

ANNUAL REPORT

29th Edition

Moe Life Skills Community Centre
'Achieving Goals and Aspirations'



Troy Sedjak
'Which Way To Go? For Our Environment'

About this Report

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Acronyms / Common Terms used

Some acronyms and terms used throughout this document may be unfamiliar to those not related directly to Moe Life Skills. Please refer below for a list of commonly used acronyms and terms.

ACFE:	Adult Community and Further Education
AGM:	Annual General Meeting
ALBE:	Adult Learners and Basic Education
AQTF:	Australian Qualifications Training Framework
BOM:	Board of Management
CAE:	Council of Adult Education
DCA:	Disability Care Australia
DEECD:	Department of Education and Early Childhood Development
DHS:	Department of Human Services
DHSS:	Department of Human Services Standards
HESG:	Higher Education & Skills Group
Learn Local:	Adult Community Education Organisations
MLSCC:	Moe Life Skills Community Centre
MSAW:	Mainstreet Art Works
NDIS:	National Disability Insurance Scheme
NDSS:	National Disability Services
NGO:	Non-Government Organisation
RTO:	Registered Training Organisation
SACS:	Social and Community Services
SWAG:	State Wide Advisory Group
VET:	Vocational Education and Training

About this report

Purpose:

This report is designed to give our key stakeholders an insight into the scope of services provided by Moe Life Skills Community Centre. It provides clear measures and examples of performance for the 2012/2013 financial year, and also contains an overview of audited financial reports. A full copy of the 2012/2013 audited financial report will be made available upon request.

Photographs:

Photographs used throughout this report allow a brief insight into some of the activities and programs offered by Moe Life Skills Community Centre.

They also display an example of the relationships built between participants, staff members and the community at large.

Several images are artworks created by the Mainstreet Artworks group. Some of the images shown throughout, and other artworks created by MSAW students are available for purchase.

Please make an enquiry with Administration should you wish to purchase any artworks.



Moe Life Skills Community Centre Profile

Welcome to the 2012/2013 Moe Life Skills Community Centre (MLSCC) Annual Report.

Who we are:

Moe Life Skills Community Centre is a not-for-profit community based organisation, established in the early 1980s, with two centres located in Moe, and a third site under development at Langford Street Moe.

The organisation provides a range of self-directed supports and services to enable individuals with disabilities to achieve their goals and aspirations. A key challenge for the organisation is continuing to demonstrate improvement in the lives of the people we support. We do this by enhancing community inclusion, education and training opportunities for those who attend Moe Life Skills Community Centre.

Vision:

'To empower people with disabilities to fully exercise their rights and responsibilities as contributing citizens'

Mission:

MLSCC will enable people to achieve their goals and aspirations by:

- Encouraging lifelong learning
- Providing a supportive and stimulating environment
- Offering experiential learning opportunities
- Being open to change
- Developing self-advocacy skills & using person centred planning.



Angela Clement
'The School Girls Visit in the Mansion'

Core Business Units

Skills for Community Living

Aims to enhance and develop skills to lead a more independent and participating lifestyle at home and in the community. The range of programs is diverse and tailored to individual need and includes life-style and health issues, preparing and cooking meals, travel training, communication to meet everyday needs and enhancing literacy and numeracy in everyday situations.

Health and Well-being

Aims to promote and encourage good health and well-being through a range of activities including: outdoor education, bush walking, dancing, cycling, yoga, swimming, community access and massage and relaxation, to support a healthy lifestyle.

The Arts

The arts include four key areas: creative projects, performing arts, visual arts, and drama. Through a diverse range of inclusive arts projects, music, theatre, and dance, the arts aim to encourage self-expression and creativity, as well as increasing confidence to participate effectively in the community. We also offer one off workshops.

Capacity Building for Participation

Capacity building provides access to a broad range of programs and movements, including Self-advocacy, personal development, community access, Men's shed and 'all about us'. The aim is to empower and equip individuals with the skills and knowledge to speak out, make choices, and take an active role in decisions that affect their lives, as well as the opportunity to experience and be challenged by new activities, and unfamiliar tasks.

