

ANNUAL REPORT 2015



VICTORIAN CERTIFICATE OF APPLIED LEARNING



VOCATIONAL EDUCATION & TRAINING



SKILLS FOR EDUCATION & EMPLOYMENT



LANGUAGE, LITERACY & NUMERACY



COMMUNITY STRENGTHENING



SHORT COURSES



Wyndham
Community &
Education Centre Inc.
Improving lives - Strengthening communities



Acronyms

ACFE	Adult Community and Further Education
BSU	Business Services Unit
CCA	Community Colleges Australia
C&R	Compliance & Reporting
CoP	Community of Practice
CSU	Community Strengthening Unit
CVCAL	Community VCAL
DEECD	Department of Education and Early Childhood Development
DHS	Department of Human Services
DIAC	Department of Immigration and Citizenship
DoI	Department of Industry
DPCD	Department of Planning and Community Development
DPI	Department of Primary Industries
DSS	Department of Social Services
EAL	English as an Additional Language
HESG	Higher Education and Skills Group
JSA	Job Services Australia
LL&N	Language, Literacy & Numeracy
LfE	Learning for Employment
LLEN	Local Learning and Employment Network
OH&S	Occupational Health & Safety
RTO	Registered Training Organisation
SCH	Scheduled Contact Hour
SEE	Skills for Education & Employment
SGP	Settlement Grants Program
Tafe	Technical and Further Education
TSU	Training Services Unit
VCAL	Victorian Certificate of Applied Learning
VET	Vocational Education and Training
VTG	Victorian Training Guarantee
Wyndham CEC	Wyndham Community & Education Centre Inc.
WHN	Wyndham Humanitarian Network
WIN	Wyndham Interfaith Network



Contents

Board of Governance	2
Snapshot of Wyndham CEC	3
Staff in 2015	4
President's Report	5
CEO's Report	6
Education Manager's Report	9
VCAL-VET Manager's Report	11
Community Strengthening Manager's Report	14
Business Services Manager's Report	17
Neighbourhood House Report	19
Werribee Craft Festival Report	22



Board OF GOVERNANCE



Pauline Anderson
President



Margaret Campbell
Vice President



Margaret Mahoney
Secretary & Public
Officer



Ian Keeling
Treasurer



Elmo Perera
Board Member



Lesley Nallawalla
Board Member



Say Htoo Eh Moreo
Board Member





2015 SNAPSHOT

Across 21 venues in 2015

366 volunteer hrs a week

Winner: Learn Local Awards - Learn Local Legend

Open 86 hours per week for 49 weeks of the year

10 years of auspicing the WHN

On average 277 outreach hours a week

50 volunteers a week on average

Over 2,000 people use the centre in an average week

Over 100 casework clients per week and over 6,000 casework contacts in a year in CSU

7 Saffron venues in operation

Signatory to Racism. It Stops With Me campaign

Delivered 35,338 hours of pre-accredited training with over 1150 enrolments

Anne Mitchell Scholarship - Stephanie Zimic

Students from 87 countries speaking 70 languages

Finalist: Learn Local Awards for Diversity Innovation

Partnered with Federation University to deliver two Bachelor degrees



Staff 2015

Chief Executive Officer

Jennie Barrera

Managers

Business Services Manager	Fiona Bolton
Education Manager	John Sheen
Community Strengthening Manager	Kathy Brunton
VCAL-VET Training Manager	Teresa Vizintin

Coordinators & Administrators

Settlement Services	Craig Spicer
Finance	Geraldine de Souza
Short Course	Judy Bowman
LL&N	Lidia Pivato
VET	Lesley Nallawalla
Teacher CoP	Meg Cotter
Saffron	Pauline Ottaviani-Giamarco Andrew Lorenzo
Marketing & Technology	Wayne Chong
Compliance & Reporting	Kaye Bailey & Rachel Anderson

Community Strengthening

Settlement Workers	Say Htoo Eh Moero Mae Sie Win Ngun Bor Chin Rallian Rengthlang
Kitchen Attendants	Joanna Weeku Dalila Trochet Leah Smith Orathai Tiangbud Carol Achison-Mills Paul Scivilli Catering Staff
	Nora Simkin Ray Middleton Marie Dada Coliteen Domingo Liliana Giverrera Fatimeh Karimi

Business Services

Administration Assistants	Hsar Pweh Moo Hsar Jessica Bailey Kiandra Langdon
Facilities Caretaker	Joy Bell

