey with - we look forward to working with you into the future.

Executive Officers Report

Wow! What a year!

Its been a great year with lots of exciting times and challenges! As you will see in the report this year, our team have exceeded themselves in support our local youth with great opportunities, partnerships and of course insight into the next steps of their life and how to make the right decisions—THAT LAST!

I have been privileged based on the great work I and the team have been able to achieve in the community to be involved in a number of special projects this year. This has included the role as Chairperson of the Peninsula Youth Services interagency, Independent Chairperson for the soon to arrive HEADSPACE facility for the Northern Beaches and one of the most exciting roles as a community representative on the working group for the dedicated Northern Beaches Youth Strategy.

One of the highlights though was the great recognition as a business woman in the eyes of the community with being acknowledged as a finalist in the Young Business Executive for the North Eastern Region of NSW in the NSW Business Chamber Awards for 2013. In working across the business, education and community landscapes it is often difficult to get positive tractions all the time in all the sectors but this was a real honour and achievement for not only myself but the NBBEN team.

As a young person, I grew up on the beaches and am now raising a young family here. This continues to inspire my desire to serve the needs of young people who are often unable, ill-equipped or unaware of what lies ahead and how to prepare for it.



This year marks 10 years for me at the NBBEN and I feel like we are now finding our place and being seen as an integral part of the community. The conduit if you will that speaks all languages to bridge the gap between education, business and the broader community. All of our programmes and activities compliment this philosophy which has allowed us to grow during my time a the 'BEN'.

I can only hope that the coming year will bring us just as many successes and challenging but rewarding journeys....

Til next year!

A handwritten signature in blue ink that reads 'Samantha King'.

Samantha King | Executive Officer

Links to Learning Report

The Links to Learning programme kicked off to a great year with a new structure in place for the intake of students across the Northern Sydney Region..

Instead of a dedicated intake for Northern beaches and then the North Shore, we changed the format to allow for 2 intakes across the year to allow the whole region to offer students in the referral process twice during the year. This was received with great success from all schools involved. We also extended across the whole “Northern Sydney” region and ensured that ALL government schools in this space were offered the opportunity to refer candidates.

The programme has been working well as a transitional and re-engagement project for youth with a great combination of hands on industry training delivered by passionate trainers and links with the next step into employment with contributions from Australian Apprenticeship Centres, Job Services Australia providers, Career Advisors coupled with the compassion and patience of our great team!



Our staff this year included;

Ashling O’Brien—Programme Coordinator
Peter Merryfull—Support Officer
Greg Stock—Support Officer
Eugyna Lim—Support Officer
Stephanie Birch—Support Officer

The courses offered as part of the programme remained with Brick and Blocklaying, Agri-food (Landscape Construction focus), Retail Beauty with an offering of Painting and Decorating in the first intake.

One of the stand out highlights for the programme was the second intake and success and the commitment of the students involved.

All students received their full qualification in addition to the White Card course and CPR Critical care and not one student was removed from the programme!!

All in all a standing testament to the staff and trainers involved in the programme.

Youth in Focus

Reconnecting students with learning

"I think this program is a lot better than school because I'm learning something I like and accomplishing a certificate in the career I plan to do. This course is a much more friendly environment, I've learnt so much here with all the help of my teacher and the staff."

Byanca



When Byanca first came to Links to Learning she was disengaged from the school environment, not actively participating in all areas of the school environment or taking ownership of her education. This year she has received 5 negative behavior referrals for uniform, lateness and smoking and an in school suspension, she is also receiving help from Learning support, student welfare.

Working closely with Byanca, I have seen many changes within her, when

she first started with us she didn't think she wanted to complete yr 12 at school but wasn't sure what else she should do or what career path would be best for her. As the weeks have gone on I have noticed a real dedication and passion arise in her beauty qualification. Her trainer has described her as "Fantastic, really dedicated and really wants to be in the industry". On observing her class I have noticed that Byanca is always positioned at the front of the room, is always quiet and attentive during demonstrations and always eager to enhance her skills.

Byanca has told me she now plans to leave school at the completion of year 10 to pursue a career in beauty and has already started sending out resumes and started looking for an apprenticeship. When talking to Byanca about her career and future she is full of confident and certain answers as well as a plan. I believe she is now mature and focused enough to achieve an apprenticeship in Beauty.

Stephanie Birch—Links to Learning Staff Member

"Since engaging with the Links to Learning Program, I feel that Byanca has more of a focus in terms of what she wants to do when she leaves school and has shown a keen interest in becoming a beautician. She often chats to me about the course and we discuss her using this course and the contacts she has made as an avenue for gaining employment. For me, Byanca is maturing and developing a pathway for her after school. Byanca is more confident in expressing what she wants to do, has focus and is working on her pathway after school. Her attendance at school has improved significantly and she is acting more responsibly in all her classes".

-Adrienne Scalse, Deputy Principle at Mackellar Girls Campus

Youth in Focus

Reconnecting students with learning

“The Links to Learning courses is a fantastic way to get kids more involved in vocational learning and really helped me to get to where I am now”

Andrew

Andrew is a 14 year old student currently in Year 9 at Northern Beaches Secondary College - Balgowlah Campus. Andrew intends to finish school once he completes his HSC and plans to go to University to study, with the ultimate aim to work in Real Estate. Although Andrew is very clear in career direction he decided to join our Links to Learning to ensure that staying in school was the right path for him.



Andrew had little experience in landscape construction and the course was a steep learning curve for him. As he progressed in the course his fitness levels improved and he was more able to complete all the necessary tasks to achieve his full qualification.

As part of the programme Andrew completed one weeks work experience with NBBEN. He was so efficient our director Sam King asked him to come back for one day a week work experience. This has worked so well for both parties that Andrew has now been offered a school based traineeship.

