



ANNUAL REPORT 2016-2017

Moe Life Skills Community
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Contents

What's in this Annual Report Overview

04 Reports



Reports by governance and management of the organisation, which give an insight into highlights and achievements over the past year

- 4 Chairperson Report
- 6 Chief Executive Officer Report
- 10 Planning & Development Report
- 12 Education & Training Report
- 14 Registered Training Organisation Report
- 16 Work Placement Report
- 18 *high street community hub* Report

20 Organisation



Pictures, interesting information, statistics and demographics of people who use our services, workforce and Board of Management

- 20 Organisation Statistics
- 22 Board of Management Profiles
- 24 Staff List

26 Business



Business information including audited financials, facilities and services information, along with feedback information

- 26 Audited Financials
- 27 Facilities and Services
- 28 Feedback

Welcome to Moe Life Skills Community Centre's Annual Report 2017

27 Glossary



Acronyms and common terms used, as well as further information about this report and its contents

27 Glossary & Information

Our Vision:

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

Moe Life Skills Community Centre (MLSCC) is a not-for-profit community based organisation, established in the early 1980's, with two centres located in Moe, a social enterprise, a Community Hub and Life Skills Education Victoria; the Registered Training Organisation arm of MLSCC.

The organisation provides a range of educational courses and self-directed supports and services to enable people 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 who use our services.

We do this by enhancing community inclusion, education and training opportunities for those who attend Life Skills.



Chairperson Report

Moe Life Skills Community Centre

It has been another exciting and busy year for Moe Life Skills Community Centre (MLSCC).

It has been particularly gratifying that the *high street community hub* is starting to be used more frequently.

In May it was used to host the Dangerous Deeds exhibition. MLSCC were honoured to host this state-wide exhibition as well as a number of lectures associated with it.

The hub is being used to teach both Certificate 1 in Work Education and Certificate 1 in Transition Education; as well as for the LIFE (Local Inclusive Fitness for Everyone) project where people with high and complex needs as well as members of the public participate in weekly Pilates classes. MLSCC were able to run these classes as a result of a grant from Bank Australia. Plans are also underway for a broad range of activities and events to continue to take place at the Hub, including markets, dancing in the dark, community meetings, and music sessions with pre-schoolers. You can read more about the Hub in this AGM publication or visit our new website (www.moelifeskills.vic.edu.au)

The roll out of the National Disability Insurance Scheme (NDIS) in the inner Gippsland Region will take place on 1 October 2017. Preparing for the NDIS has resulted in a significant amount of planning to ensure that MLSCC is ready.

In addition to staff training, MLSCC in conjunction with VALID have run courses for parents and carers. These have proved so popular that two courses have been run in order to accommodate the number of people wanting to attend.

I would like to take this opportunity to thank Dr Carole Broxham for her dedication and leadership as well as all the staff for their hard work this year particularly in preparation for the introduction of the NDIS.

Once again I would like to also thank my fellow Board members for all their commitment and contributions to ensuring that MLSCC is able to provide the best person focused outcomes for the people who use our service.

Ms Susan Carroll

President, Board of Management

Moe Life Skills Community Centre



Moe Life Skills Community Centre

Achieving Goals and Aspirations

NDIS provider of quality education, training, disability and community services



“Whether you think
you can, or you think
you cant -- you're
right”

-- HENRY FORD



Chief Executive Officer Report

Moe Life Skills Community Centre



"The LIFE project is immensely important as a first step in challenging the stigma associated with disability and building meaningful social connectedness and community inclusion across all groups in community."

Welcome: Continuity and Change

On behalf of the Board of Management, Senior Management team and staff I would like to welcome you to the 2016/17 annual report. The annual report provides the 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. We firmly believe that society benefits from the skills, talents and abilities of people with disability and we continue our commitment to ensuring their involvement in the community remains strong.

We now better understand the challenges and changes that the National Disability Insurance Scheme (NDIS) will demand of the Sector. A range of forums, training and pre-planning sessions were offered and taken up in large numbers by participants and families. Life Skills will continue to receive support from National Disability Services and I

would like to acknowledge the work of Clover Laurier, Senior Sector Support Consultant.

The NDIS will change the way MLSCC is funded and it will be important to continue to better understand what our financial position may be under the NDIS. It will change workforce participation, offering more flexibility and opportunities for employees. Our work becomes even more critical as we move to the full implementation of the NDIS, to ensure there is real choice and control for people living with disability. While the challenges are without doubt enormous, we must remain true to our mission and values – this defines who we are and the quality of our supports and services. I am confident that we will meet the challenges ahead if we strive to be proactive rather than reactive to those challenges.

Strategic Plan

We remain on target to achieve progress towards the strategic objectives of the Organisation's plan ⁽¹⁾ this includes the *high street community hub*, and Life Skills Education Victoria (RTO). We also continue to focus on projects and events to further develop relationships and partnerships that build community engagement and participation. Much of this would not be possible without grant funds from Bank Australia, and Latrobe City, as well as the generosity of local business Gippsland Solar. The support of funding bodies, local businesses, and our partners has enabled the organisation to progress its aims in both major works and pilot projects that will not only benefit people who use our services, but the wider community.

(1) The Strategic plan 2016-2019 can be accessed at www.moelifeskills.vic.edu.au

(2) Abstract: Acceptability and Feasibility of LIFE: Local Inclusive Fitness for Everyone

"They always say time changes things, but you actually have to change them yourself"

-- ANDY WARHOL

(Please refer to Hub Coordinator, Sharyn Thompson's report.)