Training Services

Education Practice Leader (EPL)	Christine Morris
LLN Administration	Graby Jovic

VCAL Officer	Jonathan Barrera
VCAL Administration	Kelly Attay Anthony Barrera

Teachers / Trainers

Farhana Ahmed	Tim Bailey	Pooja Bhola
Shane Bourke	Bronce Brown	Colin Brown
Dianne Burnell	Wayne Burrell	Meg Cam
Megan Cmiel	Suzanne D'Astol-Cowley	Heidi Faber
Susan Hall	Michael Haward	Judy Holmes
Asif Hussain	Ian Keeling	Kerrie Keeling
Marysia Kozak	Anne Lee-Brown	Frith Littleford
Richard Liu	Sam Mahoney	Jackie McGrath
Christopher Moxham	Rubina Parvez	Ines Pereyra
Camilo Perez	Vanja Petkovic	Karyn Pietrzak
Remo Pitisano	Paul Rawnlinson	Sandra Rodrigues
Shubhi Sharma	Fabiola Sierra-Cortes	Bernadette Smallwood
Phyllis Stewart	Peter Templeton	Susan Whitfield
Garry Wood	Sandy Wood	Joseph You
Kathy Zheng	Grabi Zibell	



President's REPORT

Wyndham Community and Education Centre Inc. had another busy year in 2015. One again we had growth to contend with while successfully delivering on our plan for the year.

The awarding of the two new railway kiosks was a major development for Saffron and a great challenge for all concerned. The board wishes to congratulate all involved in this project and thank them for their work to make it a going concern.

As always, the 2015 priorities of the Board included monitoring progress against our five-year Strategic Plan, annual Risk Plan, and, oversight of organisational policies and contracts. We are pleased to note that we have been very successful in reaching or surpassing most of the strategies in our strategic plan. This plan is entering its final year and we are embarking on the task of a new plan for the next 5 years.

I am pleased to report a surplus for 2015, a great achievement given the competitive education market we now operate in. It is gratifying to see the organisation deliver quality and affordable programs despite the challenging environment; always focused on the needs of the communities we serve.

The first full year of our PBI status is now complete and staff members report that they are very happy with the advantages that this has brought them. We are looking at ways to further increase the DGR status to full advantage across the organisation.

While meetings reduced between the Board and local Council in 2015, the senior staff, in particular Jennie Barrera, kept up a continual dialogue with Council, in particular in relation to building issues we continue to face. The Board continues to work closely with the management team and stakeholders to find a solution to this issue.

On behalf of the Board, I express my thanks to CEO, Jennie Barrera and her management team for their outstanding and innovative work throughout 2015. I also extend gratitude to all staff across business, community strengthening and training services for their work during the year and for their ongoing support and commitment to Wyndham CEC. Thanks also to our partners, stakeholders and supporters for your ongoing support and interest in Wyndham CEC which goes from strength to strength.

I extend my gratitude to all Board members for their work as members of the Association in 2015 and thank them for their support of me in my role as President.

Pauline Anderson

President, Board of Governance





CEO's REPORT

I am pleased to provide the following report on the 2015 year for Wyndham Community and Education Centre Incorporated (Wyndham CEC).

After the excitement of our 40th anniversary in 2014, the 2015 year was very much a business-as-usual-year where we continued to provide a range of quality services through our three service units: Training Services; Community Strengthening; and, Business Services.

On the following pages, you can read about the activities and achievements across all areas of the organisation. As you read, it will become clear just how exceptional the work being done at Wyndham CEC is and, how many people from our community are assisted over the course of a year.

Pleasingly, Wyndham CEC finished the 2015 year with a small financial surplus allowing us to re-invest in new 2016 programs and activities.

Despite recent patterns of constant change in the not-for-profit sector, Wyndham CEC had a relatively stable year in 2015, especially in relation to staff. We did however say goodbye to our dear Pauline OG who had been with us for 10 years. We thank her very much for her service to Wyndham CEC.

In 2014, we introduced an Exceptional Staff Performance Award. The inaugural award was won by EAL teacher, Christine Morris. In 2015, we were pleased to award Remo Pitano from our VCAL program who was nominated by two of his colleagues.

Some of the things said about Remo in the nominations included:

- ✱ *It is not often you meet a person with an incredible selfless desire to help people, not only in his teaching, but in his day to day proceedings and dealings with everyone around him.*
- ✱ *We have 5 key strategic objectives as an organisation. Remo doesn't only just meet every objective, he exceeds them. When students have the pleasure of being in Remo's classes, they are inspired to finish their education with us. This is evident in the amount of students that Remo has helped through VCAL Senior, as well as the fact that many of his past VCAL students have been inspired to continue their education in the Bachelor of Arts. There is no one better at showing why people in Wyndham should choose Wyndham CEC.*

Other achievements in 2015 included being a **finalist** in the Learn Local Awards in the Diversity Innovation category and a **Winner** of the Learn Local Legend award for our region.



CEO's REPORT

The commencement of the **BA@Wyndham** in 2015 in partnership with Federation University was a significant event in our calendar year. This innovative program extends educational options for young people to connect with higher education, delivered in partnership with a community service organisation. The program was launched by Treasurer and local State member Tim Pallas MP.

Saffron Kitchen social enterprise successfully tendered to operate the kiosks at the two new V/Line stations. This means that Saffron now operates from seven different locations; from humble beginnings, big things grow.



