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## ANNUAL REPORT

# Living & Learning Pakenham Inc.

Incorporation No. A0019009A | 6B Henry Street, Pakenham 3810 | ABN 26237128770



# Our Vision & Mission

## VISION

A healthy and connected community that thrives on a foundation of justice, equality and social inclusion.

## MISSION

- Alleviate disadvantage within 'at risk' communities.
  - Proactively respond to identified need, by designing and implementing projects and programs that deliver skills and resources to enable full and effective participation in society.
  - To empower the marginalised and vulnerable in our community by providing highest quality education, support, employability skills and community connection.
  - Be the preeminent provider in Cardinia Shire of services enabling participation regardless of cultural, socio-economic status or educational background.
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# 01

## Chairperson's Statement

During the year Amy Gregorovitch resigned due to pressures of study and Joshua Chikuse resigned as a result of a relocation of his work place. Prachi Benewal joined the Board in December.

The main event of 2020 was, of course, the Covid 19 pandemic which meant that the LLP building was closed for most of the year and the organization had to adjust quickly or experience significant dislocation. LLP lost about a third of its revenue overnight and without the Jobkeeper program would have faced enormous difficulties. LLP was able to adapt to the instability resulting from the periodic relaxing and tightening of restrictions over most of the year. These events and the continuing uncertainty posed enormous problems of adjustment for the staff and clients of the organization.

Our mission is to alleviate disadvantage within 'at risk' communities and respond to identified need. We do this by designing and implementing projects and programs that deliver skills and resources which enable full and effective participation in society.

By any measure the performance of the CEO, the staff and the volunteers have been outstanding in continuing to pursue these directions under the trying conditions of 2020. The achievements of 2020 include the transformation from being a physical organization to a virtual one using MS Teams, with great progress being made in the move to a paperless structure using a common approach across all activities. Teaching was able to move to an online format within a very short time frame. This transformation could not have been achieved without the expertise and determination of all members of staff and the volunteers. Another major adjustment was a greater emphasis on projects with 11 major projects being commenced in 2020.

The Board also was able to move to an online format and continued to update policies and monitor the activities of LLP remotely. A range of Plans and Policies was either developed or modified during 2020 including a Corona Virus Action and Business Continuity Plan and policies on Pandemic Crisis Responses as well as modification of the Bylaws and extensive Scenario modelling developed by the CEO. LLP provided assistance to other Local Learning entities as they struggled with the evolving situation.

The Board met with local MP Jordan Crugnale and the CEO met with the Cardinia Shire CEO, in conjunction with some Board members, to discuss the proposed Multi Cultural Centre. Given the difficulties of 2020 it is perhaps surprising that the financial position of LLP continued to improve with Total Equity rising to \$248K compared to \$106K at the end of 2019. The Job  
Government support were of enormous assistance to LLP during



**DR IAN FRASER**

Living & Learning Pakenham Inc. Chairperson

# Our Values

## RESPECT

- We approach everything we do with integrity and respect for the dignity of each individual.

## SOCIAL JUSTICE

- We recognise and support the rights of all community members to participate fully in society.

## INCLUSION

- We prioritise culturally safe and inclusive practices.

## DIVERSITY

- We celebrate difference and acknowledge all community members as equals.

## EQUITY

- We acknowledge systemic discrimination exists and support equal access.
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# 02

# Financial Review

## 2020

As at 31 December 2020 LLP posted a positive financial result of \$142,289.



# Income & Expenses



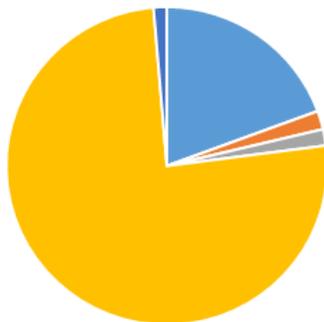
## INCOME

Due to the COVID-19 pandemic the 2020 finances were significantly impacted. Income from Jobkeeper and Small Business Cashflow Incentive was 38% of the total income of \$842,051. ACFE Preaccredited hours totalled 23%. There was a significant drop in room rental income from 23.5% in 2019 to 5% in the 2020 financial year.