Ashling O’Brien—Links to Learning Coordinator

“Andrew is a dedicated worker; he takes direction and works really well with his team”

Paul Thompson—Trainer TAFE



links to learning

PARTNERSHIP BROKERS

SCHOOL ↔ BUSINESS ↔ COMMUNITY

PARTNERSHIP BROKERS ARE WORKING ON REAL SOLUTIONS FOR THE 360,000 YOUNG PEOPLE WHO ARE NOT FULLY ENGAGED IN WORK OR STUDY.

OUR LONG TERM GOAL:

DEVELOP A MORE HIGHLY SKILLED LOCAL WORKFORCE EQUIPPED FOR THE GLOBAL ECONOMY BY ENGAGING BUSINESS AS PARTNERS IN EDUCATION

PARTNERSHIPS EMPOWER LOCAL COMMUNITIES TO SOLVE THEIR OWN PROBLEMS, THROUGH SPECIALISED SUPPORT PROVIDED BY THE PARTNERSHIP BROKERS.



NEW PARTNERSHIPS CONTINUE TO FORM EVERY WEEK ACROSS AUSTRALIA.

INNOVATION:

THERE IS NO ONE SIZE FITS ALL APPROACH TO SUCCESSFUL TRANSITION FROM SCHOOL TO STUDY OR WORK.

FREE FROM ORGANISATIONAL BOUNDARIES, PARTNERSHIPS CAN DEVELOP INNOVATIVE AND DIVERSE SOLUTIONS.

THE POWER OF PARTNERSHIP: BY WORKING TOGETHER WE CAN ACHIEVE OUTCOMES NOT POSSIBLE IF EACH OF US ACTED ALONE.



6,400+ ORGANISATIONS ARE INVOLVED IN **2,500+** PARTNERSHIPS BROKERED THROUGH THE PARTNERSHIP BROKERS PROGRAM.

WHO IS INVOLVED?
2,300+ SCHOOLS
1,800+ BUSINESSES
1,900+ COMMUNITY ORGANISATIONS
AROUND AUSTRALIA

EVERY MAJOR INDUSTRY SECTOR HAS ENGAGED IN A BROKER SUPPORTED PARTNERSHIP



92% OF PARTNERS SAID THAT THEIR PARTNERSHIP IS ADDRESSING A REAL NEED IN THE COMMUNITY.



9 OUT OF 10 PARTNERS AGREE THAT THEIR PARTNERSHIP IS CONTRIBUTING TO IMPROVED EDUCATIONAL OUTCOMES FOR YOUNG PEOPLE.

90%

MORE THAN **90%** OF PEOPLE INVOLVED IN A PARTNERSHIP WOULD RECOMMEND A PARTNERSHIP APPROACH TO OTHERS

THE INCREASE IN COMMUNITY CAPACITY ACHIEVED IS WORTH **\$5.50** FOR EVERY DOLLAR INVESTED BY GOVERNMENT

UNEMPLOYMENT
AMONG 15 TO 19 YEAR OLDS IS ALMOST 17% NATIONALLY. IN SOME DISADVANTAGED AUSTRALIAN COMMUNITIES IT IS ALMOST DOUBLE THIS FIGURE



ONE IN FIVE UNIVERSITY STUDENTS WILL DROP OUT BEFORE THE END OF THEIR FIRST YEAR. MORE THAN HALF SAY THAT WHEN THEY CHOOSE THEIR FIELD OF STUDY THEY DIDN'T KNOW WHICH DISCIPLINES WOULD LEAD TO JOB OPPORTNIES AND GOOD WAGE LEVELS.

PARTNERSHIP BROKERS WORK ON THE GROWING MISMATCH BETWEEN THE SKILLS YOUNG PEOPLE HAVE AND THE SKILLS EMPLOYERS ARE LOOKING FOR.

28% OF EMPLOYERS SAY THEY WOULD TAKE ON MORE GRADUATES IF THEY HAD APPROPRIATE SKILL SETS.



YOUNG PEOPLE WHO CAN RECALL HAVING 4 OR MORE CAREER CONVERSATIONS ARE 5 TIMES MORE LIKELY TO BE IN WORK OR FURTHER EDUCATION.

THE FUTURE:

MANY OF THE INITIATIVES SUPPORTED BY THE PARTNERSHIP BROKERS PROGRAM HAVE BECOME 100% SUSTAINABLE AND NO LONGER NEED ONGOING PARTNERSHIP BROKER SUPPORT, BUT OTHERS CONTINUE TO REQUIRE THE SUPPORT OF THE PARTNERSHIP BROKERS AS THEY MATURE; AND NEW INITIATIVES ARE NEEDED TO ADDRESS UNMET DEMAND AND EMERGING PRIORITIES.

WANT TO SEE WHAT PARTNERS ARE DOING?
VISIT 107brokers.net.au

Partnership Brokers

The Partnership Broker team has continued to grow from strength to strength during 2013/2014. With stable staff in place we have seen the quality of relationships and the quality of the partnerships broaden. The team have developed strong relationships with all of the major players in the region including the councils, police, community organisations, schools (state, independent and catholic) , small business as well as some of the larger enterprises within the region.

With the team being able to develop these strong relationships we have seen an increase in the number of partnerships supporting young people as well as a decrease in time taken to develop and implement partnerships.

Some of the more strategic partnerships that have been delivered during this year include;

Dream Big, Love what you do	Cybersafety for Parents
Anti bullying workshops by REACH Foundation	Hospitality Challenge
Career Mentoring	Job Shadow
Work Inspiration – NAB & Col Crawford	TAFE Internship programme

The Partnership Broker team also revamped the popular Get Connected booklet. The information was updated and distributed to all the schools within the Northern Sydney Region. The feedback and level of appreciation from the schools in relation to the value of this resource has been tremendous.

Both Barbara and Tanya have been trained as PACTS (Parents as Career and Transition Support) facilitators. This professional development will allow greater impact into the Parent stakeholder group. There are a number of training sessions scheduled for 2014 that will provide parents with a deeper understanding of Career options and how they can assist in transitioning their child.