At the end of 2015, we reached the penultimate year of our five-year Strategic Plan. Significant work has been achieved across all strategic goals set by the Board back in 2011. We will achieve all current goals by the end of 2016, apart from realising a satisfactory solution to our ever-increasing infrastructure needs, despite significant work already undertaken. The new plan, 2017 – 2021 is already well underway!

Wyndham CEC continued to lead the activities of the Wyndham Humanitarian Network (WHN) and the Wyndham Interfaith Network (WIN) in 2015. Work through these networks contributes significantly to enhancing social cohesion across the wider Wyndham community and surrounding municipalities.

Wyndham CEC also continued to work collaboratively and in partnership with a number of key stakeholders during 2015 in order to enhance outcomes for our mutual communities. This includes the important role of staff on a number of external strategic networks and committees. I thank staff for their commitment and contribution to the networks that Wyndham CEC is represented on; often going above and beyond what their job requires of them. I acknowledge too, the importance of our partner stakeholders through delivery of such programs as: Skills for Education & Employment; Settlement Services; and, ACFE funded projects.



Special thanks to the Mein Family, Vertech Hume and Western Chances for the support they provide through access to scholarships for our students. These scholarships help to remove some of the barriers that students face in successfully accessing education, training and employment.

Finally, 2015 was a re-registration year for Wyndham CEC. I am pleased to say that we have had our registration as an RTO successfully granted for a further five years. Thank you to all staff involved in this process.

Every day, staff work with individuals from local communities in a myriad of ways meeting our vision of *Improving Lives and Strengthening Communities*. I thank all members of staff and the many volunteers who do this ongoing important work. Thank you to the management team for their critical work and for their support of me in my role.

Special thanks must be given to each member of the Board for their strong governance of Wyndham CEC. They continue to provide intelligent and thoughtful direction for the organisation in good times and challenging times.

Jennie Barrera

Chief Executive Officer



Education Manager's REPORT

Up front, I would like to thank the staff and volunteers of the Training Services Unit (TSU) for their continued hard work and support.

In 2015, TSU delivered training funded through the Victorian Training Guarantee (Victorian Department of Education & Training), the Skills for Education and Employment (SEE) Program (Commonwealth Department of Education & Training), Adult Community and Further Education (ACFE) and fee-for-service clients.

Whilst enrolments slightly decreased across programs compared to 2014, there were some real positives to come out of the year. Two key developments come to mind. Firstly, Wyndham CEC's reputation as a quality provider of language, literacy and numeracy programs led to the development of Toyota Boshoku and Toyota workplace programs that will continue in 2016. Secondly, growth of pre-accredited training across Wyndham, increased in Tarneit, Point Cook and Wyndham Vale.





Education Manager's REPORT

In 2015, Wyndham CEC delivered 35,338 hours of pre-accredited training and 174 students were enrolled in Language, Literacy & Numeracy programs. In the SEE program, student numbers fluctuated throughout the year, due to funding constraints and the implementation of new JobActive contracts, with the highest number being 166 in January.

A significant focus of the year was compliance, particularly the preparation for our VRQA re-registration, with the site visit occurring in mid-October. Wyndham CEC was able to achieve a successful outcome through a significant input of time and energy from staff across the organisation.

In 2015, TSU also continued to lead, or contribute to, a number of worthwhile projects including

- ✳ Teacher Community of Practice
- ✳ Family Learning Partnership Community of Practice
- ✳ Showcasing Teacher Innovation
- ✳ Growing Pre-accredited Research Project

Projects such as these continue to strengthen the delivery of Wyndham CEC's education and training programs.

The Training Services Unit also continued to work with the following networks during 2015:

- ✳ Learn for Employment consortium
- ✳ Community Colleges Australia (CCA)
- ✳ Compliance Community of Practice
- ✳ thinkWest Cluster
- ✳ Wyndham Schools Community Hub
- ✳ Wyndham Humanitarian Network's Employment & Training working group

Being part of these networks provides valuable opportunities to share information and ensure the Training Services Unit was keeping abreast of changes in education and training both at a local, state and national level.

Finally, as Education Manager, I would like to thank the Management team and the Board of Governance for their support throughout the year; our job is made significantly easier by the input made by staff and volunteers not just in Training Services but across the organisation.

John Sheen

Education Manager



VCAL-VET Manager's *REPORT*

VCAL

In January 2015, 67 young people commenced VCAL across the three levels: Foundation, Intermediate and Senior. We began the year with an Orientation Day where we gathered in the courtyard at Synnot Street, to get to know each other and to hear first-hand about the commitment and responsibility required in undertaking one's education in an adult learning environment. By the end of 2015, 82 young people had been re-engaged into a senior secondary program through our VCAL courses.

Throughout the year we also worked closely with our local schools through community VCAL (CVCAL), the Re-engage Wyndham Program and Pre-VCAL courses. Together, we successfully re-engaged 102 young people over the course of the 2015 year.

The 2015 teaching team comprised of eleven staff, complemented by 3 staff working in VCAL administration. I extend my gratitude to each and every one of the VCAL team, who work very hard to support and educate the young people who walk through our doors to achieve their educational goals. On behalf of the staff and students I thank our CEO, Jennie Barrera, for her ongoing support of our young people across all Wyndham CEC youth initiatives.