Certification and Compliance

We hold certification for both the National and State standards for disability services. We will be required to maintain certification at a State level until 2019 even though we will be operating within a NDIS Commonwealth environment. We met the requirements as a Registered Training Organisation to deliver funded training under the Victorian Skills First contract, and met the key performance indicators as set down in Life Skills 2016 Business Plan.

Marketing

Marketing Officer Bonnie Lai met a number of challenges head on in developing the Organisation's new website, logos and branding. Bonnie's work has assisted the organisation to develop a marketing strategy that will better position Life Skills in the NDIS and in the changing educational environment, but in line with the organisation's principles and values.

Registered Training Organisation: Life Skills Education Victoria

The expansion of the RTO to deliver accredited courses across Victoria has provided increased opportunities for people with disabilities, especially in improving their employment prospects. (More information is provided in this AGM publication.)

Achievements

There were so many highlights over this reporting period. I

encourage you to access the organisation's new website at www.moelifeskills.vic.edu.au to read about our achievements in more detail; especially the participant videos. Some of my highlights include:

LIFE project

An important collaboration for MLSCC is our partnership with Monash University on the LIFE project (Local Inclusive Fitness for Everyone). The aim of the project was to develop an evidence-based physical activity program that is inclusive of people with all abilities. Low levels of physical activity have been consistently demonstrated in people with a disability, particularly for people with high and complex support needs. The LIFE program provided an opportunity for people with complex support needs to participate in a physical activity program with other members of their community. Findings from the pilot (phase one) project concluded that the program was acceptable and feasible. It showed that an all-inclusive community based Pilates program has the capacity to impact on physical, social and emotional wellbeing for all people in the community.

In terms of its implications for practice and policy, the LIFE program demonstrated that people with high and complex needs can, and want to be, more physically active, and people with of all abilities, given the right supports, can participate in physical activity together.

The LIFE project is immensely important as a first step in challenging the stigma associated with disability and building

meaningful social connectedness and community inclusion across all groups in community.⁽²⁾

Phase two of the project has received a grant from Bank Australia's Impact funding and I look forward to reporting on Phase two of this very exciting project next year.

Dangerous Deeds

We hosted a major exhibition Dangerous Deeds ⁽³⁾ from May – June 2017 at the *high street community hub*. Dangerous Deeds is an accessible screen based arts installation. The exhibition was a 'snapshot' of the Victorian disability movement and presented unique perspectives on disability culture and insights into aspects of Victoria's social and cultural history that is not well known. A graduate medical student on placement at Life Skills aptly described the exhibition as 'raw, edgy and unapologetic'⁽⁴⁾. The exhibition significantly 'shifted attitudes' to move towards genuine community inclusion (DD, 2017).

Community Participation

Participants from Life Skills continued to provide learning opportunities for the Health & Disability module delivered by Monash University for graduate medical students

Theatre studies students co-wrote and performed The Gold Member, to a very appreciative audience at the Moe Town Hall.

The voices of the Self-advocacy group continued to lead the way in campaigning for greater safety in our local community.

(3) The Dangerous Deeds project was a partnership between SARU, DnD & sTART Community Art Inc and funded by the Australian Council for the Arts, the Disability Services Commissioner and the Office of Disability

(4) Rohit Srivatsa, graduate medical student semester 1, 2017

Chief Executive Officer Report

Moe Life Skills Community Centre



Employees

Staff members attended sector conferences, network meetings as well as undertaking a broad range of professional development activities. The key focus was and will continue to be the NDIS as well as ongoing analysis and review of our supports and services.

Student Placement

We hosted a number of certificate, undergraduate, and post-graduate students from a range of academic disciplines. We aim to support students to develop as professionals and individuals in their understanding of disability and society. Each student brings a new perspective to our work – this can be both challenging and refreshing! Developing interprofessional perspective however, can only add to our knowledge, awareness and practice.

The Year Ahead

The next 12 months will remain challenging! The Board of Management will continue to provide strong governance and strategic guidance to the organisation. Our focus will be on sustainable growth through leadership, partnerships and the promotion of accessible and inclusive programs and opportunities in local communities. We aim to develop new business that is aligned with our mission and purpose. Importantly we must increase our engagement with mainstream community organisations and help to build *their* capacity to support people with a disability. In the coming year, we will continue to explore the role of technology to both support and drive improved organisational performance.

Thank you

It has been my privilege to work alongside the Board of Management as we continue to lead Life Skills during a time of such transformation.

It is important to remember that our work is possible due only to the dedicated support of partners, our staff, and volunteers. I thank each of them for their ongoing efforts and commitment, and extend my thanks for the support I received from Bonnie Lai, Sharyn Thompson and the Senior Management Team, Janine Pickard, Luana Brock and Wendy Gibson.

My sincere thanks to the governing body, their expertise, commitment and passion makes such an outstanding contribution to the organisation and the lives of people with disabilities. I make special mention of Dr Anske Robinson and Marilyn Alborough who left the Board of Management this year due to family and work commitments. Their work significantly contributed to the success of the organisation.

Thank you to all those who have helped us achieve so much in the past year.

A very special thanks to the people who use our services, their families and networks that helps to make our work possible.

Finally, we look forward to Life Skills achieving even more for the people who use our supports as well as for the Moe and district community.