Education and Training

MLSCC is a Registered Training Organisation (RTO), registered by the Victorian Registrations and Qualifications Authority (VRQA) to deliver Vocational Educational Training (VET) services. RTO's are recognised as providers of quality-assured and nationally recognised training and qualifications.

This means that we can deliver nationally recognised courses and accredited Australian Qualifications Training Framework (AQTF) VET qualifications, and apply for state and territory funding to deliver vocational education and training.



Chairperson Report

I am pleased to present my second report as Chairperson of Moe Life Skills Community Centre (MLSCC) and outline some significant achievements for MLSCC this year.

Café 65°

On 24 April 2013 there was the official opening of Café 65. This is an important collaborative venture between MLSCC, Mecrus and the Narracan Gardens Nursing Home. Congratulations to Wendy and the students involved in running the Café at Narracan Gardens and for the wonderful coffee.

Langford Street Development

MLSCC now has 100% ownership of the Langford Street site and has received the grant funding to develop the site as a community hub. A project manager has been appointed and the process of drawing up plans for the buildings has commenced, taking into account the heritage overlay of the buildings.

National Disability Insurance Scheme

The significance of the passing of the National Disability Insurance Scheme Legislation and the introduction of Disability Care cannot be ignored. This will present both challenges and opportunities for MLS. To prepare for this, Board Members and MLSCC staff have been attending various briefings and workshops to be kept up to date, and support future organisational planning.

Constitution

MLSCC recently adopted a new constitution at a Special Meeting, in line with the “New Rules” and the Annual General Meeting will be conducted under these new rules.

CEO

MLSCC are extremely fortunate to have such a committed CEO in Carole Broxham. The high regard in which Carole is held is reflected in the number of Committees and Working Parties she has been invited to join.



Rachel Tomlinson
'My Flower Garden'



Sue Carroll

Sue Carroll
President

Conclusion and thank you

I would like to take this opportunity to thank all MLSCC staff for their hard work and dedication during the year.

Last but not least, I would like to thank my fellow Board Members for their continued commitment and hard work in their governance of the organisation, and their support to help me fulfill my role as President at MLSCC.

Chief Executive Officer Report

Welcome

Welcome to the 2012/2013 Moe Life Skills Community Centre (MLSCC) Annual Report. The report provides an opportunity each year to look back on what has happened, the people and events that have influenced and shaped the year, and what we think we have achieved. Through this report I take great pleasure and pride in presenting and celebrating our achievements, as well as looking forward to a new time of challenge and opportunity.

Strategic Plan/Business Plan

The Board of Management (BOM) held a retreat in September 2012 to discuss the implications and future possibilities for a National Disability Insurance Scheme (NDIS), now rebranded Disability Care Australia (DCA). At the retreat, the BOM also developed a risk management plan, together with strategies that form the organisation's Business Plan for the period January 2013 –December 2013. The principles of community engagement, participation, and self-directed approaches underpin the strategic direction of the organisation and demonstrate the Board's commitment to this philosophy. Through this mechanism, it is clear that the aspirations of the Board for a service model that benefits people who use services first and foremost, is on target (*Riding the Wave of Transition: MLSCC Strategic Plan 2013-2015*).

Certification changes

Although certification by Health & Disability Auditing Australia (HDAA) was granted on 5 July 2012, the organisation must commence planning for the transition to the 'new' Department of Human Services Standards (DHSS) quality assurance framework. The DHSS requires that a set of governance standards are also assessed. Effectively this means that the organisation will need to demonstrate compliance with a set of governance and management standards, *and* the DHSS by undertaking assessment with an approved independent review body. The organisation is yet to determine its preferred governance standards for assessment. However, this will be finalised in the New Year.