In March of 2014, an industry forum “Engaging our future Workforce” was held that showcased the work the Partnerships Brokers do on a national basis to support young people as they transition to employment. The event was attended by over 120 people including a representative of the Prime Minister’s office – the Hon Mr Tony Abbott. Keynote speakers from NAB, Stocklands, The Smith Family, Youth Action, Crestwood High School, Humanise and the Catholic parents association delivered presentations on the benefits of the Partnership Brokers as the “connectors” for young people from school to industry. A Social Return on Investment for the Partnership Broker programme was presented at the forum. This information has since been shared with all the local, state and federal politicians.

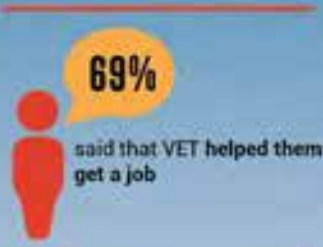
The Partnership Broker programme is funded until Jan 2015. The team are actively collaborating with other PB’s to ensure that the work that is undertaken and the benefit that the community derives from the programme is well understood by all levels of government. From a local perspective, the Partnership Brokers are seen as actively engaging and the key drivers in delivering programmes that are of tangible benefit to the Northern Beaches region.



WORK PLACEMENT WORKS!

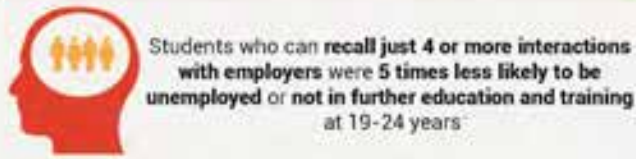
VET IN SCHOOLS WITHOUT WORK PLACEMENT IS LIKE LEARNING TO SWIM WITHOUT GETTING WET

- Automotive
- Business Services
- Construction
- Electrotechnology
- Entertainment Industry
- Financial Services
- Hospitality
- Human Services
- Information and Digital Technology
- Metal and Engineering
- Primary Industries
- Retail Services
- Foreign, Travel and Events



60,000 students
20,000 employers

NSW Work Placement - the largest education employer partnership in Australia



“I hear and I forget. I see and I remember. I do and I understand.”
- Confucius

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FOR MORE INFORMATION VISIT:
<http://www.workplacement.nsw.edu.au/tcp.php>
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Work Placement Support Programme

2013 proved to be a successful year for the Work Placement Programme for the Northern Beaches/North Shore area (Region 5).

With just under 300 Host Employers on board and over 1,200 students placed we had a busy year with 21% of students offered employment (casual/full time/apprenticeship) by their Host Employers.

Having been at the NBBEN for 3 years now, I have happily stepped up into the role as Team Leader after the exit of Daniel Chambers. Claire Pettet, who joined the team at the start of the year as a coordinator left the team at the beginning of March to pursue a different career path.

Since then, James Cruickshank joined NBBEN as the new Work Placement Coordinator. James quickly evolved into his role from a background in retail, by proving his ability as a Work Placement Coordinator in building and maintaining relationships with schools, host employers and staff.

The Work Placement team split the vocations into the following:

Sally McClure	James Cruickshank
Business Services	Automotive
Entertainment	Construction
Financial Services	Financial Services
Hospitality (CC, F&B, PCS, EXT)	IT
Tourism	Metals & Engineering
	Retail

Sally remained the primary contact for all TVET placements.

Work Placement Service Provider meetings are still held state wide to discuss issues/solutions faced across the board and close relationships have been maintained among our neighbouring WPSP's (2Realise, Sydney BEP, Youth Connections) which allows us each to support each other with placements for students who live out of area.



Work Placement Support Programme

Throughout 2013, the Work Placement team tried a few new recruitment ideas as well as appreciation gifts to our current employers including updated flyers, branded water bottles & promotional products, competitions for gift vouchers/ Manly Sea Eagle's home matches (see picture below), and of course our end of year Christmas Breakfast. All new ideas received a great amount of positive feedback.

As per previous years, the WSP team were faced with similar difficulties as in the past:

Placements for Special Needs students

- Employers unable to accommodate due to inaccessible/size restriction workplaces
- Employers unable to commit time and resources required

IT/Financial Services Vocations

- Constant growing student numbers in industries who are unable to host students due to limited employers in region/confidentiality restrictions

Employer Retention

- We have a fantastic number of Host Employers who heavily support the programme and have for many years, however unfortunately we do lose a few of Host Employers each year which becomes difficult due to the growing student numbers each year in VET.

Commitment to WSP funding

The biggest problem the WSP team faced was in regards to funding. With no indication of funding being continued for 2014, the WSP team/schools and employers were left in the dark until 20th December. We currently are being funded on a term by term basis.

I look forward to a challenging year to come in particularly working with our new cloud based software to enable smoother communication between us and the schools—also allowing us more time to support the needs of host employers.



From top left: Adam from Avalon RSL, Richard from Debrich Custom Joinery, Levi from Design-It Landscapes, Santo from Miramare Gardens.

From Bottom: Mike from Sydney Beach House YHA, Jayne from Heavenly Cakes and Melissa from JMR Construction

Handwritten signature of Sally McClure in blue ink.

Sally McClure | WSP Team Leader

Northern Beaches Career Expo



Northern Beaches Career Expo

Another year down and another great success!

Over 2,500 students attended the Careers Expo this year with amazing feedback from both schools and exhibitors. The event grows each year from strength to strength and you will note that it is our only self sustaining stream of the NBBEN business. Included in this event is the income and expenditure for our Trades Roadshow events which we continue to hold each year to surrounding regions.