Dr. Carole Broxham

Chief Executive Officer



“Always go with the choice that scares you the most, because that's the one that is going to help you grow”

-- CAROLINE MYSS



Planning and Development Team Report

Moe Life Skills Community Centre

As Team Leader at Moe Life Skills, one of my main areas of responsibility and focus is on program delivery.

We are always seeking to provide quality services, which are both relevant and innovative to the needs and goals of participants.

Innovation

Innovation can be described as the application of information, imagination and initiative to provide new ideas.

When we talk of innovation, we need to turn the definition around.

For us, it is about turning an idea into a solution that enhances value from the participant's perspective. It is about staying relevant, adapting and evolving to meet a person's ever-changing needs.

While this has always been a focus for us, with the implementation of the NDIS in Gippsland, it will be even more relevant. We strive to meet the needs of people in ways that are meaningful, achievable and relevant.

Implementation

Once we have developed individual plans, it is important that delegation is conducive with the strengths of our employees in mind. Assigning tasks to the correct people ensures a high quality output with maximum results for individuals.

For this very reason, it is important for us to know the areas of expertise of our staff.

At Moe Life Skills, we have a team of people from different backgrounds and levels of experience, which can help to produce optimal outcomes. While we have lead staff members, we also have support staff when required.

By knowing the strengths and weaknesses of team members, we can offer support with training options, professional development and role modelling.

When working together as a team, a less experienced person may learn from someone else's knowledge, which in turn allows for skill and capacity growth. This, in turn, leads to a stronger overall team, which will benefit our participants in the long run.

Thank you

Having said that, I would like to take this opportunity to thank all of our staff, for your integrity, support and dedication.

Thank you to our BOM for your continued support and encouragement.

Thank you to our service users, their families and supporters. While it may feel a bit daunting at the moment with the approach of the NDIS upon us, I am confident to say that we, at MLS, will endeavour to deliver a service that aims help you to reach your goals and aspirations

Wendy Gibson

Team Leader



All facets of our service delivery are developed or influenced through consultation with the people who use

our service, and other key stakeholders, to ensure that we are meeting the needs of the people who use our service. This

information is gathered through community consultation and at support plan meetings and reviews.

Education and Training Coordinators Report

Moe Life Skills Community Centre

Learning Locally

In 2016/2017 we operated as a registered and funded Learn Local and Registered Training Organisation (RTO). We provide training and education programs and courses to many students. Learn Locals are friendly and welcoming, with qualified teachers who are focused on helping people succeed.

Highlights

Some of my education program highlights include:

Producing four editions of The Voice newsletter distributed to an increasing readership (Newsletter)

Theatre Studies participants performed at Moe Town Hall, and presented an information session to medical students at Monash University

Mainstreet art students entered and sold their work at a number of shows including: including Mirboo Nth, Walhalla & Tanjil Valley, Interacting with Contemporary Art at Latrobe Regional Gallery

Computer short courses enabled learners to develop and enhance their skills in how to use email, internet, You Tube and Word.

Catering for AGM meetings and external customers

Students learning to use public transport independently

Pre accredited Training

Moe Life Skills is a registered Learn Local organisation delivering pre-accredited courses. These are short courses designed for learners to gain confidence and skills. The focus is on building learner employability skills and creating a pathway to further training and/or employment.

Employability skills are often referred to as 'soft skills', they are the non-technical skills and knowledge that you need to get a job or to participate effectively in the workplace.

Employability skills are:

- Speaking & Listening
- Reading & Writing
- Numeracy
- Teamwork
- Problem solving
- Initiative & enterprise
- Planning & Organising
- Self-management
- Learning
- Technology

Accredited Training

Accredited training leads to a formal qualification such as a Certificate, Diploma or Advanced Diploma. These qualifications are recognised across Australia in line with the common standards and assessment guidelines outlined in national training packages. All training packages are designed with comprehensive input from industry to ensure that training is relevant to the current workplace.

During the past 12 months MLSCC has completed internal audits against the Australian Qualifications Training Framework (AQTF) and the Victorian Training Guarantee (VTG). The audits provide an opportunity to identify areas for improvement and for an overall continuous improvement system. This leads to more effective, quality training for our students.

Education and Training Coordinators Report

Moe Life Skills Community Centre

I would like to congratulate everyone who has participated in training this past year. I have watched students develop skills and knowledge and apply them in their lives. Thanks to our staff who deliver interesting and educational training each week. The success of this training is largely due to their contribution.

Many thanks to Robyn and Jeremy from ACFE who have supported MLSCC programs, Gippsland Learn Local providers who we have worked with over the past year and the Gippsland Regional Council who continue to work tirelessly to promote adult learning in Gippsland.

I hope that all students enjoyed their training and look forward to the upcoming year.



Luana Brock

Education & Training Coordinator



Registered Training Organisation Report

Life Skills Education Victoria

It has been another huge year for Life Skills Education Victoria (LSEV) with both student and staff numbers doubling from last year. Many of the students have moved onto their second year of training which has often meant experiencing work / work experience for the first time.

It has been a privilege to attend each of their graduations. I have visited many of the students during their placements, and witnessed firsthand the dignity that both adult learning and work brings to the life of each person.

I am pleased to proudly present this report on behalf of the students and the training team.

Sharing the Vision and Mission

Our vision is closely aligned with the expectations of the National Disability Insurance Scheme (NDIS), and has a clear focus on community outcomes for students with disabilities who enrol in accredited courses.