Our 2015 VCAL results consisted of: 99% (VET units completed) and 100% (VCAL units completed).

The quality of education and opportunities afforded students at Wyndham CEC through the various youth programs are evident through the participation and public recognition awarded in 2015. This includes:

- ★ Anne Mitchell Scholarship recipient for 2015 – Stephanie Zimic
- ★ Sandy Mein Scholarship recipients
- ★ Western Chances Scholarship recipients
- ★ Us Karen Scholarship recipients
- ★ Participation in The Cooking on a Budget program
- ★ The Fit2Drive program
- ★ Homelessness Project (Salvation Army)
- ★ Youth Digital Media Project (Federation University)
- ★ R U OK day
- ★ Anti Poverty Week
- ★ Vic Police consultations
- ★ Sikh Community Breakfast program





VCAL-VET Manager's REPORT

I extend gratitude to Charlotte, Sarah and Brett, Youth Workers from White Lion, who have extended their outreach youth services to support our youth by being present one day per week.

2015 saw the birth of the BA@Wyndham program in partnership with Federation University. The biggest success story of the cohorts was from a past Wyndham CEC Senior, Brigyta Van Harskamp, who received a commendation for her results with consistent HDs across all studied subjects. At the end of the year she applied to Monash to pathway into Japanese Cultural Studies and is currently on her way to making this happen.

On the 17th December 2015, staff and students together with their families and friends attended the VCAL Presentation Night where we celebrated the achievements of our young people over the year, especially those graduating with their senior level. We wish these students well as they begin new courses or employment opportunities in 2016.

VET

2015 was challenging year for Vocational Educational and Training (VET).

Heidi Faber resigned mid-way through the year and after a long and thorough search we found a very competent and experienced replacement in Shubhi Sharma.

Once again we ran three VET in School (VETiS) programs. The Certificate III Children's Services which commenced in 2014 had 16 students graduate with their Certificate III in Children's Services as part of their Year 12 studies. We also ran another Certificate III in Early Childhood Education and Care course for the Wyndham and Hobsons Bay clusters. These are both two year courses and will finish in 2016.

The first Diploma class to commence the new CHC50115 Diploma completed their course in September with additional students finishing in December. Wyndham CEC also started two new Diploma classes (in February and July) and three Certificate III classes to adult learners during 2015. Again many of our students went on to further study or straight into employment.

We continued to run professional development workshops for local childcare centres focussing on team work, supervision and other topics as requested, as well the TAELLN411A unit to staff and outside organisations to update Trainer and Assessors qualifications.

In the Business area, we delivered a Certificate III in Business Administration and completed a Certificate IV Training and Assessment that was started in 2014 and completed another.

Again there were many wonderful and inspirational stories throughout the year with many adults returning to study or gaining employment for the first time in some cases or after many years out of the work place. Again this year we have two VETiS students enrolled to study the Diploma of Early Childhood Education and Care.

We have had our first intake of students beginning the Bachelor of Early Education at Federation University.

I would like to thank all the trainers who work in the VET area and who have delivered the course throughout 2015. I thank everyone from the compliance and reporting team, management team, administration staff and marketing and promotions team for their help and support of the VET programs at Wyndham CEC.

Teresa Vizintin

VCAL-VET Manager

2015 VCAL results

99% (VET units completed) and 100% (VCAL units completed)





Community Strengthening Manager's *REPORT*

I am pleased to provide the 2015 Annual Report for the Community Strengthening Unit. Again, this was a very busy year for our Unit and provided new business opportunities and many pleasing results along with some challenges for our staff and volunteers. In 2015 we continued to strengthen and develop our existing relationships with partner organisations and form working relationships with new groups, communities and Government and community organisations.

In 2015 we were successful in gaining a new four year contract with the Department of Social Services for the provision of settlement services for eligible clients across Melton-Wyndham and Western Melbourne. This new contract has allowed us to expand our previous services in Wyndham and Hobsons Bay to encompass the areas of Melton, Brimbank and Maribyrnong. As such, we opened three new settlement offices in Melton, Sunshine and St Albans and employed two new settlement workers; Ngun Bor Chin and Rallian Rengthlang on a full time basis. The new offices are co-located with our education partners and we appreciate their ongoing support. In June 2015 we also completed the third year of our previous three year contract with the Department of Social Services (DSS) to provide settlement services under its Settlement Grants Program (SGP).

Throughout the year we provided case management services, community development programs and Youth Services to a very high level, exceeding all of our SGP targets and Key Performance Indicators (KPIs). These services also provide a significant contribution to the vision, mission and values of the Centre and to our Strategic Plan.