Service delivery: preparing for a NDIS / Disability Care Australia

All states and territories have now signed up to the full roll out of the National Disability Insurance Scheme. Preparing for an evolving disability sector or Disability Care Australia environment is a journey. We don't know DCA's final shape or form but the Launch sites provide an opportunity to find out what the implementation issues might be. We know that the Barwon region providers are facing significant pressures, and opportunities, and great uncertainty, but there is a lot of good will (NDS, 2013). We also know that DCA has confirmed that at least for the commencement of the Launch, it will take the role of setting prices for most of the supports. NDIS/DCA is a big structural reform, and we should acknowledge that some things will go right and some things wrong, but it is imperative that we learn from the experience. What we know is - change is coming - and we need to be ready!

While I acknowledge that we are asked to make decisions in an environment of some uncertainty, the picture is getting clearer. The NDIS has the capacity to transform the lives of people with a disability and their families, but it is only part of the solution. It will not address the many other barriers people with a disability face in achieving full inclusion. 'Active participation of those with a disability in society generally can only occur with a change in attitude. This is something that can't be legislated; people need to see the reason for why change is important'.¹



Angela Clement
'Two Girls in the Park Square'

Highlights in 2012/2013

There have been a number of events that stand out for me over the last 12 months. But I am reminded that none of this can happen without the dedication of countless people who work to support people with disabilities and the organisation. Special mention is made to Café 65 and theatre group *Curtains for Certain*.

Café 65

Café 65 was officially opened on 24th April 2013 by the Honourable Peter Hall, Minister for Higher Education and Skills, Minister for the Teaching Profession. This project between Moe Life Skills, Narracan Gardens (aged care facility), and MECRUS, (an asset management company) demonstrates the value of partnerships and collaboration to promote learning. The broad aim of the project was to establish and operate a coffee bar/training facility to expand the training and employment options for learners with disabilities, (building on their existing knowledge and skills). The project has provided both the opportunity and potential to extend experiential learning, provide pathways into accredited training, and improve employment prospects. In addition, it has supported good social outcomes for residents and people with disabilities, by changing community perceptions about what is possible, and promoting the achievements of learners and Learn Local organisations. The coverage we received from WIN news was a major boost for Café 65 and significantly increased our profile. Last but not least, Café 65 serves great coffee!

A house around the corner: learn local celebrities!

Every year over 100,000 Victorians choose to learn through more than 350 Learn Local organisations and neighbourhood houses around the state. The TV series '**A house around the corner**' aims to showcase the incredible range of educational programs and community activities available. *A house around the corner* is a 13 week series on Channel 31/Digital 44. Moe Life Skills drama group, *Curtains for Certain* featured in Series Two (Episode 9) of the program which showcased the theatre group and their performance of *Viva Lost Vegas*, performed at the Moe Town Hall in November 2012. The program can be viewed at: <http://ahousearoundthecorner.org/Episodes>

¹ *Disability expectations: investing in a different life, a stronger Australia*, November 2011.

Staff conditions

- *Professional Development activities and staff achievements*

Ensuring we have a well skilled and qualified staff team is an integral component in the provision of quality supports and service to people with disabilities. Where we will find enough skilled workers and what different skills they will need are key issues that disability services providers must engage with, in an increasingly competitive disability market.

At Life Skills all staff, volunteers and Board members have participated in a range of professional development activities, with a number of staff members having completed or commencing tertiary studies at both undergraduate and post-graduate levels.

- *Work place health safety and wellbeing*

Congratulations to members of the Workplace Health, Safety and Wellbeing committee on the development and publication of the newsletter *Safetymatters*. The aim of the e-newsletter is to support safe practices at work as well as the health and wellbeing of staff. Life Skills is committed to workplace health, safety and wellbeing for all members of the Life Skills community. Accountability for work health, safety and wellbeing does not rest solely with the BOM or the senior management team, but rather with every member of MLSCC. I believe that *Safetymatters* will complement and support a strong safety culture both at work and at home.



Challenges and opportunities for the year ahead

Part of the challenge will be the development of the Langford Street site into a thriving community hub that will benefit the people who use Life Skills services and the Moe and district community.

