

Living Learning Pakenham Inc.

31TH ANNUAL REPORT 2018

Skills and Wellbeing Centres
Living &
learning Inc.

6B Henry Street Pakenham 3810



► www.livinglearning.org.au

► Incorporation No. A0019009A

ABN. 26 237 128 770

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



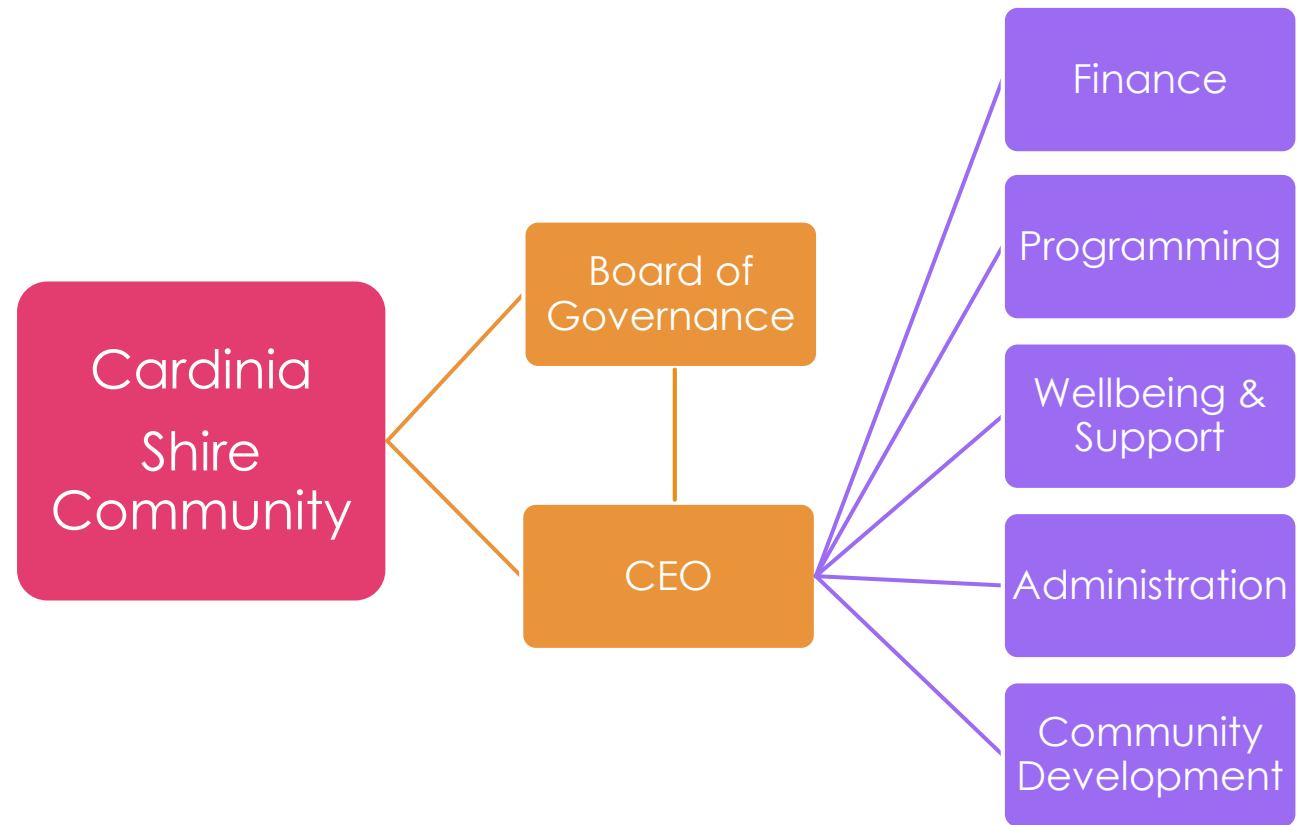
create a
connected
community

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.