Our Men's and Women's Groups and Facilitated Playgroups have provided a social setting for learning and interaction, and these group sessions have been very well attended throughout the year. The annual Family Strengthening Camp and Youth Leadership Camp provided opportunities for learning in an external and social setting in the seaside village of Queenscliff and these camps have become a highlight of our programs for our families and young people. Our Unit continues to provide effective support and assistance to our staff, students, clients, volunteers and the wider community. Craig, Say Htoo, Mae Sie, Rallian and Ngun Bor have worked tirelessly to ensure our settlement services reflect the needs and wants of the community.

Throughout the year we partnered with many organizations to deliver many successful annual festivals and events such as: the Wyndham Multicultural Fiesta; Refugee Week Celebration; Wyndham Multifaith Dinner; White Ribbon Day event; Cultural Games event; The Good Lie movie night; Cultural Diversity Soccer Cup; and, Seniors Week event. Through the working groups of the Wyndham Humanitarian Network, Wyndham Interfaith Network, Hobsons Bay Settlement Network and other partnerships we have been able to provide these fabulous activities for the communities of the west to enjoy and benefit from the experience. I would like to take this opportunity to thank all of our valued sponsors, partners, staff and volunteers who make these events possible.



Our Saffron Kitchen social enterprise continued to provide café and catering services from its existing three café venues; Wayaperri House, Wyndham Vale Community Learning Centre (WVCLC) and Laverton Community Hub and our healthy school canteen service at Wyndham Park Primary School (WPPS). Joanna continued to lead the team at Wayaperri, Ray at Wyndham Vale Community Learning Centre and in October Marie Dada joined us at the Laverton Community Hub bringing a wealth of experience and expertise to the position. Nora Simkin left us in October to pursue her valuable community work. Dalila continued to lead the team of school volunteers at WPPS. In 2015 Saffron Kitchen expanded its services to include a new enterprise, providing canteen services at Our Lady of the Southern Cross Primary School. This canteen service is provided five days a week by the Saffron team at WVCLC.

Another exciting opportunity arose for Saffron in 2015 with our successful expression of interest to V/Line to open and run two kiosks at the new railway stations at Wyndham Vale and Tarneit. This new opportunity involved the fit out of the kiosk spaces, the purchase of new machines and the recruitment of four new staff members; Paul Sciulli and Liliana Guerrero at Wyndham Vale and Fatimah Karimi and Leah Smith at Tarneit. V/Line and their customers have been wonderfully supportive of our new kiosks and we appreciate their support and patronage.

In September, Pauline Ottaviani-Giammarco advised us that she was moving on from the Centre to work closer to home. It was sad to say goodbye to Pauline who had worked at the Centre in various roles for over ten years. We appreciate all of the great work Pauline has done at the Centre, especially with Saffron. Andrew Lorenzo joined the CSU team as the new Saffron Coordinator in November. Andrew has a wealth of experience in the hospitality field and will be a great asset to Saffron and the Centre.

With the support of Andrew, Joanna, Ray, Dalila and Marie, volunteers have extended their hospitality knowledge and experience by having the opportunity to work in commercial kitchens, learning to operate commercial machinery and develop their customer service skills. The commitment and dedication of our regular volunteers is highly valued and commended.

During 2015, CSU supervised two placement students in Settlement Services. Ellie Tha Eh completed her first placement for the Diploma of Community Services Work/Diploma of Community Development and Margarita Fierro-Hernandez completed her first placement for the Master in Applied Psychology (Community Psychology). It was a pleasure supervising these students who brought skills and knowledge to our Unit and actively participated in our programs and events.

During 2015, Settlement Services attracted the valuable services of ten volunteers on a regular basis who worked tirelessly to ensure the community garden is maintained, demonstrate their skills in weaving to school groups and at events and contribute to our community life at the Centre.

My gratitude is proffered to the CSU staff for their hard work and commitment to our Unit and the Centre. I am often very humbled by the knowledge and dedication of our staff and volunteers and I would like to take this opportunity to thank each and every one of them for their outstanding work in 2015 as we continue to strengthen the lives of many people throughout Wyndham and Western Melbourne.