Vision:

A world where expectations and opportunities are the same for people with disabilities

Mission:

To provide high quality training so that students with disabilities can take up opportunities and exceed expectations

The Team

Life Skills accredited training team is made up of 13 contract trainers, 7 trainer assistants and 6 Work Placement Officers, who work together to deliver training to almost 200 students across Victoria

The Model

Our model aims to support students to be more connected to their local community as well as enhancing the confidence and independence of students individually.

Our focus is on three main areas:

1. Increase participation in local community
2. Increase social connections
3. Gain employment

Conclusion and Thank You

We have had the privilege of working with so many dedicated and hardworking students who constantly remind us of the importance of having high expectations. Such positive outcomes could not have been possible without the effort and dedication of the training team.

On behalf of the training team I would like to thank the families, friends and advocates who have supported the students during their learning journey.

Josie Prioletti

Training Manager

On behalf of Life Skills Education Victoria
Training Team



“Education is the most powerful weapon which you can use to change the world”

-- NELSON MANDELA



A Taste of Work Life

Life Skills Education Victoria

Seven students began the 2017 year studying for their Certificate1 in Work Education under the tutelage of teacher, Stuart Finlay. An important part of the course is work experience/placement. My role was obtaining actual work placements for students in the local community, and I'm pleased to say we achieved that goal.

With the course teaching students important skills and knowledge theory to become capable employees; the work placements were a key focus in providing real workplace experience for a set period of time each week.

Local businesses were very generous in their support of the work placement program. This included either providing a placement, a visit, or taking time to speak to the student group about their expectations of what makes a great employee.

The reality is that we had seven very capable, intelligent adults who all possessed different skills and interests, so the challenge was to ensure we placed students to employers in jobs that matched their aspirations.

Moe Life Skills was very appreciative of this support and naturally we hope these partnerships bring increased awareness that people of all abilities can, and do, successfully contribute to our business community when given the opportunity.

A key outcome of the work placement program is the personal growth each student experienced. Providing this platform enabled each student to demonstrate their abilities, skills and talents. I personally found this extremely rewarding to witness.

In summary, equipping students with real-life workplace experience enhanced their confidence, and increased motivation. Given these opportunities, each person is capable of pursuing and securing paid employment in the future. They will be employees of high integrity and honesty and that is something we can all take pride in.

Neil Lawson

Work Placement Officer

Life Skills Education Victoria

**Businesses supporting MLSCC
in the 2017 Work Placement
Program to 30 June:**

Frame By Frame
Gippsland Heritage Park
Moe PLACE childcare (Latrobe City
Council)
Moe Bowling Club
Century Inn Traralgon
Latrobe Regional Gallery Arts
Division
GEST Nursery



Speakers and Visits:

Manny Gelagotis - Michaels
Golden Hen
Barry Switzer - GippSport
Bunnings Morwell
Safetech Industries

high street community hub

Moe Life Skills Community Centre

The high street community hub's mission is Making Moe Stronger and our vision is; "To provide a positive, inclusive dynamic and collaborative community hub that strengthens community participation, inclusion, diversity and resilience".

Over 2016-17 financial year, we have provided events and activities to further attract community to the hub. Our focus continues to be on community unity and promoting understanding of people of all abilities within the community. We consult with the community about what activities they would like to see at the hub at every opportunity and we evaluate the events we provide and how they could be improved. We offer community groups the opportunity to have a BBQ or cake stall at each event allowing them to raise funds for their particular activity.

We have offered use of the space to local community groups as well as government departments both state and local. The Department of Education and Training, Human Rights Commission, WorkCover, Latrobe City Council and the Koori Education Support Officers have been some to use the hub for planning days or education sessions. We have also provided space to MLSCC for PD days and information sessions for the NDIS for families.

ACCOMPLISHMENTS THIS YEAR

TIPS

The Training Information Pathway Service (TIPS) program was provided from the hub with funding from Department of Education and Training. This program provides support for people to search for training opportunities that will help them to develop the necessary skills to undertake employment.

Moe Dog Day Out

A fun day for families and dogs. The weather wasn't kind but we still had a great turnout of families, young children and their dogs. The day provided; obedience lessons, dancing with dogs and Rally displays, opportunities to take dogs through the tunnel. Lots of information from a local vet and Latrobe City Council.

Community Christmas Market

The Community Christmas Market was a success with approximately 70 people attending. Feedback from the majority of people was very positive. The market had a multi-cultural feel, with stalls from local Aboriginal people as well as the Muslim Women of Gippsland. Their traditional foods were a great hit.

Dancing in the Dark

Provides an opportunity to have fun and exercise to music in the (almost) dark. We provided this program for a number of months in 2016 and following feedback from the community we have changed the day and time and will recommence during 2017.

LIFE Project

The Local Inclusive Fitness for Everyone (LIFE) project, funded by Bank Australia, continues to be provided each Friday; where six people with disabilities who have very high and complex support needs come together with six members of the community to undertake a physical activity program and then share a 'cuppa' and a chat.

