

# LIVING LEARNING PAKENHAM INC.

30<sup>th</sup> Annual Report 2017



6B HENRY STREET PAKENHAM 3810

[www.livinglearning.org.au](http://www.livinglearning.org.au)

Incorporation No. A0019009A

ABN. 26 237 128 770

RTO 3913

Adult Community and Further Education 3003



# OUR VALUES

## **Trust**

*Mutual trust is the hallmark of all of our work*

## **Respect**

*All stakeholders at our centre will display respect at all levels*

## **Passion**

*Commitment and enthusiasm is exemplified in all our operations*

## **Compassion**

*Empathy and care will underpin all our work*

# OUR CORE purpose

**Provision** of best practice educational courses across a range of areas

**Delivery** of a range of services to the community including newly arrived Australians which will enable them to access employment and achieve high levels of social connectedness

**Promotion** of multi-culturalism at its best

**Facilitation** of community based projects that foster wellness and social connectedness





# WHAT WE DO

Living Learning Pakenham Inc provides a wide range of programs, projects and services to enhance the economic participation and health and wellbeing opportunities for residents throughout the Cardinia Shire.



As a **'Learn Local' Community College**, we provide quality training, education and skill development for individuals, and the community in a caring supportive flexible environment which contributes to the economic development and wellbeing of the individual and the community.

Through **Neighbourhood House** services we support and facilitate community development programs and activities for the whole community. We promote participation and inclusion in a caring, supportive environment contributing to the social, cultural development and wellbeing of individuals and the community.



Through **information,  
referral and support**

we reduce disadvantage,  
providing services that  
contribute to the social  
development and wellbeing of  
individuals and the community.



As **managers of a  
council building,** we  
maintain community space and  
ensure maximum usage of  
shared space by community  
members.