Kathy Brunton

Community Strengthening Manager





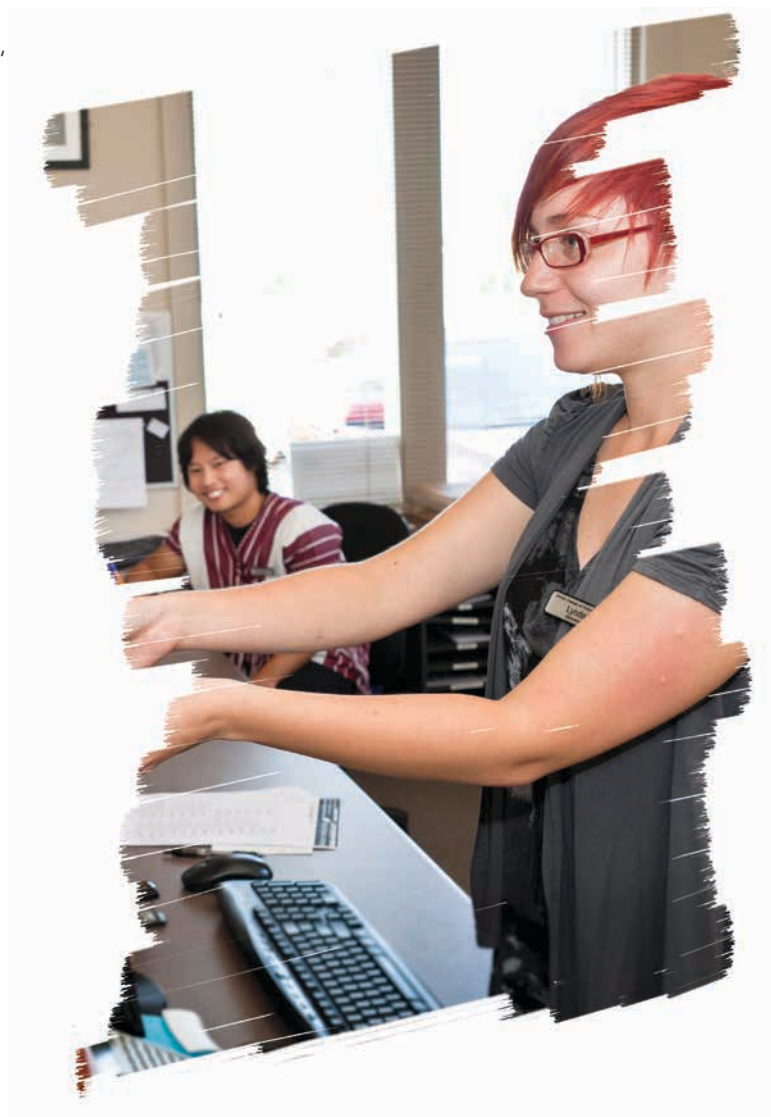
Business Services Manager's REPORT

As Wyndham CEC grows, so do the services required and, the Business Services team continue to do an incredible job, rising to the challenges thrown at them. In 2015, staff changes, salary packaging, upgrading facilities, increased finance processing, audits, IT upgrades, car purchase, staff wellbeing, marketing, volunteers, HR, Administration and reception are just some of the services delivered by the small but hard working and dedicated team within Business Services.

Administration experienced a few staff changes over the year. A part-time Admin Assistant, Kiandra Langdon joined Hsar Pweh and Jessica in Reception until December. We thank her for her hard work and wish her well in future endeavours.

Reception had a new look when all Administration staff were given business shirts and cardigans or vests with our logo. The dark coloured tops are the perfect backdrop to highlight our colourful Wyndham CEC "W" logo. Also, new wireless phone headsets were purchased so that phone calls can be answered anywhere in the building if reception staff need to attend to other tasks away from their desks.

With the volume of finance transactions increasing in all areas of the organisation, especially Saffron Kitchen, Finance received much needed assistance. Three people received training in MYOB to enable them to assist in Finance: Gaby Jovic, who also works in Training's SEE program, joined Finance one day a week; and, Pauline and Dalila Trochet, from Saffron Kitchen, processed Saffron Kitchen's accounts payables and receivables. From November, with both Pauline and Dalila no longer available to process the Saffron finances, Gabi took on a bigger role in this area.



Salary packaging for staff commenced in January and while this has increased the time in processing pays, the benefits to staff and Wyndham CEC has been quite significant.

Volunteers and work-placement students form the core of any not-for-profit organisation, and Wyndham CEC took the opportunity to recognise and thank our wonderful volunteers for their time and effort during Volunteer Week in May. A sumptuous Morning Tea, catered by Saffron Kitchen, was organised for over 25 volunteers from across the various units in the organisation. The event was held at Wayaperri House on May 15 and Certificates of Appreciation and Volunteer Week lapel pins were presented to all volunteers including members of our Board of Governance.

Several staff social gatherings were organised throughout the year as part of our Staff Wellbeing Program. To kick-off the New Year and welcome staff back to work on the first day, a breakfast get-together was held at a local café in Werribee CBD. This social event gives staff an opportunity to catch-up with each other before heading back to the office to begin a fresh new work year.

In February and October, while the weather was pleasantly warm, "Drinks and Nibbles" get-togethers were held for staff.



Business Services Manager's REPORT

At the beginning of Semester two, over 40 staff attended our annual "Happy Birthday" High Tea on July 24, at a nearby local café. The celebration saw the largest number of staff attending with several significant birthdays recognised.

The year closed with our annual year-end party held at Wayaperri House on December 15. However, instead of a luncheon, Saffron Kitchen catered a High Tea with several delicious sweet and savoury treats. Over 50 staff attended the event which included a Kris Kringle and a visit from Santa Claus. Staff were also presented with a gift card to thank them for all their hard work in 2015.

2015 saw an upward drive with marketing via social media; we had an almost 30% increase in page likes via the popular social media platform Facebook with posts reaching almost 14,000 users throughout 2015.