Dangerous Deeds

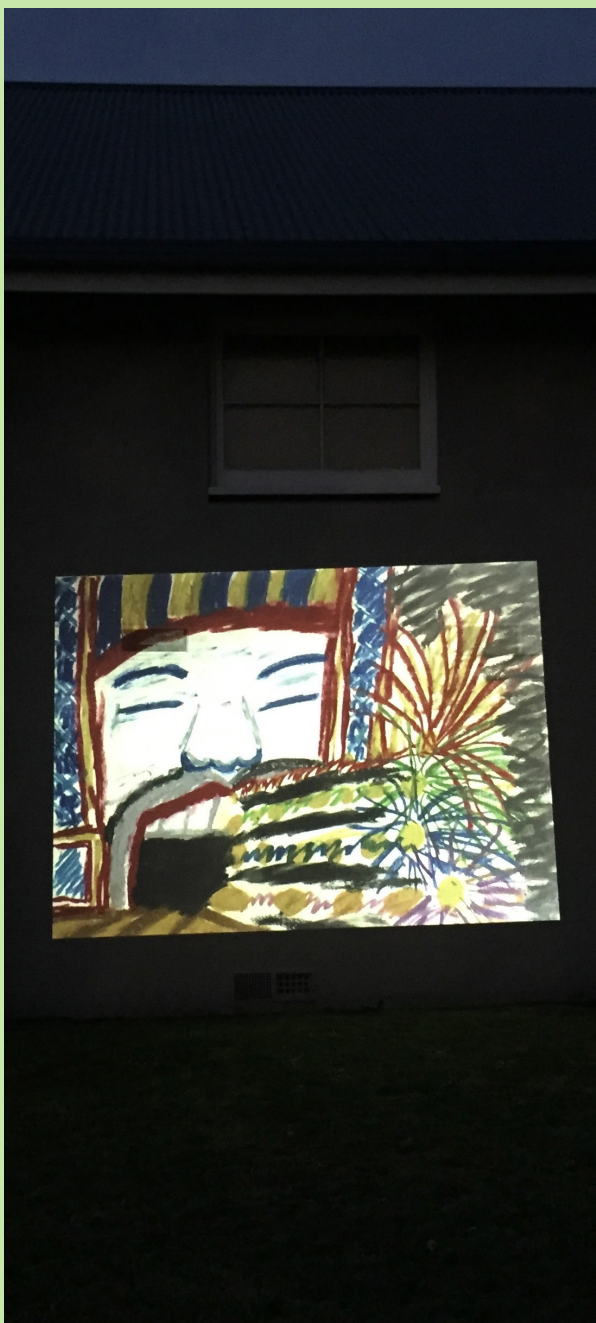
A free accessible video arts installation that showcased the Victorian Disability Movement. The exhibition ran for four weeks during June with the installation available most days and a series of workshops and events on specific days. It attracted significant attention from the community and many people expressed how moved they were by the videos. Dangerous Deeds commenced with a launch and a brilliant light show on the wall of the hub featuring art work by Angela Clement

Future Planning

Part of our work this year has been working towards the development of a coffee shop as a business opportunity at the hub. We are working on a Business Plan and Business Case to consider the viability. Having a coffee shop located at the hub will also encourage people from the community to be aware of and use the space.

Sharyn Thompson

Project Coordinator - Community Hub



Snapshot of 2016-17

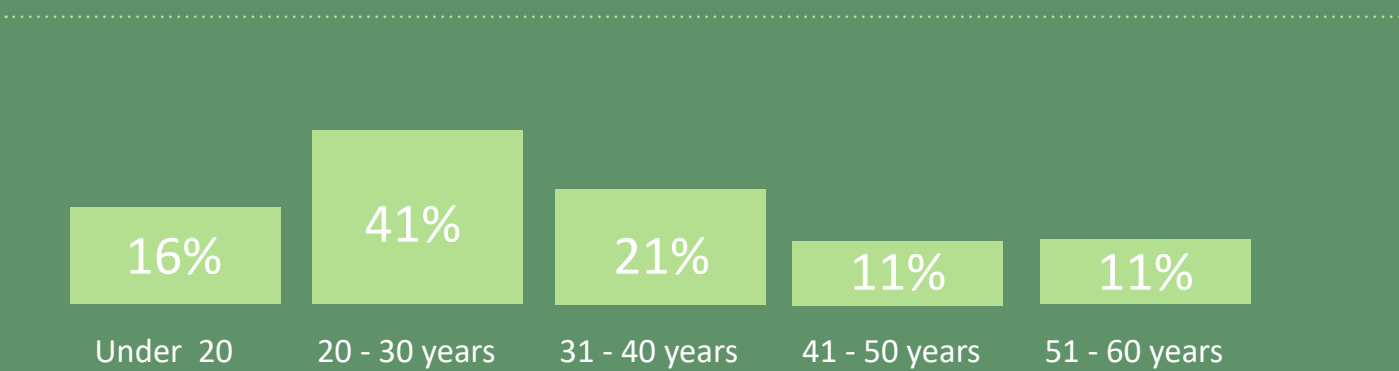
- Moe Dog Day Out
- Provided the Training Information Pathway Service
- Facilitated a number of private hires for training and consultation purposes
- Maintained the Facebook Page
- Developed and designed signage to advertise what's happening at the hub
- Completed a submission for additional funds for the LIFE Project
- Community Christmas Market
- Dangerous Deeds Exhibition
- Completed submission for Solar power at the hub
- Developed a community market committee