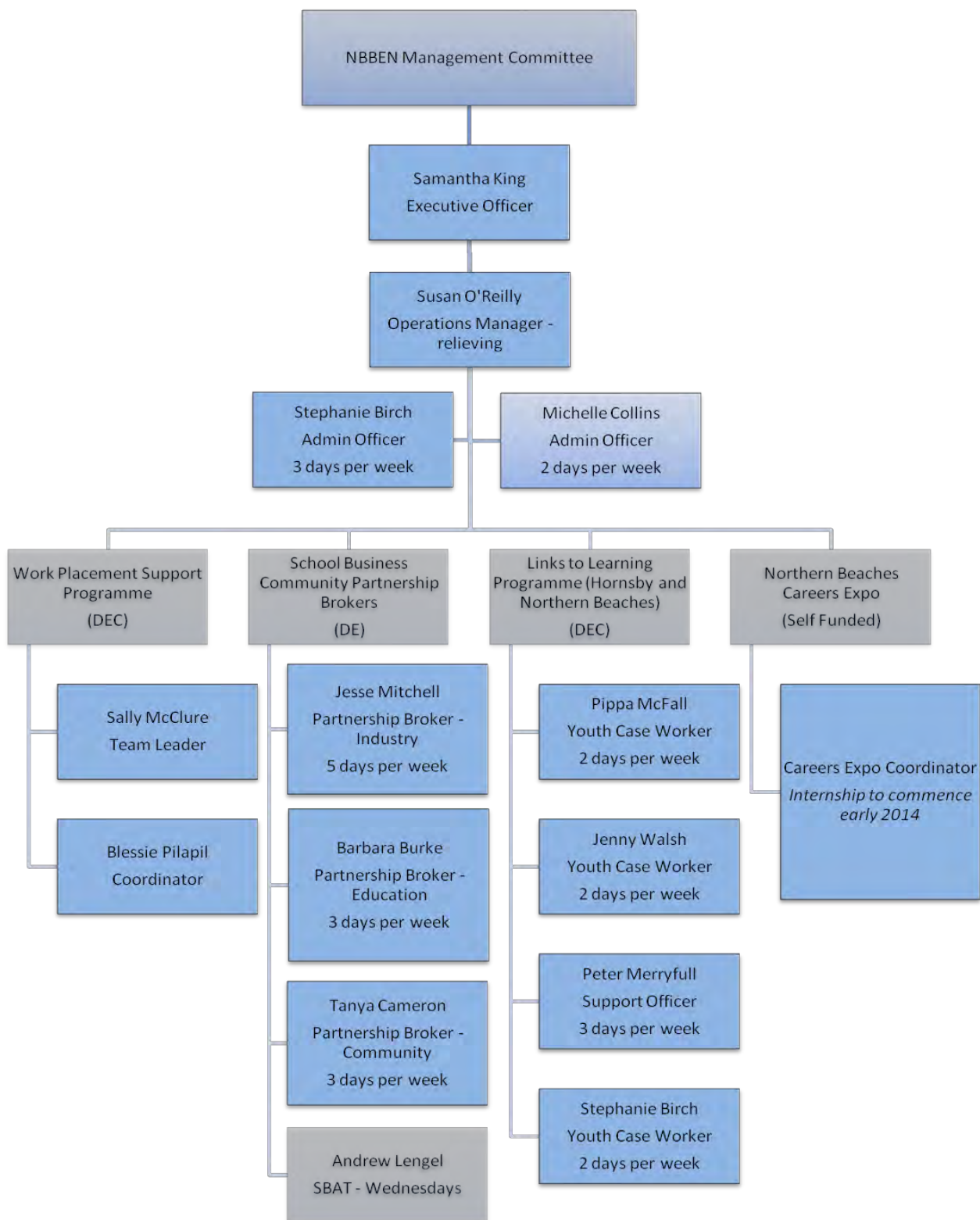
Profit and Loss against this event is as follows:

Income

Exhibitor Fees	\$37,601.46
Entry Fees	\$10,551.38
Trades Roadshow	\$2,890.90
Total Income	\$51,043.74
Gross Profit	\$51,043.74
Expenses	
Venue Expenses	\$30,114.54
Trades Roadshow Costs	\$1,272.70
Equipment Hire	\$3,608.42
Communicaton Costs	\$598.04
Promotion & Marketing	\$2,880.49
Petty Cash	-\$840.00
Wages	\$7,547.52
Superannuation	\$825.29
Bookkeeping	\$1,540.00
Office Supplies	\$680.51
Insurance	\$205.00
Total Expenses	\$48,432.51
Net Profit/(Loss)	\$2,611.23

Moving forward in 2014 we look forward to an expansion which includes an early evening session for parents and families to attend as well a many newly recruited exhibitors.

Organisation Chart

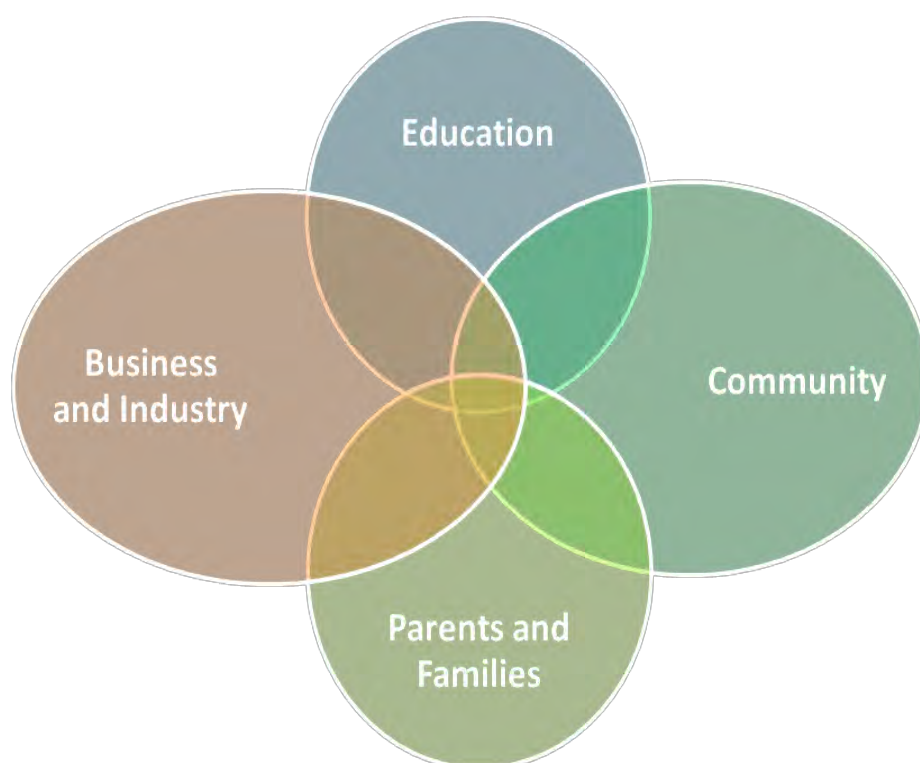


Organisation Chart

The Organisation currently has 4 streams of income in which we employ staff. Our ultimate aim is to ensure that we have transferability of skill across the organisation resulting in a united strengths based approach across all contracts.