Joy Bell retired in July after nine years as an employee as well as many years as a volunteer. We thank Joy for her years of service to Wyndham CEC and wish her well in her retirement. We made the decision to engage contractors for gardening, maintenance and cleaning, and Hsar Pweh has taken on additional responsibilities in this area.

Upgrading of the Synnot Street facility continued. The wall between rooms 1 & 2 was pulled down and the room refurbished to create a large computer lab which houses 22 computers. A wall was installed in the Mitchell Room to create a passageway giving access from the reception area to the rear of the building. The children's toilets were gutted and refurbished to create an interview room; artificial grass was installed in the front yard; a side security gate was installed; and, security cameras were installed throughout the building. A planning permit was obtained to build new toilets; this will occur in 2016.

Changes were also made at the main office with the stationery store being converted into an office which now houses IT. The old IT office was refurbished and made into a teacher's office creating five additional stations for teachers. Other facility works were reverse cycle air conditions installed in the offices at Jellicoe Street and the fit out of Saffron Kiosks at Wyndham Vale and Tarneit stations.

A great asset to Wyndham CEC was the purchase of a station wagon for staff use. This has been especially useful for Saffron to deliver catering.

Wyndham CEC's growing IT needs in both training and staff use was a catalyst for a full network upgrade at our 4 Synnot St site. All networking cable at this location had become redundant by today's standards, and had not been upgraded in almost two decades. Upgrades included moving to CAT 6 cabling for increased bandwidth and an increased amount of main network endpoints.

Upgrades to the network at our 4 Synnot St site allowed us to complete trials for student logons which will give students even more IT resources while they learn. Students are allocated free access to Microsoft Office 365 and Google apps, all of which are available in the classroom and at home.

To meet increased IT needs for classes, 12 computers were upgraded in room 1. Once rooms 1 & 2 renovation work was complete, an extra 10 computers were added to this now larger computer room to cater to more students. We moved 18 laptops to Toyota to ensure adequate IT resources for the program being run from there. We also added an extra 38 new student laptops; 18 for our Wayaperri House site, and, 20 as a learning resource for classes being run at Wyndham Park Primary School.

I would like to thank all the Business Services staff for their dedication and hard work in supporting Wyndham CEC in 2015.

Fiona Bolton

Business Services Manager



Neighbourhood House REPORT



As part of the Neighbourhood House Coordination Program, Wyndham Community and Education Centre Inc. was funded for 20 hours per week in 2015.

Within these 20 hours, Wyndham CEC provided an average of 600 hours a week of program sessions and activities over 49 weeks of the year, as well as a further 180 hours a week of community development planning and delivery.

In any given week during 2015, Wyndham CEC was open for 86 hours and also provided over 200 hours of outreach activities. An astonishing 2000 people used Wyndham CEC in an average week including over 900 who participated in programmed activities.

In 2015, Wyndham CEC worked in partnership with over 60 organisations and agencies on a regular basis including assisting 20 different community groups who regularly used Wyndham CEC in an average month. All of these events, activities and groups provide opportunities for members of the community to get involved, learn new

skills, meet new people and engage with Wyndham CEC.





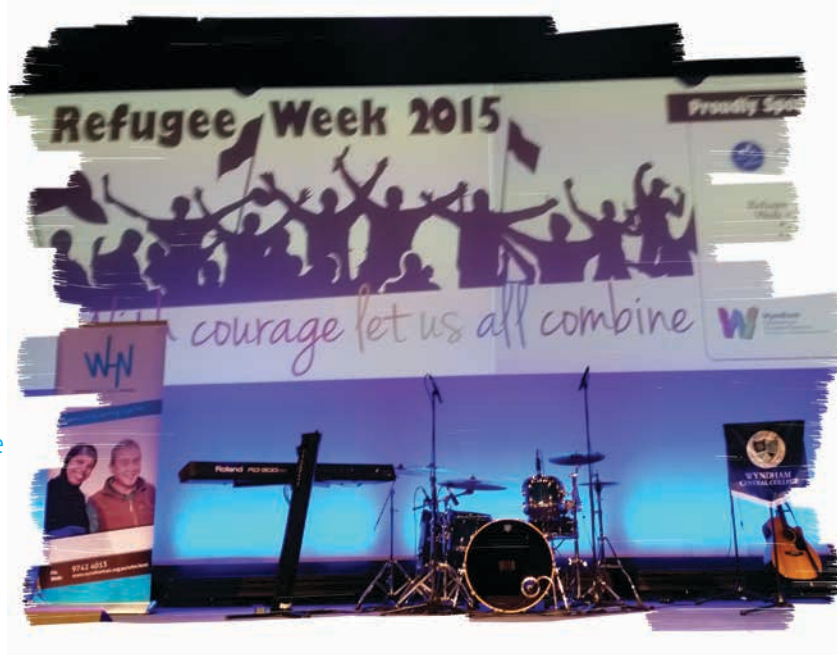
Neighbourhood House REPORT

These are incredible statistics which reinforce Wyndham CEC's community engagement capability and broad-reach.

Staff at Wyndham CEC also contribute actively through representation at many local community events and through participation on local and state-wide networks.