Participants

Moe Life Skills Community Centre

Information and statistics

Age Demographics



Activities

30

Total Participants

42

Gender Demographics



60%



40%

Core Business Areas

5 units

Registered Training organisation

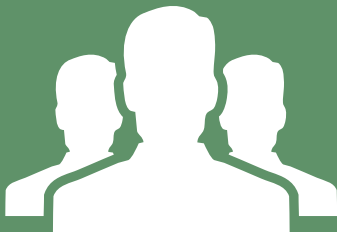
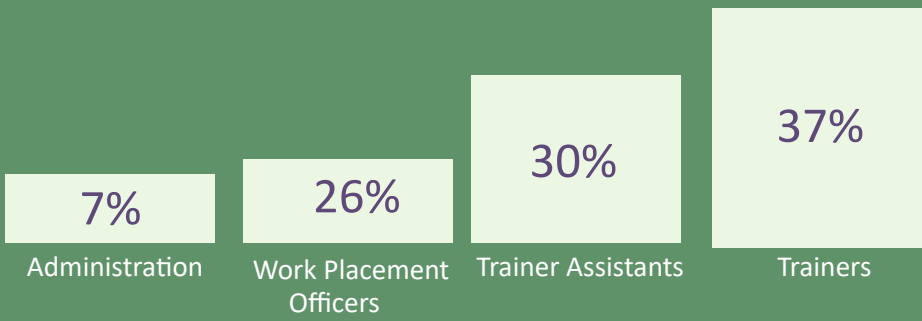
Life Skills Education Victoria

Information and statistics

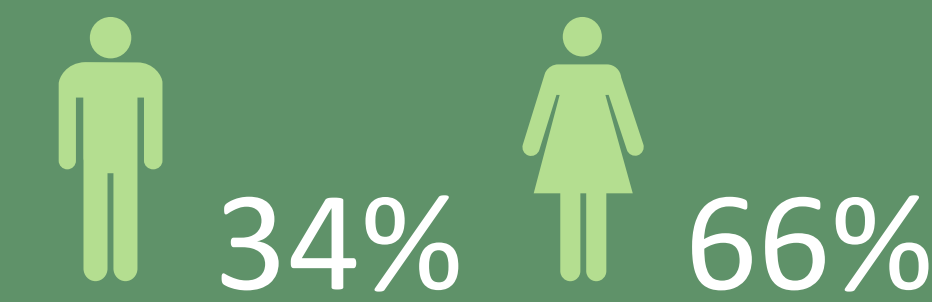
Delivery Locations



Our Workforce



Student Gender Demographics



Board of Management Profiles



Sue Carroll
President

Sue is the chair of the Moe Life Skills Community Centre Board of Management. She was elected to the Board in 2007.

Sue holds an MPET and a Bachelor of Business and is currently employed as an Office Manager at Latrobe Regional Hospital.

She has had a keen interest and long involvement with people with disabilities.

At Life Skills she has served on various committees prior to being the chair.



Deidre Carmichael
Secretary

Deidre was part of the Steering Committee that established MLSCC in 1986, and has served on the Board since. She has held the positions of Chairperson and Treasurer and served on a range of sub committees.

Deidre has a strong commitment, over many years, to supporting families, improving outcomes for people with disabilities and advocating for their right to be treated with dignity and accepted citizens in their communities.



Donald Ferguson
Treasurer

Donald, a former chemist, is in active retirement. Donald has always been very active in his local community, and served as a Councillor for 18 years with two terms as Mayor.

Donald has been involved with MLSCC for five years, and currently holds the position of Treasurer. He finds being part of Life Skills more than just another committee, when he states 'the organisation is a very close group with the most supportive and dedicated staff that you could wish to meet - it really is a family'.

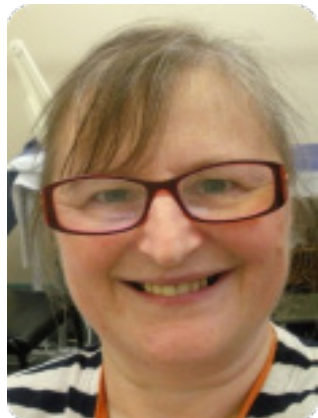


Bill Lawler
Vice-President

Bill has had a long association with the disability sector and has recently resigned from his position as Rural Access Project Officer at Latrobe City, a position which he held for the past 11 years. Prior to this position, Bill was the Advocacy Coordinator with the Gippsland Disability Resource Council for 10 years, advocating for the rights for people with a disability at individual and systemic levels.

In 2012, Bill was recognised for over 20 years of service in the disability sector by receiving the Lifetime Achievement Award, a category of the Victorian Disability Sector Awards.

Board of Management Profiles



Dr. Tanja Bohl
Board Member

Dr Tanja Bohl is trained as a Dermatologist (Skin Specialist) and has a practice located in Newborough. Tanja firmly believes in passing on her knowledge and skills and has taught via the Gippsland School of Rural Health.

As a clinician, Tanja has received several awards and honours for her work and she maintains a strong interest in educating women about their own health.

Tanja has been a member of the Board of Management since 2010.



Vic Micallef
Board Member

Appointed to the Board of Management in 2011, Vic was born in Yallourn and grew up in Moe, attending Moe High School (now Lowanna College).

Vic has made a career in the banking industry, spanning more than 25 years with a major bank and a mutual credit union - formerly BankMECU, now known as Bank Australia. He is a member of the Moe Life Skills Workplace Health and Safety and HR Committees.



Kerry Jarvis
Board Member

Kerry joined the Board of Management in 2014.

Kerry began her career as a Division Two nurse before moving into the community health services sector. Over the past ten years Kerry has worked in various professional roles across different agencies in the areas of Intake and Assessment, Community Support, Disability Case Management and Carer Support Coordination.