The organisation is supported by a Management Committee/Board which comprises of various skills, expertise and knowledge relative to all the key stakeholder groups which support the needs of our organisation.

These stakeholder groups are:



Our Board

Office Bearers for the Year 2013-2014

Chairperson	David Gill	Member since 2009
Deputy Chairperson	Jack McCann	Member since 2010
Secretary	Adrienne Scalese	Member since 2010
Treasurer	Sylvia Borg	Member since 2004
Ordinary Member / Public Officer	Lynne Mabb	Member since 1998
Ordinary Member	Elizabeth Stoker	Member since 2010
Ordinary Member	Vacant	

The Board currently hold 6 general meetings per year. The financial year for the Organisation is based on a calendar year resulting in the Annual General Meeting falling between March and June based on completion of the account audits.

All members of the Organisation are required to complete a Conflict of Interest disclosure forms to ensure transparency across all decisions made for the Organisation.

Sub-Committees or Working Groups are formed on a requirement basis whereby interested parties, parties with relative skills or parties representative of a particular stakeholder group indicate interest to participate. The Organisation may also from time to time, request the input from external parties to form working groups.

We welcome the interest of new members to the Organisation

Our Staff



TOP FROM LEFT: Kelly Vale, Peter Merryfull, Jesse Mitchell, James Cruickshank, Ashling O'Brien, Barbara Burke

CENTRE (in white): Andre Lengel

FRONT FROM LEFT: Tanya Cameron, Stephanie Birch, Samantha King and Sally McClure

Outgoing Staff for 2013/2014

Claire Pettet—Work Placement Support Programme—March 2013

Ashling O'Brien—Links to Learning Programme Coordinator—31 December 2013

Kelly Vale—Operations Manager (**Maternity Leave til November 2014)

James Cruickshank—Work Placement Coordinator—21 March 2014

Incoming Staff for 2014/2015

Andrew Lengel—School Based Traineeship

Jenny Walsh— Youth Case Worker, Links to Learning

Pippa McFall—Youth Case Worker, Links to Learning

Blessie Pilapil— Work Placement Coordinator

Susan O'Reilly—Relieving Operations Manager

For more information on our team and their roles, go to our website on:

www.nbben.com.au/nbben-team

Financial Accounts and Audit Statements

Our organisation is contracted to undertake a vast majority of the work we do. As a requirement and standard of the organisation, we audit all our contracted accounts annually based on the calendar year.

These are independently audited by:

IJR Accounting Pty Ltd
Suite 31,
12-14 Waratah Street,
Mona Vale, NSW 2103, Australia

These audits are representative of the four contracted areas of the business:

Links to Learning—Northern Beaches
Links to Learning—Hornsby
Work Placement Support Programme
School Business Community Partnership Brokers



LINKS TO LEARNING PROGRAM
2013 AUDITED FINANCIAL STATEMENT

ORGANISATION NAME:	NORTHERN BEACHES BUSINESS EDUCATION NETWORK INC
PROJECT NAME:	JUMP START
PROJECT LOCATION:	INGLESIDE

Reporting Period: 1 January 2013 to 31 December 2013

INCOME:	2013
	\$
FUNDS CARRIED OVER FROM 2012 (if applicable) CPI ADJUSTMENT	\$ 1,758.74
1 ST GRANT PAYMENT	\$ 95,806.10
2 ND GRANT PAYMENT	\$ 51,587.90
1 ST CPI PAYMENT	\$ 2,163.48
2 ND CPI PAYMENT	\$ 257.66
2 ND CPI PAYMENT	\$ 1,822.12
INTEREST ON PROJECT FUNDS (as per Terms & Conditions of Funding 2.7)	\$ 0.01
Sub Total	
TOTAL INCOME	\$153,396.01
EXPENDITURE:	2013
RENT/ OUTGOINGS & MAINTENANCE	6,770.45
INSURANCE	727.50
CONSUMABLES	4,531.40
COMMUNICATION COSTS	2,305.67
PROMOTION & MARKETING	1,809.93
TRAINING COSTS	68,261.73
PROJECT MATERIALS	8,684.78
GROSS WAGES	50,451.01
SUPERANNUATION	4,308.05
IT SUPPORT	460.00
PROFESSIONAL DEVELOPMENT	280.35
AUDIT/BOOKKEEPING/LEGAL	4,090.00
EMPLOYMENT EXPENSES	854.73
Sub Total	\$153,536.60
TOTAL EXPENDITURE	\$153,536.60
UNSPENT 2013 FUNDS TO BE RETURNED TO DEC	\$ -139.59

I have audited the accounting and associated records relating to the above mentioned project and have received from the organisation concerned all the information to substantiate that the funds have been expended in accordance with the conditions of the Links to Learning 2013 Funding Agreement. In my opinion the above statement shows a fair and accurate record of the receipts and payments relating to the project and no funding has been accrued. I confirm that the organisation's accounts reflect no fee for service for assistance provided under this Project. I certify that I am a member of the Institute of Chartered Accountants or a member of the Australian Society of Certified Practising Accountants or a member of the National Institute of Accountants holding a current Public Practice Certificate and I am not an employee of the organisation, or a person who has any financial interest in the organisation.