# STRATEGIC DIRECTION



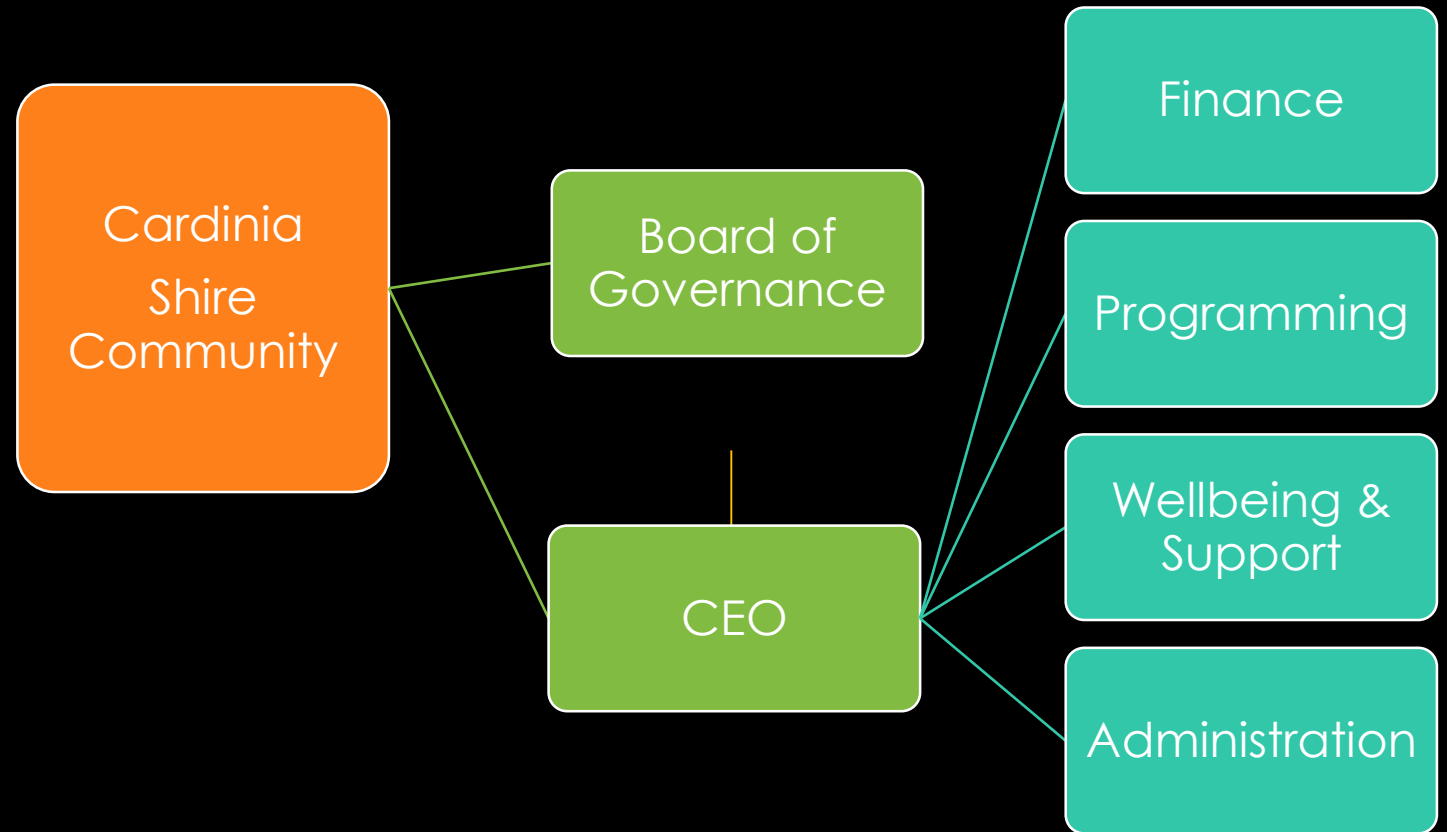
create a  
connected  
community

create and  
attract  
programs that  
work

ensure our  
physical  
space reflects  
LLP values  
and goals

ensure  
financial  
sustainability

# ORGANISATION CHART





# FUNDING ACKNOWLEDGMENTS

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.



\$36,850



\$114,608



\$87,459

# FROM THE CHAIR

During 2017 long serving member John Anderson resigned from the Living Learning Pakenham (LLP) Board. A Letter of Appreciation was provided to him. Dr Marian Matic and Ko-Chen Wu joined the Board during the year.

The Board spent some time on governance issues including developing a three year strategic plan and a yearly action plan both of which are subject to review on a regular basis. All Board members completed the Board Skills matrix which has proved very helpful in identifying strengths and gaps in capabilities.

As the organisation relinquished its RTO status the focus shifted to further developing relationships with partners such as Merinda Park Learning and Community Centre Inc. and Chisolm Institute which have RTO status and to delivering more programs in pre accredited programs which do not require RTO status and which are probably better suited to the demographic profile of Pakenham. Relationships were also further developed with Cardinia Shire & the Department of Justice.

Marketing and Communications on line became much more significant in promoting LLP with most paper based activities being terminated resulting in significant cost savings as well as improved monitoring of impact. A presentation package was developed for use in public presentations.

- The first AGM in 1990 revenue was reported at \$13,000
- By 2000 it had grown to \$234,000
- In 2010 revenue was \$432,000
- In 2017 it has grown to \$613,000

A new area of activity in creating pathways to employment for LLP clients was explored and several reviews of policies were completed in 2017.

The Board participated in a number of successful public events including the Pakenham Show, Harmony Day, Refugee Day and the launch of the Art Exhibition "The Changing Faces of Pakenham."

The financial outcome for 2017 was a surplus of about \$14K and a significant reduction in debt levels. An ongoing issue with an inaccurate asset register and a consequent problem with accumulated depreciation in the Balance Sheet which led to a qualified Audit Report in 2016, were finally resolved.

The CEO, Miriam and Finance Officer, Sheryl are to be congratulated for their efforts in improving the financial performance of LLP.

*Dr Ian Fraser*

**Neighbourhood Houses  
respond to local community needs**



# FROM THE CEO

The benefit of writing an annual report is that it allows time for reflection on what has been achieved throughout the year and what challenges Living Learning Pakenham has faced. LLP is a vibrant and positive community organisation which is well supported by a great team of staff, trainers, volunteers and board members.

I do believe that because of what we do and how effectively we do it, we really do make a difference in our community. The community is always changing and evolving and we need to do the same. Each day there is a new challenge, a new opportunity or a new learner who needs help and this is what keeps us all going. As our community changes we need to stay in touch with those changes and we need to be able to seamlessly change with our community. It is our role to assist our community to make positive changes to their lives, this will not only affect our learners but it will trickle through to their families and their local communities.

Building and maintaining relationships has become such an important part of my role. Not just within our organisation but also with other community organisations, our major funders the Cardinia Shire Council, Adult Community Further Education Board and staff, Department of Health and Human Services and all of our other project funders who come from a range of different areas. Without the funds that these agencies give to our organisation we would not be able to continue.

Over the year LLP has become more financially stable and is well on its way to building a solid foundation for us to continue to grow.



Sustainability for the future is an important part in forming our direction and we are now exploring options to ensure that we are a viable entity. This will be through the building of long and lasting partnerships with other organisations and working collaboratively with other Neighbourhood Houses and Learning Centres in the Cardinia Shire and surrounding areas.