Kerry has a passion for research and in undertaking a PhD with Monash University which will have a particular focus on the lives of rural carers who provide care to a family member in the community.

Full profiles of our Board of Management members are available to view on our website

Our Team

Moe Life Skills Community Centre



Dr. Carole Broxham -- Chief Executive Officer

Carole started her career with Moe Life Skills in 2007. She has worked in a range of community based services for over 25 years. Her work has included: planning and developing a range of residential and day placement options for people with disabilities, coordinating the development and delivery of adult education programs within the Social and Community Services sector, in aged, disability and youth/child to name just a few.



Janine Pickard -- Operations Manager

Janine joined Moe Life Skills in 2006. She has over 10 years of experience supporting people with disabilities and over 20 years experience in management at Moe Life Skills and in other related industries.

Janine's role includes overseeing and coordinating activities which contribute to, and ensure, organisational effectiveness and efficiency. She is a member of the Senior Management Team and Quality Team.



Wendy Gibson -- Team Leader

Wendy is one of the founding staff members of Moe Life Skills, having helped establish the organisation in 1985. She watched the construction take place and she along with other Moe Life Skills members contributed to landscaping the Moe Life Skills gardens. Wendy is a member of the senior management team and is the team leader. She is responsible for planning and developing relevant programs for participants. Wendy says "there is no endpoint to continuous improvement."



Luana Brock -- Education & Training Coordinator

Luana has worked at Moe Life Skills since 2001. She is the Education and Training Coordinator and a member of Moe Life Skills senior management team. Luana is responsible for development and delivery of pre-accredited training programs (ACFE). She is also the Work Health, Safety and Wellbeing (WHS&W) rep and the Authorised Program Officer (APO).



Sharyn Thompson -- Community Engagement Officer

Sharyn commenced in this role in March 2016. Her role is varied with a primary focus on the development of the *high street community hub* into a venue that is both used and enjoyed by the Moe Community

Sharyn has a health and project management background and worked closely with Aboriginal communities and organisations for eight years prior to commencing at Moe Life Skills. Sharyn also undertakes projects as a consultant in a variety of fields.



Bonnie Lai -- Marketing Officer

Bonnie joined Moe Life Skills in April 2016 as Marketing Officer to assist with its rebranding and marketing activities. She has undertaken a rebuild of the organisation's website and launch of its Facebook, Twitter, Instagram and LinkedIn accounts.

Bonnie has a number of ongoing projects and splits her time between various business and local community projects she feels passionate about. Bonnie has recently been involved with a project aimed at tackling youth unemployment and education barriers in the Latrobe Valley.

Our Team

Moe Life Skills Community Centre

Corporate Staff

Dr. Carole Broxham
Luana Brock
Wendy Gibson
Stacey Gibson
Bonnie Lai
Janine Pickard
Sharon Radford
Helen Town

Community Hub

Sharyn Thompson

Registered Training Organisation

Peter Elliot
Stuart Findlay
Nettie Hulme
Chris Kane
Neil Lawson
Darren Markey
Lyn Patatsos
Josie Prioletti
Sharon Spencer
Donna Wagon
Silvia Warren

Disability Professionals

Luana Brock
Alison Cook
Jen Devers
Wendy Gibson
Brian Hibbins
Jillaine Hurrell
Stacey Lincoln
Natalia Lipski
Rosie Pambris
Ashley Paterson
Dylan Ritchie
David Sandall
Abby Shields
Trish Smithson
James Trewin
Manu Variathu
Anne Verhagen
Joanne Wolsley

Facilities and Services

Jacqui Holdsworth
Simon Plavins

Life Member

Maria Roncan OAM



Moe Life Skills
Community Centre
Achieving Goals and Aspirations

NDIS provider of quality education, training, disability and community services

Audited Financials

Overview

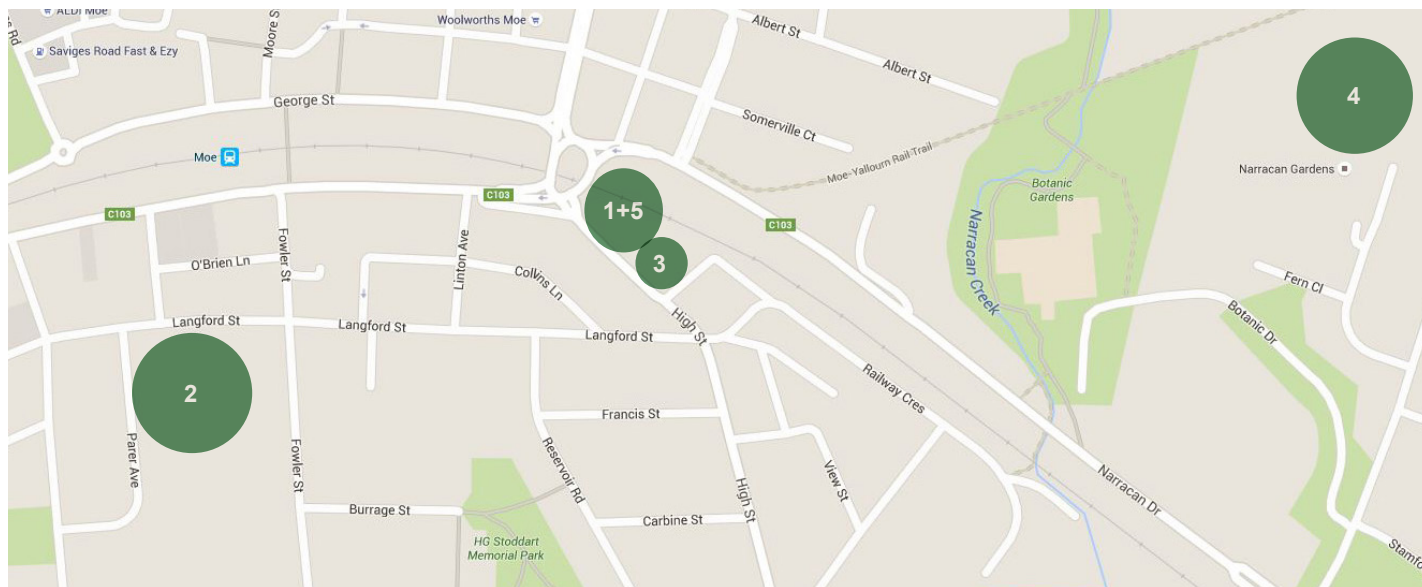
Below is a brief overview of our Audited Financials.
If you require a detailed report please contact Moe Life Skills to request a copy