The 2015 year included a significant number of events and Neighbourhood House activities organised by Wyndham CEC. These key calendar events celebrate our cultural, religious and linguistic diversity. In 2015, they included:

- ✱ Cultural Diversity Week incorporating Harmony Day, the annual Cultural Diversity Cup, Multicultural Fiesta and Harmony Day lunch at Saffron.
- ✱ Neighbourhood House Week / Volunteer Week celebrations in May including a special morning tea for our very generous volunteers.
- ✱ In June we celebrated Refugee Week with over 400 attending a local event of activities and performances which included some of our local schools. We also hosted a special Refugee Week screening of the movie, *The Good Lie*.
- ✱ September was Adult Learner's Week and training services unit staff organised lots of activities to celebrate the week.
- ✱ An important community White Ribbon Day event was held at Wayaperri House in November.
- ✱ The annual Multifaith Dinner was again a huge success in late November.
- ✱ The annual Christmas Market Festival capped off the year in December.



Along with the above events, Wyndham CEC continued its important work coordinating the Wyndham Humanitarian Network and the Wyndham Interfaith Network. These networks make an important contribution, across Wyndham, to community harmony and inclusion and are instrumental in promoting positive relationships between different groups within our community.

The Sikh community continued to provide a breakfast program for our VCAL students and Youth programs – we thank them for their continued generosity and support.



Neighbourhood House REPORT

Several other support and self-help groups operated during 2015 including the women's weaving group, the refugee men's group, Communities of Burma & India Playgroups, AA, Walking Group, Cancer Support Groups, Asylum Seeker working group; Craft Festival Committee and a range of religious & faith groups.

Many complementary services were also on offer in 2015: Tax Help; Patronato Acli; JP Service; Legal Outreach services; Broadband for Seniors; and community gardens.

Thank you to all staff across the organisation involved in Neighbourhood House activities.





Werribee Craft Festival REPORT



The Werribee craft festival was held on the 7th and 8th of November 2015 at the Wyndham City Civic Centre.

The 2015 Werribee Craft Festival Committee did a fantastic job organizing the festival to make it a very successful event.

The Festival was opened at 9am with a ribbon cutting ceremony by James Antonio from YPA Real Estate agents Werribee.

With Thousands of locals and non locals through our doors over the 2 days, the festival came alive and was a great weekend for customers and stallholders alike.

With 80 quality handmade stalls everyone was very impressed with the variety and high quality of the goods for sale.

Colorful balloons bobbing up and down through the rows on the arms of children and characters and clowns wandering around all weekend added to the family atmosphere.

The children could also try some craft for themselves with activities while mum and dad could relax with a Devonshire tea before discovering all the wonderful crafts on sale.

A few new ideas introduced to the festival made it easier for customers to buy more than maybe expected with the introduction of a mobile teller machine at the event that was used extremely well.

Upgraded signage and some very generous sponsors brought our advertising to more people throughout Wyndham and surrounds. We also had

many visitors to the area that weren't locals, which was very refreshing hearing their feedback of it being a great festival and that they would return for the next one.

Overall, a most successful weekend for everyone, many thanks to my wonderful committee and all our lovely sponsors.

Debbie Ross

Chairperson
Werribee Craft Festival Committee





Wyndham CEC

would like to thank the following funding bodies and sponsors

Australian Government

Department of Education and Training

Department of Social Services

State Government of Victoria

Department of Education and Early Childhood Development / Department of Education and Training

Department of Human Services

Department of Health

Department of Health and Human Services

Department of Economic Development, Jobs, Transport and Resources

Department of Justice and Regulation

The Office of Multicultural Affairs and Citizenship

The Victorian Multicultural Commission

City West Water

Parks Victoria

Local Government

Wyndham City

Hobsons Bay City Council

Other

Bunnings, Werribee and Hoppers Crossing

Western Chances Scholarship Fund

Stocklands Community Fund

Sandy Mein Scholarship Fund

Vertech Hume

Bendigo Bank

Maurice Blackburn Lawyers

CDC Victoria

Wynbay LLEN

Sikh Community

AMES Australia

Wyndham Park Primary School

Federation University Australia

Wyndham Business & Tourism Association

Lions Club of Werribee

Laverton Youth Foundation

The Brook on Sneydes

Manor Lakes Community Fund

*Wyndham CEC would like to thank
the following for their support in 2014*



An Australian Government Initiative



Wyndham community and Education Centre Inc.
acknowledges the support of the Victorian Government



CONTACT INFORMATION

3 Princes Highway,
Werribee VIC 3030

P. (03) 9742 4013

F. (03) 9749 8400

E. enquiries@wyndhamcec.org.au



VOCATIONAL EDUCATION & TRAINING



LANGUAGE, LITERACY & NUMERACY



SHORT COURSES



For more information visit

www.wyndhamcec.org.au

Like us on Facebook

www.facebook.com/wyndhamcec.org.au

Follow us on Twitter

www.twitter.com/wyndhamCEC