\$47,850



\$226,503



\$69,717

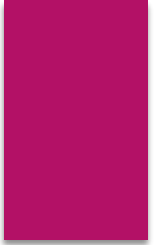
chairperson's report

During 2018 long serving member Rachael McGann and recent recruit Ko-Chen Wu resigned from the Living & Learning Pakenham (LLP) Board. Some younger members, Amy Gregorovitch, and Joshua Chakuse joined the Board during the year and Cara-Ann Simpson joined in January 2019.

The Board spent some time on governance issues including considering the next three year strategic plan which takes effect from 2020. All Board members completed the Board Skills matrix which has proved very helpful in identifying strengths and gaps in capabilities.

I attended a series of workshops offered by ACFE covering Governance, The roles and Responsibilities of Directors and developing action plans. The workshops were followed up by visits with a mentor from the Small Business Victoria culminating in participation in the initial meeting to discuss the next three year plan. The mentor was highly complimentary about the approach of the LLP Board to its responsibilities.





Major changes were introduced with the Board deciding to meet formally four times per year including two evening meetings, and to hold monthly Executive Finance meetings to which all Board members are invited. These changes reduce the workload for the CEO and enable attendance for members with family responsibilities. Also attendance from remote locations was trialled successfully.

LLP continued to focus on developing relationships with partners such as Merinda Park Learning and Community Centre, Chisolm Institute and other RTOs via rental arrangements and in delivering more pre-accredited programs which do not require RTO status and which are probably better suited to the demographic profile of Pakenham. The three main sources of revenue were pre-accredited training, rentals and Neighbourhood House. Relationships were also further developed with Cardinia Shire, the Department of Justice, the Community Grocer and other like minded organisations.

Marketing and Communications on line became much more significant in promoting LLP with an expert being employed on a one day per week basis and all staff becoming involved in the cyberspace presence of LLP. A presentation package was developed for use in public presentations and used at the Pakenham Rotary Club for the first time.

The Board participated in a number of successful public events including the Pakenham Show, Harmony Day, Refugee Day and the VCAL graduation Day. There were two Ministerial visits during the year from the Minister for Social Services and the Minister for Multi –Cultural Affairs.

The financial outcome for 2018 was a surplus of about \$14K and the final repayment of debt. Total equity rose from \$19K to \$32K. The CEO, Miriam and Finance officer, Sheryl are to be congratulated for their efforts in continuing to improve the financial performance of LLP.

Dr Ian Fraser

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

With our focus now on pre-accredited training, funded through ACFE, 2018 can only be described as an incredibly successful year.

Development of our new program *English Language for Living and Working in Australia*, saw the delivery of English language training to over 100 students throughout the year. As always, Living Learning Pakenham embraces cultural diversity, with these students coming from many different cultural backgrounds, including Sudan, India, China, Sri Lanka, Myanmar and Afghanistan.

Living Learning Pakenham continued their partnership with **Merinda Park Learning Centre** to offer VCAL at our centre, and a partnership with **Chisholm Institute** to offer the AMEP. We also developed a new partnership with **Victorian First Aid** to offer more regular First Aid training than we were able to do previously. We also actively explored opportunities to partner with other organisations to ensure that we respond to local community needs in terms of training and education.



PRE-ACCREDITED PROGRAMS

As well as our English Language programs, other pre-accredited programs of great success were those that are run in partnership with the **Department of Justice and Regulation** to individuals on a Community Service Order. These programs embed employability skills, such as Communication, Teamwork, Initiative and Enterprise and Problem Solving with a Visual Arts focus. In one program, the participants create paper flower arrangements which are donated to the **Peter Mac Cancer Hospital** for decorating the wards and for sale to visitors in the Kiosk. In the other program, a variety of paintings are created and donated to not-for-profit organisations. As testament to the outstanding quality of these paintings, one of the paintings was entered in the **Yakerboo Art Show** and won 1st prize.