Sign *[Signature]*

Date 7/5/2014

Name IAN RAE

Phone (02) 99995867

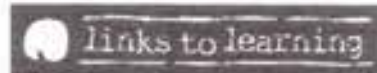
Position ACCOUNTANT/AUDITOR

Company ISR ACCOUNTING PTY LTD

Professional Membership Number 90835

Member Type (eg CPA) CPA

The original unaltered 2013 AUDITED FINANCIAL STATEMENT must be submitted to:
Leader, Youth at Risk, Links to Learning Program, NSW Department of Education and Communities,
Locked Bag 53, DARLINGHURST NSW 1300. Please attach qualifying statements, where necessary.



LINKS TO LEARNING PROGRAM
2013 AUDITED FINANCIAL STATEMENT

ORGANISATION NAME:	NORTHERN BEACHES BUSINESS EDUCATION NETWORK INC
PROJECT NAME:	NORTH SHORE JUMP START
PROJECT LOCATION:	HORNSBY

Reporting Period: 1 January 2013 to 31 December 2013

INCOME:	2013
	\$
FUNDS CARRIED OVER FROM 2012 (if applicable) CPI ADJUSTMENT	\$ 1,388.94
1 ST GRANT PAYMENT	\$ 75,661.30
2 ND GRANT PAYMENT	\$ 40,740.70
1 ST CPI PAYMENT	\$ 1,687.04
2 ND CPI PAYMENT	\$ 419.48
3 RD CPI PAYMENT	\$ 1,438.99
INTEREST ON PROJECT FUNDS (as per Terms & Conditions of Funding 2.7)	
Sub Total	
TOTAL INCOME	\$121,336.45
EXPENDITURE:	2013
RENT/OUTGOINGS	\$ 4,797.61
INSURANCE	\$ 844.27
CONSUMABLES	\$ 4,155.24
COMMUNICATION COSTS	\$ 988.32
PROMOTION & MARKETING	\$ 923.95
TRAINING COSTS	\$ 51,786.54
PROJECT MATERIALS	\$ 7,511.64
GROSS WAGES	\$ 41,741.02
SUPERANNUATION	\$ 3,159.00
MANGEMENT COMMITTEE EXPENSES	\$ 479.82
AUDIT/BOOKKEEPING/LLEGAL	\$ 3,980.00
EMPLOYMENT EXPENSES	\$ 347.36
Sub Total	\$120,714.77
TOTAL EXPENDITURE	\$120,744.77
UNSPENT 2013 FUNDS TO BE RETURNED TO DEC	\$ 621.68

I have audited the accounting and associated records relating to the above mentioned project and have received from the organisation concerned all the information to substantiate that the funds have been expended in accordance with the conditions of the Links to Learning 2013 Funding Agreement. In my opinion the above statement shows a fair and accurate record of the receipts and payments relating to the project and no funding has been accrued. I confirm that the organisation's accounts reflect no fee for service for assistance provided under this Project. I certify that I am a member of the Institute of Chartered Accountants or a member of the Australian Society of Certified Practising Accountants or a member of the National Institute of Accountants holding a current Public Practice Certificate and I am not an employee of the organisation, or a person who has any financial interest in the organisation.

Sign *[Signature]*

Date 7/5/2014

Name JAN RAE

Phone (02) 9999 5867

Position ACCOUNTANT/AUDITOR

Company ESR ACCOUNTING PT LTD

Professional Membership Number 90835

Member Type (eg CPA) CPA

The original unaltered 2013 AUDITED FINANCIAL STATEMENT must be submitted to:
Leader, Youth at Risk, Links to Learning Program, NSW Department of Education and Communities,
Locked Bag 53, DARLINGHURST NSW 1300. Please attach qualifying statements, where necessary.

NORTHERN BEACHES BUSINESS EDUCATION NETWORK WORK PLACE- MENT NSW REGION 5, FUNDING 2013

Independent Audit Report - WPSP

To:

Senior Co-ordinator Work Placement Support Program. New South Wales
Region 5

Department of Education and Communities: and
Chairman of Management Committee, Northern Beaches Business Education
Network Incorporated.

Scope

I have audited the attached special purpose financial report of Northern Beaches Business Education Network (NBBEN). in relation to the Work Placement Support Program NSW Region 5 for 2013, for which funding received by NBBEN was \$163,800.00 (excluding GST). The financial report comprises the income statement, the balance sheet, and the notes to the financial statements for the 2013 funding period, being the year ended 31 December 2013. The management committee of NBBEN is responsible for the financial report and has determined that the accounting policies used are consistent with the reporting requirements of the New South Wales Department of Education and Communities (DEC). I have conducted an independent audit of the financial report in order to express an opinion on it to the above addressees. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of DEC.

The financial report has been prepared for distribution to the above addressees for the purpose of fulfilling the NBBEN Management Committee's financial reporting requirements to DEC with respect to the funding provided. I 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 addressees or for any purpose other than that for which it was prepared.

My audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material aspects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements and the other reporting requirements of DEC. The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

With respect to the grant funding noted above, in my opinion, the financial report presents fairly, in accordance with the accounting policies described in Note 1 to the financial statements and the other reporting requirements of DEC, the financial position of NBBEN as at 31 December 2013 and the results of its operations and its cash flows for the year then ended.

It is my opinion that:

Save for individual variances to budget line items, which may be ascertained from perusal of the income statement, funding received from DEC has been expensed in accordance with the terms and conditions of the funding contract: and

The description of the expenses in the financial statements represents accurate classifications of the nature of expenses.

A handwritten signature in black ink, appearing to read 'Ian J Rae', is positioned above the printed name.