I would like to say thankyou, to our Board of Governance who have been busy this year and they too have achieved so much. A special thankyou to our Chairperson Ian Fraser who does an amazing job and supports myself so much.

Staff and volunteers at Living & Learning are without a doubt the most extraordinary bunch of individuals who go above and beyond the call of duty everyday. I thank them sincerely for their hard work and commitment this year. We are a close knit team and work so well together and like any family we have our ups and downs but in the end we can all sit down and just get on with it. There are always lots of ups and downs through the year but together we achieve some amazing outcomes. Well done to my team and thank you for your hard work and commitment to our learners and everyone who walks through our door.

We can now look to the new year and implementation of a number of new programs and other programs to fill the gaps in service delivery, that have been identified by our communities.

Finally thank you to all our funders and our volunteers without whom we would not survive. You help us all through each day and the learners really do enjoy the things you bring to each group that you work with. Lastly a very warm heart felt thankyou to the Cardinia Shire community for your support for the Centre. Without you we would not be here. We look forward to working with and serving the community for many years to come.

*Miriam Cadwallader*

# LEARN LOCAL COMMUNITY COLLEGE

**Living Learning Pakenham** has always been responsive and proactive in addressing change, which is demonstrated in the array of quality programs offered. Despite being a transitional year for the organisation as it adapted to the change in RTO status, we still experienced high levels of enrolments and participation across all areas of our educational offerings.

Partnership arrangements with **Merinda Park Learning and Community Centre** and **Chisholm Institute** to continue to offer accredited training programs in English as an Additional Language, Aged Care and Disability training, Education Support and Early Childhood Education and Care, Food Safety and First Aid.

Our centre continued to offer an array of other **pre-accredited programs**, including English language, and computers as well as another new partnership arrangement with the Justice Department, developing visual art skills for individuals on a community service order, in the form of paintings, cards and paper flowers, all of which are donated to other organisations and charities. Each of these programs embeds employability skills and improves the employment prospects of individuals.



## PRE-ACCREDITED PROGRAMS

**Pre-Accredited** training now forms the bulk of all our educational programs, with approximately 13,500 hours of training delivered in 2017, equivalent to \$110,000 in funding.

**English Language Programs** attract the largest number of participants from a diverse array of cultural backgrounds. This includes people from Sudan, Syria, China and Sri Lanka, all whom integrate wholeheartedly with each other and our wider Living Learning Pakenham community.

**Computer courses** also form an important part of our program offering from Introduction to Computers to more specialised training in Microsoft products such as Word, Excel, PowerPoint and Outlook. We have been able to help individuals develop their digital literacy skills to enable them to improve their employment prospects, engage them in further education and retrain following a workplace accident.



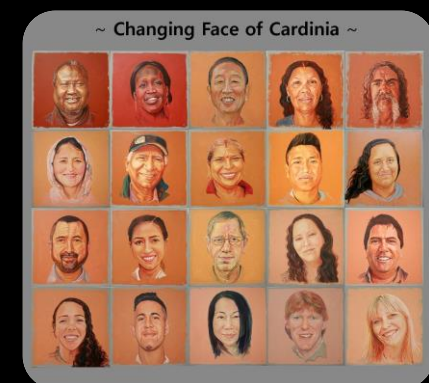


# NEIGHBOURHOOD HOUSE

Living Learning offers an array of **lifestyle & general interest programs**, including Painting, Functional and Fun Fitness, Pilates, Photography and Tai Chi.

**Painting** with Janine goes from strength to strength each year, with enrolments continually increasing. Each year Living Learning hosts an art exhibition where our own students are encouraged to enter and sell their work. Janine, herself a successful local artist was able to exhibit her latest work "The Changing Faces of Cardinia" in which she painted portraits of a number of our own students and volunteers.

**Functional and Fun Fitness** with the effervescent Sandra is also another very popular class, as she takes her students through their paces each Thursday morning... culminating in a well earned morning tea!





# Events

These Events provide Living Learning and our students with the opportunity to show case our Centre and what we do well – multiculturalism, further education and training and community support.



**Pakenham Show**



**Refugee Day**



**Graduation**



**Refugee  
Welcome Zone  
Scroll Signing**



**RSL Justice Presentation**



**Harmony Day**



**Say NO To Violence Day**

# INFORMATION REFERRAL & SUPPORT

## A Time of Renewal

With Living Learning Pakenham experiencing several internal changes over time it felt fitting to give the centre a **'facelift'** to better reflect the culture of our community centre today. Working in with the existing colours of the kitchen cabinets, a rich range of colour and texture was added to our shared spaces by way of paint, artwork and soft furnishings. The beautiful mosaic artworks produced by our 'Work For the Dole' participants and EAL students were framed, mounted and hung by one of our volunteers, and original artworks were created and donated by employees, students and friends of LLP. Additional decorative pieces and furniture were local op shop finds, hard rubbish collection rescues, community donations and Ebay purchases – all coming together to create an **eclectic characterful atmosphere**.