Our other successful pre-accredited programs were:

- **Computer Literacy courses**, offering training in the various Microsoft Office Suite of programs, such as Word, Excel, Windows 10, etc,
- **Reading for Life**, a project between ourselves, Bestchance, Cardinia Shire and the Casey Cardinia Library, which took a group of young migrant mothers and worked with them to improve their English language skills.
- **The Couch Project**, another project between Living Learning Pakenham, the Pakenham Men's Shed, Bunnings and Merinda Park Community Learning Centre, targeting disengaged youth. This program involved the restoration and upcycling of second hand furniture, providing participants with invaluable employability and business skills.



neighbourhood house

Living & Learning offers an array of **lifestyle & general interest programs**.

Our most popular classes include;

- **Exercise Classes.** For several years now Sandra's Fun and Functional Fitness and Pilates classes have been very popular. Towards the end of the year we also added a High / Low Cardio workout and a Boxing Class, in which enrolments were just beginning to build.
- **Painting** with Janine, an accomplished artist in her own right is very popular. In 2018 we again ran with two classes per week. Towards the end of the year we held an exhibition of student artworks which included prizes for the best pieces, as judged by centre users.
- **Tai Chi** classes with David are on Tuesday mornings. After an increasing demand we divided the class so that there are now two separate sessions: a beginners class as well as an advanced class.



Neighbourhood Houses respond to local community needs

Events

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



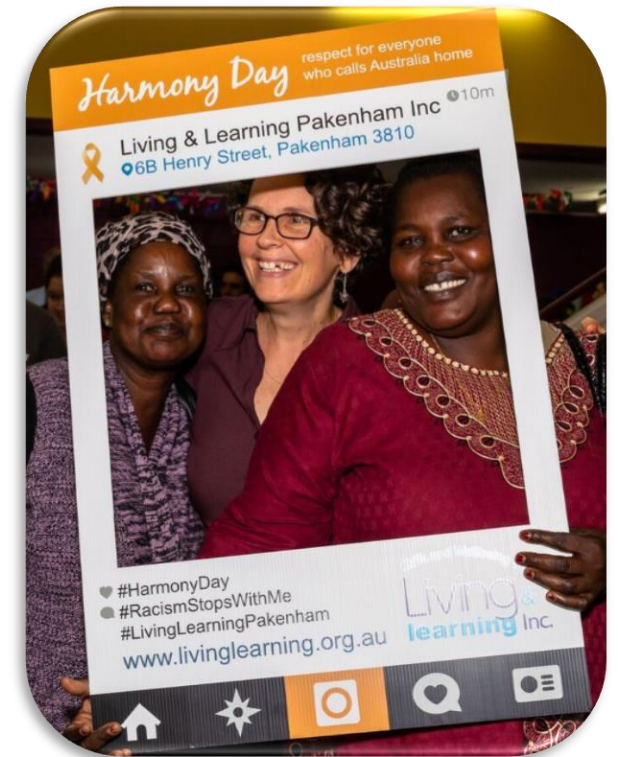
Refugee Day



CFA Justice Presentation



Biggest Morning Tea



Harmony Day

Community Development

Through our 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.



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...

- *65 volunteers give 165 hours of their time to the centre each week*
- *approximately 723 people accessed/used the Centre each week*
- *approximately 356 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 2018 with a gross income of \$152,106. A variety of organisations and community groups utilise the centre.

Training Providers included; 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;