We will direct our energies to continue the work we have commenced.

Ongoing improvement in MLSCC systems and processes, as well as managing the complex transition we face in preparing for a NDIS/DCA will be a major focus to enable the organisation to:

- Become an employer of choice
- Understand and respond to the preferences of people with disabilities
- Know the cost of providing individualised services
- Base service practice on evidence
- Strengthen our work with families and develop stronger connections with local communities
- Know our competitive advantage

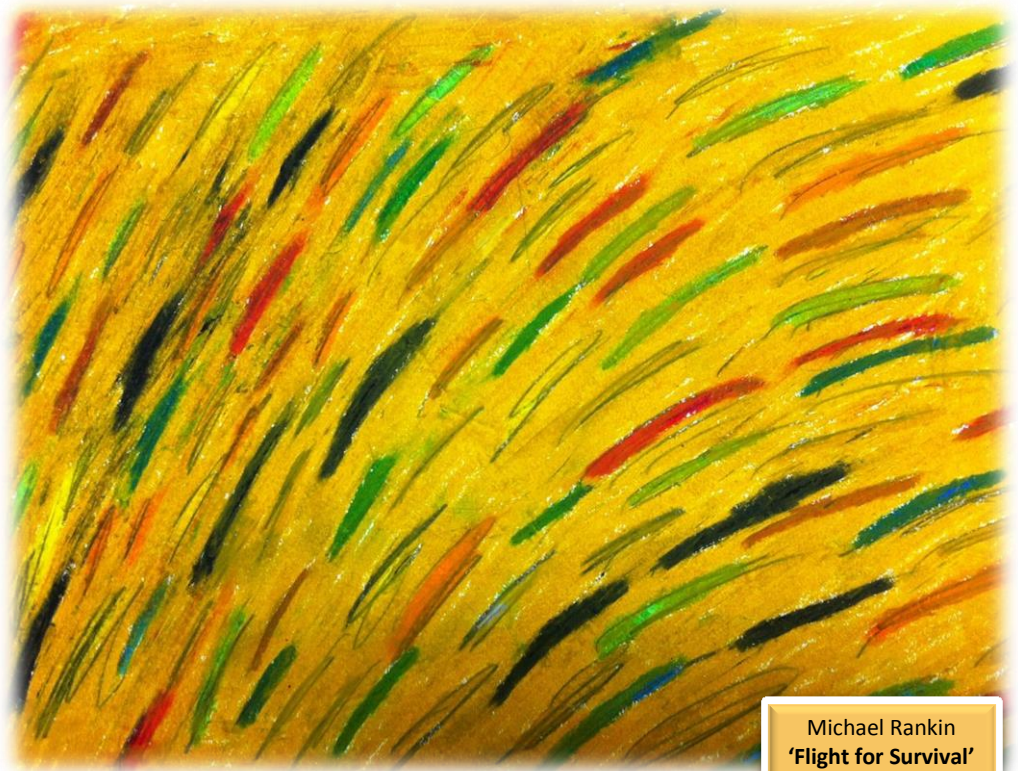
At Life Skills we understand the work ahead to enable the organisation to make the transition to a new operating environment. We are in a good position, with time to develop and implement organisational change. Being prepared, aware, and open to opportunities, will create the conditions to help people cope with the (transitional) changes and the ability to function effectively. As a service provider we will work hard to support and prepare all stakeholders for a NDIS/DCA to not only better support people with a disability, but to ensure the future sustainability of the organisation.

Moe Life Skills aspires to make a difference to the lives of people living with a disability.