Other **well-being activities** included a community art project produced in the art studio by our art group participants and members of the general public on Pakenham Show Day, a free **Winter clothes rack** was set up with donations of clothing and shoes warmly welcomed by our EAL students, and a manikin donated to display handmade scarfs lovingly created and donated by a community member.

**Counselling and information and referrals** continued to be offered to our students free of charge and affordable counselling offered to members of the general public. Family support with domestic violence, information and assistance with Centrelink and Citizenship applications and youth support of VCAL students were the predominant wellbeing issues of the year.

Our students (particularly those from culturally and linguistically diverse communities) **are well supported** in our classrooms by a **dedicated team of volunteers** who act as personal learning partners to assist those with varying levels of literacy and numeracy. Both our trainers and our students benefit greatly from their ongoing support - with volunteers acting as additional student advocates, openly communicating any concerns they have for our student's well-being and further extending our **holistic care model of service delivery**.

Living Learning Pakenham Inc is known for **celebrating diversity**, but sometimes we just like to celebrate! Refugee day saw all our different groups from our painters, EAL students, Youth groups, to our Men's Shed come together to perform, tell stories of their journey to Australia and showcase their home country, dress up in their cultural costumes and share cultural dishes.

**VOLUNTEERS**  
**a gift to & the heart of the community!**

*an average week at LLP...*

- *40 volunteers give 162 hours of their time to the centre each week*
- *529 people accessed/used the Centre each week*
- *323 people participated in LLP programs/courses each week*
- *There were 9 students on placement, gaining valuable experience, each week*



# COMMUNITY SPACE

As **managers of a council building**, we maintain community space and ensure maximum usage of shared space by community members. LLP Room Hire was very successful in 2017 with a gross income of \$174,664. A variety of organisations and community groups utilise the centre.

**Training Providers** included; Edu Kingdom, Chilsholm Institute, Merinda Park Community Learning Centre, Karingal Training, Dingley Village Neighbourhood House, Community House Network, Department of Education and Training and ACFE – Learn Local, AAA Access, AGB Geelong, YMCA Training, Coonara and Buchan Neighbourhood House networks.

**Community Groups** included; McAleer Irish Dance School, Zen Do Kai and Ninjas Karate Groups, Yakkerboo festival, RailLinc, Arts Access, ASD - Autism family support group, Grow - Mental Health Group, DHHS - supervised parental visitation, Monash Health - Dementia Support, Cardinia Shire - Young Mums & Multicultural Mums Groups, Alcoholics & Narcotics Anonymous, Toku Ukaipo youth group, Science of Spirituality, Te Ataarangi Maori language group, Wallara Australia and the Pakenham Sustainable Food Movement.

**Local Businesses** included; Brotherhood of St Lawrence, Scope, VTR Vegetation, Bryan Paynter MP, Ace Body Corp & Melbourne Body Corp & Cardinia Shire Council, Campbell Corporate Services, Peninsula Community Legal Aid, South East Community Links.



we also share physical space with;