Ian J Rae CPA

14 February 2014

2/22 Hills Avenue

Epping NSW 2121

**NORTHERN BEACHES BUSINESS EDUCATION NETWORK
INCORPORATED**

**Statement of Financial Performance for the 12 Month Period Ended
31 December 2013**

	Note	Actuals
		\$
Revenues		
Government grants		\$163,800.00
Other funding revenue		
Interest revenue		\$268.95
2013 Payment due not received		\$ 18,200.00
Total Revenues		<u>\$182,268.95</u>
Expenses		
Rent & Outgoings		\$16,914.34
Gross Salaries		\$89,408.63
Superannuation		\$ 8,257.49
Recruitment & Consultancy Costs		\$ 1,081.05
Communication Costs		\$ 5,982.13
Consumables		\$ 7,676.07
Travel (excludes student travel)		\$ 1,439.24
Promotion & Marketing		\$13,939.44
Audit and Bookkeeping Fees		\$ 5,585.00
Insurances		\$ 844.27
Professional Development		\$ 1,181.75
Management Committee Expenses		\$ 205.90
Web Development & IT Support		\$ 7,714.49
Management Fee		\$22,500.00
Total Expenses		<u>\$182,729.80</u>
Net surplus (deficit)		<u>\$ -460.85</u>

The accompanying notes form an integral part of these financial statements

**NORTHERN BEACHES BUSINESS EDUCATION NETWORK
INCORPORATED**

Statement of Financial Position as at 31 December 2013

	Note	\$
Assets		
Current assets		331.50
Petty cash		
Cheque account		3981.54
Accounts receivable		20020.00
GST paid (receivable)		8978.88
Prepaid expenses		81100.00
Total current assets		\$114412.92
Total assets		\$114412.92
Liabilities		
Current liabilities		
Accounts payable		54063.54
GST collected (payable)		1634.79
Total current liabilities		55698.33
Total liabilities		55698.33
Net assets		58714.59
Equity		
Contributed equity		59175.44
Retained surplus (deficit)		-460.85
Total equity		58714.59

The accompanying notes form an integral part of these financial statements

NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED-SCHOOL BUSINESS COMMUNITY PARTNERSHIP BROKER FUNDING 2013

Independent Audit Report - DEEWR

To:

Department of Education, Employment and Workplace Relations; and Chairman of Management Committee, Northern Beaches Business Education Network Incorporated.

Scope

I have audited the attached special purpose financial report of Northern Beaches Business Education Network Inc. (NBBEN), in relation to School Business Community Partnership Broker for 2013, for which funding received by NBBEN was \$416082 (excluding GST). The financial report comprises the income statement, the balance sheet, and the notes to the financial statements for the 2013 funding period, being the year ended 31 December 2013. The management committee of NBBEN is responsible for the financial report and has determined that the accounting policies used are consistent with the reporting requirements of the Department of Education Employment and Workplace Relations. I have conducted an independent audit of the financial report in order to express an opinion on it to the above addressees. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of DEEWR.

The financial report has been prepared for distribution to the above addressees for the purpose of fulfilling the NBBEN Management Committee's financial reporting requirements to DEEWR with respect to the funding provided. I 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 addressees or for any purpose other than that for which it was prepared.

My audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material aspects, the financial report is presented fairly in accordance with the accounting policies expressed in the financial statements and the other reporting requirements of DEEWR. The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

With respect to the grant funding noted above, in my opinion, the financial report presents fairly, in accordance with the accounting policies to the financial statements and the other reporting requirements of DEEWR, the financial position of NBBEN as at 31 December 2013 and the results of its operations and its cash flows for the year then ended.

It is my opinion that:

Save for individual variances to budget line items, which may be ascertained from perusal of the income statement, funding received from DEEWR has been expensed in accordance with the terms and conditions of the funding contract:
and

The description of the expenses in the financial statements represents accurate classifications of the nature of expenses.



26 March 2014

Ian J Rae CPA

2/22 Hills Avenue
Epping NSW 2121

LOCAL COMMUNITY PARTNERSHIP NORTHERN BEACHES BUSINESS
EDUCATION NETWORK-DEEWR

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED

31 DECEMBER 2013

Income

School Partnership Brokers	416082.00
Interest Received	1.59
Membership Fees	5.00
Sub-Let Fees	1790.91
WPSP Management Fee	37500.00
Total Income	455379.50

Less

Expenses

Audit Fees	2000.00
Bookkeeping Fees	9295.00
Legal Fees	5293.00
Rent	25700.00
Outgoings	7821.13
Electricity	3956.01
Cleaning	2210.00
Garbage Service	605.93
Management Committee Expenses	3115.87
Communication Costs	6787.73

Insurances	3168.69
Consumables	11092.25
Promotion & Marketing	39427.40
IT Expenses	7812.48
Membership Fees	330.00
Wages	
Head Broker/Executive Officer	100687.32
Industry Broker	59312.65
Education Broker	36307.58
Community Broker	52076.98
Receptionist/Administration	25150.68
Consulting Fees	80.00
Working With Children Check	480.00
Employment Expense	2029.32
Superannuation	22714.44
Motor Vehicle Allowances	14480.67
Telephone Allowances	3850.02
Tolls & Parking	622.09
Professional Development	8585.66
Total Expenses	454992.90
Net Profit For The Year	386.60

**LOCAL COMMUNITY PARTNERSHIP NORTHERN BEACHES BUSINESS
EDUCATION NETWORK-DEEWR**

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2013

Assets

Current Assets

CBA Deewr Account	20390.23
Investment Account	15522.45
Bond	6600.00
Petty Cash	1879.33
Links To Learning-Ingleside	90.00
Trade Debtors	25550.00
Total Current Assets	70032.01
Total Assets	70032.01

Liabilities

Current Liabilities

GST Account	4439.43
Trade Creditors	1408.36
Total Current Liabilities	5847.79
Total Liabilities	5847.79
Net Assets	64184.22

Equity

Contributed Equity	386.60
Retained Surplus	63797.62
Total Equity	64184.22

Supporters

We would like to acknowledge the large number of supporting organisations that help in making the work NBBEN do possible.