Conclusion...and thank you

Once again, Moe Life Skills has been successful due to the efforts of many people. I would like to thank Senior Management, Administration and the Planning and Development team for their dedication, support and hard work. Thank you to the Board of Management, they continue to give generously of their time and energy in their governance of the organisation. I would like to acknowledge the significant contribution made by all current staff, project officers and consultants, as well as other staff who have left Life Skills during the last year. We are very fortunate to have such capable

and passionate staff at every level of the organisation, whose hard work has made a difference in the lives of others. Special mention is made to our partners and to the people from various government departments who provide not only funding, but support, advice and encouragement to help us deliver the kinds of outcomes people are seeking. Finally, I would like to thank the people who use our services, their families, and supporters who help to make our achievements possible. We look forward to your continued support and involvement with Life Skills to help ensure we meet our vision: *to empower people with disabilities to fully exercise their rights and responsibilities as both participating and contributing citizens.*



Michael Rankin
'Flight for Survival'



Carole Broxham

Dr. Carole Broxham
Chief Executive Officer

Team Leader, Planning & Development Report

Planning and Development / SWAT Team

This team consists of Wendy Gibson – Team Leader and support worker, and Sharon Radford – Support Planner and worker. The SWAT team is primarily involved with program planning and development.

Following a review of support plans and goals we identified a number of issues and began seeking solutions. We found that we needed to develop appropriate, more relevant goals for people, and prioritise 3 or 4 primary goals to work on to support a person to achieve their goals and aspirations. It was also noted that while staff were delivering programs that were meeting individual goals, our recording and evaluating needed to improve to demonstrate evidence based practice and outcomes.

Supports and Services

The 'Supports and Services' arm of the organisation is responsible for the delivery of supports and services within the organisation's core business units, consisting of five main areas, as illustrated in diagram 1 and outlined in further detail on Page 2 – Core Business Units.

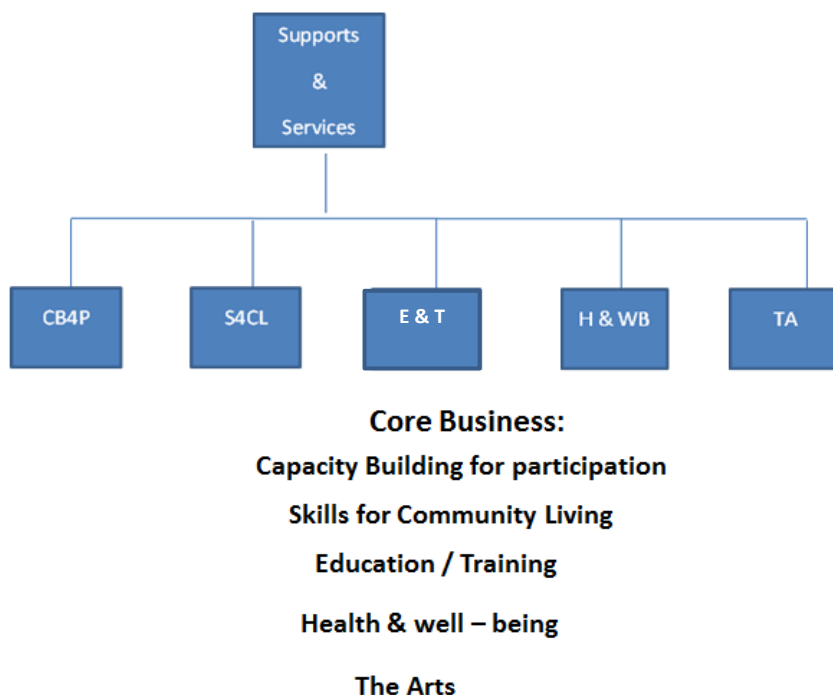


Diagram 1: Moe Life Skills Community Centre: Core Business Units

Programs are developed and delivered within each of the five core business units. The SWAT team, in consultation with staff is responsible for the development of 'aims and objectives' of programs, as well as assessing the delivery ('how to learn' and 'what to learn').

The development and improvement of staff skills is ongoing. Assisting staff to develop delivery that meets an individual's skill sets and at the same time addresses the aims of each program, is a key focus of the SWAT team. This has been addressed at a number of levels: professional development days, one-on-one meetings with the team leader, mentoring staff within some programs, and at regular staff meetings. This is proving to be an effective method of increasing staff skill development, whilst encouraging staff to develop new ideas of engagement.