Statement of Income and Expenditure

INCOME	2017	2016
Fees Received	\$45,949	\$53,504
Grants Received	\$2,791,304	\$639,839
Donations Received	\$950	\$1,400
Interest	\$25,186	\$25,600
Other Income	\$101,786	\$442,659
TOTAL Income	\$2,965,095	\$1,176,502
EXPENDITURE		
Accounting fees	\$2,700	\$2,816
Audit fees	\$4,250	\$5,000
Bank charges	\$522	\$546
Depreciation expense	\$50,989	\$43,122
Utilities expense	\$10,679	\$12,885
Loss on sale of assets - property, plant and equipment	---	---
Advertising and promotion	---	\$920
Administration expenses	\$1,733,827	\$354,245
Grants spending / Minor works	---	\$6,944
Student program costs	\$21,366	\$16,091
Salaries and wages - superannuation	\$64,486	\$59,637
Salaries and wages	\$608,316	\$590,491
TOTAL Expenditure	\$2,497,135	\$1,092,697
Current year surplus before income tax	\$467,959	\$83,805
Income tax	—	—
Current year surplus after income tax	\$467,959	\$83,805
Retained surplus at the beginning of the financial year	\$1,867,043	\$1,812,981
RETAINED SURPLUS AT THE END OF THE FINANCIAL YEAR	\$2,418,808	\$1,950,848

Facilities and Services

Where to find us



Locations	Address	Facility	Contact
1.	2A High Street, Moe	Head Office / Service Delivery	(03) 5127 7999
2.	1-3 Parer Avenue, Moe	Service Delivery	(03) 5127 3999
3.	4 High Street, Moe	<i>high street community hub</i>	(03) 5127 7999
4.	Amaroo Way, Newborough	Cafe 65	(03) 5127 7999
5.	2A High Street, Moe	Life Skills Education Victoria	(03) 5127 7999

Your life, your goals, your way

Have your say

Your feedback is important to us and helps to influence our future service delivery and the ways we can help to better support you and your family

All facets of Moe Life Skills Community Centre's service delivery are developed or influenced through consultation with the people who use our service and other key stakeholders.

This is to ensure that we are meeting the needs of the people who use our service and the community. This information is gathered through community consultation, strategic planning and at individual support plan meetings and reviews.

If there is anything you feel that we could improve on we would love to hear from you.

We pride ourselves on our person-centred delivery model, which is all about the person!

This means that your goals, aspirations, wants and needs are our top priority.

Our skilled staff are more than happy to help or direct you to the appropriate person if you have any compliments, complaints or queries.

Please contact our administration team on (03) 5127 7999 or via email at office@moelifeskills.vic.edu.au and a team member will be able to assist you with your enquiry or forward your request to the appropriate person.



Glossary

About this report

Acronyms / Common Terms

A

ACFE Adult Community and Further Education

AGM Annual General Meeting

ALBE Adult Learners and Basic Education

AQTF Australian Qualifications and Training Framework

B

BOM Board of Management

C

CAE Council of Adult Education

D

DCA Disability Care Australia

DEECD Department of Education and Early Childhood Development

DHHS Department of Health and Human Services

DHSS Department of Human Services Standards

L

Learn Local Adult Community Education Organisations

M

MLS / MLSCC Moe Life Skills Community Centre

MSAW Mainstreet Art Works

N

NDIA National Disability Insurance Agency

NDIS National Disability Insurance Scheme

NDS National Disability Services

NGO Non-Government Organisation

R

RTO Registered Training Organisation

V

VET Vocational and Educational Training

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 examples of performance for the 2016 / 2017 financial year, and also contains an overview of audited financial reports. A full copy of the 2016/ 2017 audited financial report is available upon request from administration.

Photographs

The photographs used throughout this report provide a brief insight into some of the activities and programs offered by Moe Life Skills Community Centre. They also demonstrate examples of the relationships built between people who use our service, staff members and the community at large.

Some images include artworks created by the Mainstreet Artworks (MSAW) group. Some of these images and other artworks created by MSAW students are available for purchase.

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



Don't forget to check out our website!

www.moelifeskills.vic.edu.au

Further information, detailed reports, program highlights, newsletters, publications like this one and more are available on our website and it is updated with new content regularly.



Moe Life Skills Community Centre Inc.
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Moe, Victoria, 3825

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