**The Pakenham Community Garden**



**The Cardinia Men's Shed**

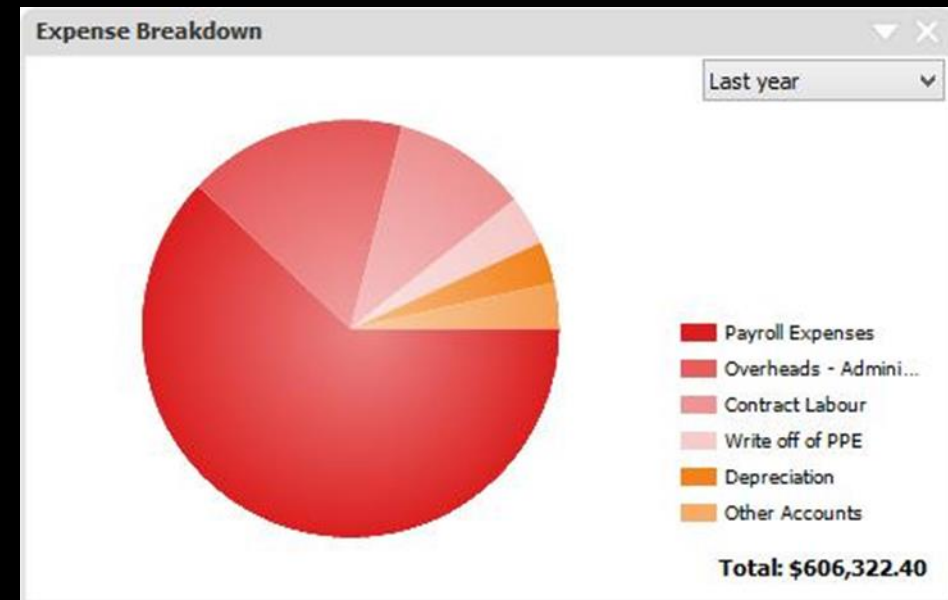
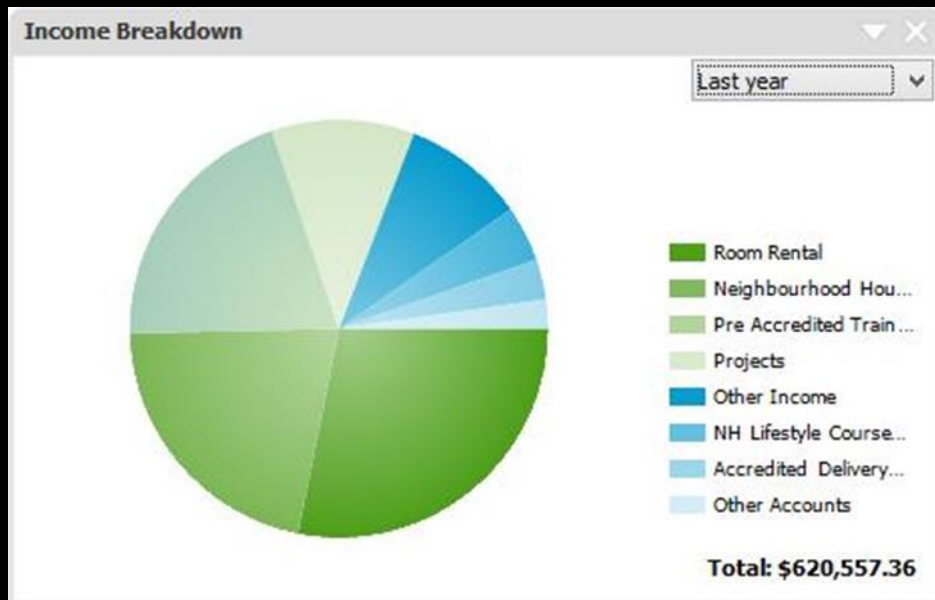


**Women's Friendship Cafe**

# FINANCES

Gross Profit for 2017 was \$14,234.96.

There have been many changes within the organisation during 2017 that effected the original budget set at the beginning of 2017. So, with continued efforts to improve reporting and stay within budget, this year's profit has been well earned. Budgets have been set up within each area of Administration and have been maintained well throughout the year, keeping overhead costs to a minimum.



# LIVING & LEARNING INC.

AN INCORPORATED ASSOCIATION

ABN 26 237 128 770

Financial Report for the  
year ended 31 December 2017





# Living & Learning Inc.

An Incorporated Association

ABN 26 237 128 770

## Financial Report for the year ended 31 December 2017

[Click here for full Financial  
Report](#)

### LDAssurance CHARTERED ACCOUNTANTS

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#### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF LIVING AND LEARNING INC.

##### Report on the Audit of the Financial Report

##### Opinion

We have audited the financial report, being a special purpose financial report of Living and Learning Incorporated ('the Association'), which comprises the statement of financial position as at 31 December 2017, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the statement by the board.

In our opinion, the accompanying financial report of Living and Learning Inc. has been prepared in accordance with the *Associations Incorporation Reform Act 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- I. giving a true and fair view of the Association's financial position as at 31 December 2017 and of its financial performance for the year then ended; and
- II. complying with Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

##### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described as in the Auditors' Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

##### Material Uncertainty Related to Going Concern

We draw attention to Note 1 (c) 'Going Concern' to the financial statements, the financial report has been prepared on a going concern basis and is dependent on the continued financial support from its bankers, and its unsecured creditors. These events or conditions indicate that a material uncertainty exists that may cast significant doubt on the Association's ability to continue as a going concern. Our opinion is not modified in respect of this matter.

##### Emphasis of Matter – Basis of accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to for the purpose of fulfilling the Association financial reporting requirements of the *Associations Incorporation Reform Act 2012* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

[Click here for Auditors  
Report](#)