We have also been working on systems to promote more effective recording and evaluation. The SWAT team will continue to review program and student progress evaluations to identify strengths (what's working) and issues (what's not). This cycle leads back to program development based on students' priority goals.

This process should give us a clear picture of whether we are meeting students' goals and if not, what changes need to be made.

Oral Health

This year we were successful in obtaining a grant through Dental Health Services Victoria in partnership with the Department of Human Services for an 'oral health project'. The project consisted of establishing



edible garden beds at both Parer Ave and High St. The project aimed to support people with intellectual disabilities to increase their knowledge and understanding of the impact of good oral health and general health and wellbeing. Participants use garden produce to create healthy meals as a part of their programs. Several programs contributed to this project. The sustainability of the project is assured with several groups integrating the principles of the project into their programs. In addition, a pre-accredited 'basic gardening' course will be delivered at Life Skills later in the year.

Conclusion and thank you

Finally, I would like to say thank you to staff members for their flexibility and readiness to make changes where, and when needed to help improve our service delivery, and to families and supporters who continue to support the organisation, and who make it possible for us to continue working towards meeting goals and aspirations, both big and small.



A handwritten signature in black ink, appearing to read 'W. Gibson'.

Wendy Gibson
Team Leader
Planning and Development

We have seen many changes in the Vocational Education and Training (VET) and the Pre-Accredited sector over the last 3 years. This has presented many challenges as well as opportunities, especially as a small Registered Training Organisation (RTO) such as Moe Life Skills.

2012/2013 Delivery

Due to reductions of funded training hours available across the Gippsland region, we received 5200 of the 8000 hours we originally applied to ACFE, to deliver accredited and pre-accredit programs.

However, early in the New Year, we were successful in obtaining a further 390 hours.

Training was delivered to students by qualified and experienced instructors, as well as utilising the talents of some fantastic external tutors. Many thanks must go for their commitment, expertise and humour in delivering and assessing this years units.

Accredited Delivery

In February we started the Certificate I in Work Education 22128VIC course. Four students enrolled. The students have been learning about setting goals, personal development, personal skills for work and personal hygiene. Kathryn Bartlett commenced voluntary work with the Trafalgar Football Netball Club in their canteen; she has learnt many work and personal skills and is looking forward to continuing next year.

Pre Accredited Delivery

Theatre Studies	Thursday	10 students
Mainstreet Artworks	Friday	11 students
Newsletter	Tuesday	6 students
Towards Independence	Tuesday	4 students
21 st Century Technology 1	Night School	6 students
21 st Century Technology 2	Night School	6 students
Gardening Work- Basic	Monday	6 students



ALBE & SWAG Networks

The ALBE (Adults Learners & Basic Education) network group has not met this year. This has been due to the many changes previously mentioned, as well as the closure of Community College East Gippsland. This has left only MLSCC and Community College Gippsland in the network.

The SWAG (State Wide Advisory Group) network continues to meet in Melbourne four times each year to discuss issues, validate tasks and share resources from Certificate I in Transition Education and Certificate I in Work Education. Many individual members of this network have either lost their jobs or retired due to changes in the funding criteria for accredited courses. The final meeting is in November which I look forward to attending.

Baw Baw Latrobe Quality Pre Accredited Network – BBLQPAN

The network project was completed at the end of 2012. We now have access to many pre-accredited course outlines (A Frames), and continue to participate in the network. This year I attended three meetings, worked on moderation of courses, and provided & received support from other Learn Local providers.

Highlights!