A & B Automotive Electrical
A Team Electrical Pty Ltd
Absolute Plumbing
Adept Installation
All Northern Constructions
Allambie Heights Public School
Aloha Surf Manly
Amici Di Toni Restaurant
Amora Hotel Jamison
Antipodeans Abroad
Antrim Building Services
Aqua Dining Restaurant
ATS Pacific
Australian Native Landscapes (BSA)
Australian Network Entertainment
Avalon Beach RSL Club
Bacino Bar Manly
Back of House
Balgowlah Automotive
Base Surfboards
Beacon Hill Primary School
Belrose Vet Hospitality
Belvoir
Best and Less
Bettie's Cafe
Bilgola Plateau Service Centre
Bill Buckle (BSA)
Bill Buckle Auto's Pty Ltd (Harbord Rd, Brookvale)
Bill Buckle Auto's Pty Ltd (Mona Vale)
Blasini & Davis
Blue Water Cafe
Bronze Kiosk
Bower Power Auto Tech
Boyd Design
Bradcor Developments Pty Ltd
Brick & Stone Construction
Bromspec Motor Works
Bronze Kiosk
Brookvale Chinese Restaurant
Brookvale Freedom Motorcycles
Brookvale Mazda
Built Rite Const P/L
Bunnings Narrabeen
Buzzing Beans Cafe Pty Ltd T/A Buzz Stop Cafe
C1 Cafe Brasserie
Café Ibiza
Cafe Mosman
Cafe Sapori
Carline Mufflers Mt Drutt
Casa Di Nico
Castle Cove Cafe
Castle Hill Holden
CDA Engine Reconditioning
Cerebral Palsy Alliance
Chaos Cafe
Checkers Resort
Chelsea Tea House
CHIROSPORTS
Chrysalis Lifestyle Planning
CJE Constructions
Commodore Hotel
Cooh Pty Ltd
Corella Fine Foods
Corporate Travel Management Pty Ltd
Cromer Golf Club

Supporters

We would like to acknowledge the large number of supporting organisations that help in making the work NBBEN do possible.

Cromer Public School
Crookwell Constructions
Daltex Industries
Daniel Bekis Building and Carpentry
Debrich Custom Joinery
Dee Why Hotel - F&B
Design It Landscapes Pty. Limited
Dick Smith Powerhouse
Dick Smith Warriewood
DOC Master Pty Ltd
Drive Away Holidays
Duffield Constructions
East West Engineering
East West Flooring
Evan Vlatko Plumbing
Everest Construction Pty Ltd
Favro Constructions P/L
Ferrari Maserati Sydney
Flare Catering
Flavour Buds Pty Ltd
Flight Centre - Wahroonga
Fluid Building Services Pty. Limited
Food Tales
Forty Beans
G Brothers - Mercedes
G.R Hutton Plumbing
Garfish Restaurant - Manly
Gea Colby Pty Ltd
General Lawns
Geometric Manufacturing Pty Ltd
Giles Tyres & More
Giro Construction Group P/L
Go Systems Pty. Ltd
H2O Café / Restaurant
Hansen Engineering
Hardware & General
Heavenly Cakes
Honey Body Salon
Hotel Steyne Manly
Hugo's Manly
Innuku Electrical
Izumi Japanese Restaurant Pld
J. Jansen Horticulture
J.A.C. - Just Ask Craig
Jaycar Electronics
Jellyfish Café - Manly
JMR Building Contractors Pty Ltd
JoinBiz
K. A. Taylor Sheetmetal Engineering Pty. Limited
K.W. Armstrong Automotive
Kazbah Darling Harbour
Kellys Office Furniture
Kirribilli Village Cafe & Restaurant
La Provence Patisserie, Fine Food
Landscapes By Linton Pty. Ltd
Le Bread Corner Pty Ltd
Learning and Support, Northern Sydney Region
Lincraft - Dee Why
Linkaspace
LJ Hooker - Mona Vale
Lynleigh Electronics Pty Ltd
Made Contracting Pty Ltd
Maiolo Bathroom
Manly Boat & Kayak Centre
Manly Environment Centre
Manly Library

Supporters

We would like to acknowledge the large number of supporting organisations that help in making the work NBBEN do possible.

MANLY MUSICAL SOCIETY
Manly Phoenix Chinese Restaurant
Manly Wharf Hotel
Manly-Warringah Master Builders' Club
Marco Steel Pty Ltd
Marshall Building Pty Ltd
Master Builders Club
Matt Wilson Tiling
McConaghy Pty Ltd
McIntosh of Mosman
Mereshkar Trading
MGM Electrical
Michael Steedman Constructions
Miele Australia Pty Ltd
Milestones Catering Services
Miramare Gardens
Mosman Rowers
Mosman Toyota
Motorcycle Weaponry
Multisparx Electrical Pty Ltd
Naremburn Mediterranean Cuisine
Narraweena Public School
Nathan Gibson
Newport Arms Hotel
North Shore Computers - Narrabeen
North Shore Service Centre
Northbridge Golf Club
Northern Beaches Community College
Northern Beaches Constructions
Northside Broadcasting Co Operative (FM99.3)
Nu Mac Constructions
Oak Home Improvements
Officeworks Dee Why
Offis Pty Ltd
Onboard Industries Pty. Ltd
Oricon Developments Pty Ltd
Ormeggio at The Spit
Out of Africa Restaurant Pty Ltd
P & N O'Carroll Design & Construction Pty Ltd
Pacific Marine Pty Ltd
Palm Beach RSL
Palmers Chartered Accountants
Pandora Australia
Paul Candrick Construction
Peninsula 2 & 4WD
The Collaroy Centre
The Construction Connection Pty Ltd
The Grace Hotel Sydney
The Kitchen Nook
The Menzies Sydney
The Music Shed
The Oaks Hotel
The Right Builder
The Sebel Residence - Chatswood
The Sugar Mill / Misfit Shapes
Think Tank Creative
Topform
Tru Build Constructions
Uncle Petes Toys
Vatera Pty. Ltd.
Vibe Hotel - North Sydney
Vatera Pty. Ltd.
Vibe Hotel - North Sydney
Walker Automotive
Walsos Pty. Limited
Warringah Brake & Clutch
Whitewater Restaurant
Wildclove



Northern Beaches Business Education Network Inc

assisting young people to create a better future