Women's Friendship Cafe



The Pakenham Community Garden



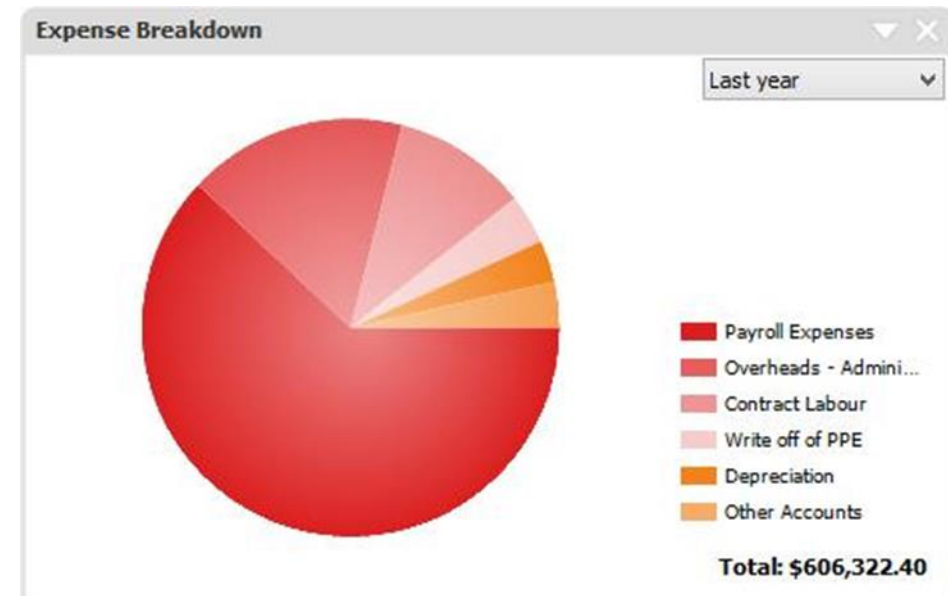
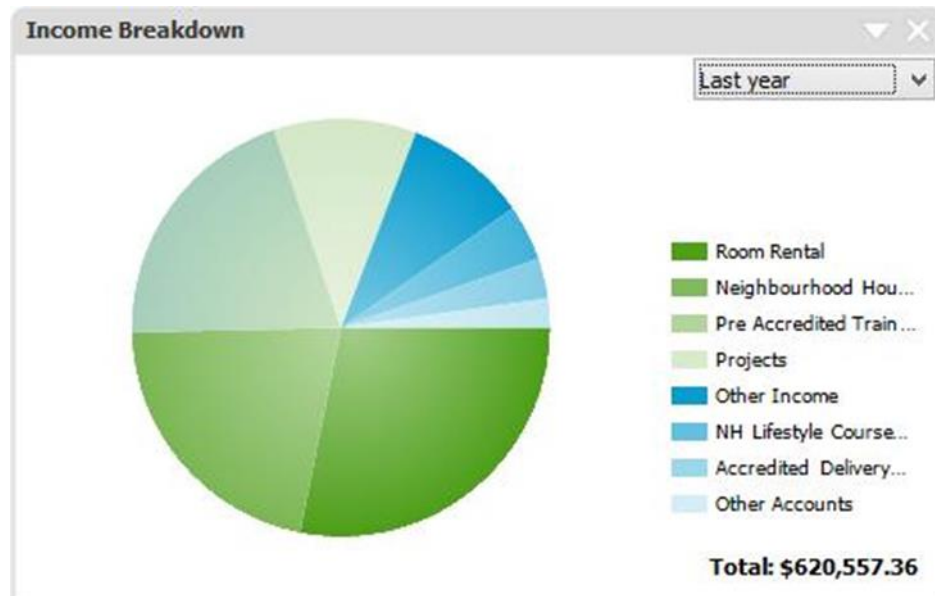
The Pakenham Community Grocer



The Cardinia Men's Shed

finances

Gross Profit for 2018 was \$13,856. With the continuing changes to programs and courses available, the budget is ever evolving. This year was our first without accredited programs as an RTO. There was a significant increase in pre-accredited training with the inclusion of two ACFE CAIF projects and room hire.



Living & Learning Inc.

An Incorporated Association
ABN 26 237 128 770

FINANCIAL REPORT FOR THE
YEAR ENDED 31 DECEMBER 2018

Living & Learning Inc.

An Incorporated Association

ABN 26 237 128 770

Financial Report for the year ended 31 December 2018

[Click here for full Financial
Report](#)

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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 2018, 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 2018 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 Auditor's 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](#)