Theatre studies

- Curtain for Certain's production 'Viva Lost Vegas' was performed at Moe Town Hall in November 2012
- *A House Around the Corner*, Series 2 Episode 9 'Life is a Stage' aired on July 30th 2013 and it was worth the wait. What a fabulous display of student's skills and achievements. To view the show go to <http://ahousearoundthecorner.org/Episodes>
- Overnight team building and workshop camp at The Summit, Trafalgar East



Mainstreet Artworks

- Artists entered works into the Rob McNamara Exhibition
- Various artists entered work into Art Shows; some work was sold and others won awards.
- Working towards an exhibition at the Switchback Gallery at Monash University

Newsletter

- The Newsletter group produced 10 editions of 'The Voice' – Past and current editions can be viewed on the MLSCC website

Towards Independence

- Held Australia's Biggest Morning Tea, and provided catering for staff professional development days

Night School

- Students have been working on functional and safe use of Facebook and Emails, and will also be learning about I Pads and Tablets.

Conclusion and thank you

Congratulations to all the students who have participated in our courses, I hope you have enjoyed your learning this year. A big thank you to our staff and trainers for their input to Adult Education programs during the year.



L. Brock

Luana Brock
Education and Training
Coordinator



Treasurers Report

Our Audited Financial reports show that we are currently in an excellent financial position, with investments put aside to cover leave liabilities including long service leave.

Our cash at the bank is substantially more this year, due largely to grants received for the redevelopment of the site at Langford Street. This means our Term Deposits have increased in value, in order to gain the best possible interest rates and savings until the cash is required to complete the redevelopment and other projects.

Expenses decreased marginally this financial year, due in part to planned maintenance and capital works on existing buildings, being completed in the 2011 / 2012 financial year.

We have once again received favourable comments from our auditors and look forward to meeting the coming financial challenges in the year ahead.

A snap shot of our finances over the past two years:

	2013	2012
Total Income	\$ 858,861	\$ 867,359
Total Expenses	\$ 757,189	\$ 766,841
Net Surplus	\$ 65,718	\$ 100,518
Cash Assets	\$ 1,158,467	\$ 633,826
Other Assets	\$ 2,028	\$ 3,358
Non- current Assets	\$ 706,147	\$ 673,117
Total Assets	\$ 1,866,641	\$ 1,310,301



A handwritten signature in black ink that reads "Donald J Ferguson". The signature is written in a cursive, flowing style.

Don Ferguson
Treasurer

Board of Management

During the 2012/2013 financial year the Board consisted of, and was supported in carrying out their duties by:



Mr. Don Ferguson
Treasurer



Ms. Sue Carroll
President



Ms. Maria Roncan
Secretary



Mrs. Deidre Carmichael
BOM Member



Mr. Bill Lawler
BOM Member

The Moe Life Skills Community Centre Board of Management is responsible for the ongoing health and viability of the organisation. It is the organisation's highest-level decision-making body, and has legal responsibility for the organisation's resources and activities. The Board has ultimate responsibility for establishing the organisation's purpose, mission and vision. It oversees the management and implementation of the organisation's affairs. It fosters the organisation's progress and development, secures the support of members and friends, and promotes the identity of Moe Life Skills Community Centre in the community. The Board is a working Board, and Board members have practical input into the organisation's progress towards achieving its goals.