## EXPENSES

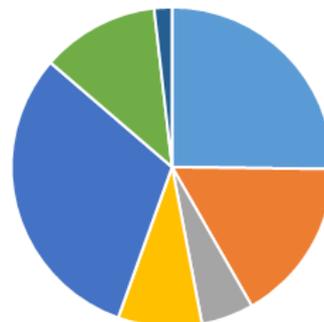
There was no significant to change to expenses with Payroll expenses making up 69% of total expenses.

EXPENSES \$699,762



■ Administration    ■ Depreciation    ■ Contract Labour  
■ Employee Expenses    ■ Projects

INCOME \$842,051



■ ACFE Grants    ■ Neighbourhood House Grants    ■ Room Rental    ■ Cashflow boost    ■ Jobkeeper    ■ Projects    ■ Other Income

# Funding Acknowledgements

One factor that remains steady from year to year, is our appreciation for the assistance and recurrent funding that we receive from the Cardinia Shire Council, Adult Community & Further Education Board (ACFE) and the Department of Health & Human Services, which allows us to continue to grow and develop the programs and services that we offer to the community.



\$49,398



\$212,282



\$101,949

# Audited Financial Report



## Living & Learning Pakenham Inc.

ABN: 26 237 128 770

### Financial Statements

For the Year Ended 31 December 2020

## LDAssurance

CHARTERED ACCOUNTANTS

LDAssurance Pty Ltd  
Level 6, 330 Collins Street  
Melbourne Victoria 3000  
TELEPHONE +61 3 9688 2090  
www.ldassurance.com.au  
ABN 89 148 147 202

### LEAD AUDITOR'S INDEPENDENCE DECLARATION UNDER SUBDIVISION 60-C OF THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFIT COMMISSION ACT 2012

To the Board of Living & Learning Pakenham Inc.:

I declare that, to the best of my knowledge and belief, in relation to the audit for the year ended 31 December 2020 there have been:

- (i) no contraventions of the auditor independence requirements as set out in the *Australian Charities and Not-For-Profit Commission Act 2012* in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

LDAssurance  
Chartered Accountants

Stephen O'Kane  
Partner

Dated this 9<sup>th</sup> day of April 2021  
330 Collins Street, Melbourne.

# 04

## CEO's Statement

At the end of last year writing a message to staff I included the following: “I look forward to what 2020 brings and know that a large portion of what we do will be guided by events unforeseen, and new directions and journeys that the world and our sector will take us on. Our job as an organisation will be to ensure that we are prepared for these challenges.” I didn’t know at the time just how extraordinary and challenging 2020 would turn out to be!

As an organisation we have come together, met the challenges head on, and kept our focus squarely where it needs to be, on delivering sustainable and impactful programs and services for the at-risk people we support and empower. This year has been one of milestones and challenges, a year where our perseverance and resilience has been stretched and tested. We believe we have become stronger, with an even deeper understanding of our communities and support of our staff and volunteers who has sustained us throughout our 31-year history, and especially during 2020.

Our predominant focus during the year was responding to the COVID-19 pandemic and ensuring we were still relevant to the Cardinia community. Once we became fully aware of the impact that COVID-19 was to have on our centre, we implemented a COVID-19 response team and plans were developed and put into action to ensure the health and safety and well-being of our team, centre users and communities, as well as, the continuity of our business operations. Once we were forced into lock-down our people-focused initiatives kicked in, we packed up our offices and started working from home and moved our work platforms to a virtual space. Zoom became the new classroom, MS Teams became the new staff room, YouTube became the new exercise instructor and Facebook & WhatsApp became the new way we communicated with our communities.

This also became a time where we could look internally at our processes and start implementing initiatives to become a more efficient, streamlined and paperless organisation. The Board and staff took the challenge on with enthusiasm and professionalism and embraced the massive learning curve we were about to complete. I often say that you learn a lot about people during a crisis, in this sense, I am immensely proud of the entire Living & Learning team and how they collectively responded to the COVID-19 challenge.

Even though the year was full of uncertainty, the Government incentives and Job-keeper kept all our staff employed at their current levels and a boost to our cash flow reserves to ensure we can sustain an uncertain future as we explore additional sources of income.



**MIRIAM CADWALLADER**

Living & Learning Pakenham Inc. CEO