Dr. Anske Robinson
BOM Member



Mr. Vic Micallef
BOM Member

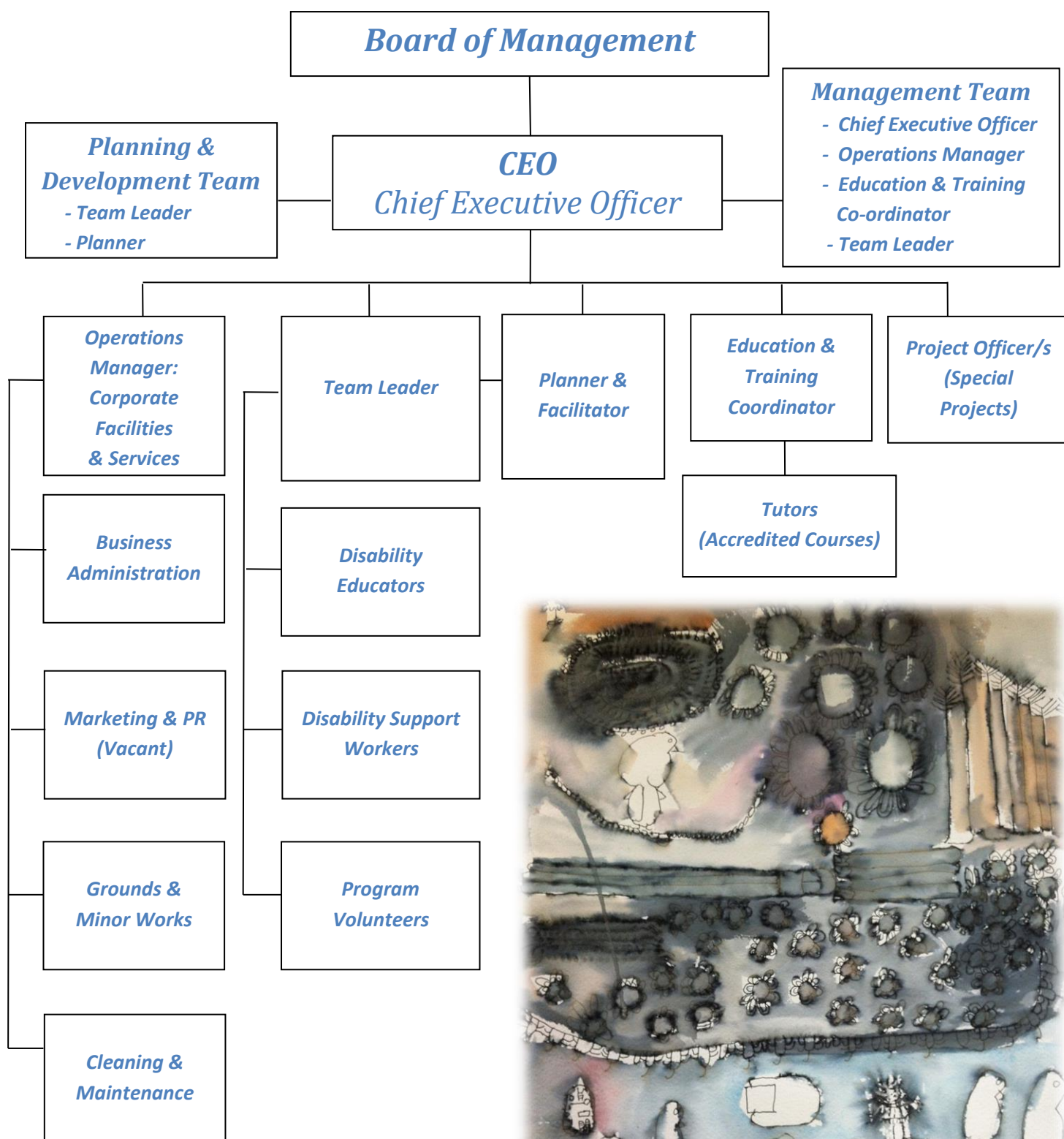


Ms. Janine Pickard
Administrative Support



Dr. Tanja Bohl
BOM Member

Organisational Chart



Lucy Krawec
'Star of Egypt'

Staff List

Moe Life Skills Staff:

Carole Broxham	-	Chief Executive Officer
Wendy Gibson	-	Team Leader
Sharon Radford	-	Planning and Development
Luana Brock	-	Education and Training Coordinator
Janine Pickard	-	Operations Manager
Stacey Gibson	-	Business Administration Officer

Disability Educators / Trainers:

Geoff Adams
Craig Anderson
Olivia Blackwood
Kevin Collins
Jennifer Devers
Kerry Gallagher
Jillaine Hurrell
Shelley James
Sandy Nash
Amy O'Connell
Sharon O'Connell
Ken O'Connor
Rosie Pambris
Trish Smithson
Anne Verhagen
Louise Webb
Joanne Wolsley

Volunteers:

Jenny Jacquelen
Janice Neeke
Linda Robinson

Facilities & Services:

Jacqui Holdsworth
Simon Plavins



Troy Sejdak
'Sea Cave'