



ANNUAL REPORT 2018-2019

35th Edition

Moe Life Skills Community Centre Inc.
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Welcome to Moe Life Skills Community Centre's Annual Report 2019

Our Vision:

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

Moe Life Skills Community Centre (MLSCC) is a not-for-profit community based, National Disability Insurance Scheme (NDIS) registered organisation, established in the early 1980's.

MLSCC has 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 disability 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 MLSCC.

25 Glossary



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

25 Glossary and Information



Chairperson Report

Moe Life Skills Community Centre

It has been another challenging yet exciting year for Moe Life Skills Community Centre (MLSCC). This year has marked the second year of the National Disability Insurance Scheme (NDIS) with the people who use our service now receiving their individual funding packages. This has resulted in MLSCC being able to provide individually tailored programs which are designed to meet the specific goals of the people who use our service. I would like to thank MLSCC Planner, Sharon Radford, for all the work she has done to ensure this has occurred.

The *high street community hub* has continued to be used regularly and with the installation of the improved acoustic insulation in the hall it is expected that its use will continue to expand. A particular highlight was the Fantastic Flicks outdoor film night. We have also catered for several events which have been held at the *hub* and the feedback has been very positive. It is hoped that this can be expanded together with the expansion of the *high street coffee hub* at the *hub* so that the people who use our service gain experience in this field.

The LIFE project has continued at the *hub* this year and the original project is being expanded thanks to a grant from Bank Australia to the LIFE in Action Program. MLSCC CEO Dr Carole Broxham and Dr Eli Ristevski from Monash University have had another paper on the LIFE project accepted which is very pleasing and shows the strength of our relationship with Monash University with respect to ongoing research. I would like to thank *high street community hub* Coordinator, Sharyn Thompson, for making the *hub* a continued success and encourage everyone to take advantage of the facilities available there.

The annual Curtains for Certain production at the Moe Town Hall in November was, once again, very enjoyable and successful with both MLSCC staff and the people who use our service working collaboratively to great effect. I would like to thank MLSCC Team Leader, Wendy Gibson, and Education and Training Coordinator, Luana Brock, for their leadership in this.

The pre-accredited ACFE and accredited RTO programs run by MLSCC have continued to be very successful. The RTO in particular has a significant role within the organisation. Last year over 150 students throughout Victoria successfully completed Certificate I in Transition Education and Certificate I in Work Education.

I would like to take this opportunity to thank all the staff at MLSCC for all their hard work this year and particularly Carole for her leadership and dedication to the whole organisation. I would also like to thank my fellow Board Members for their invaluable contribution and support throughout the year.

In conclusion I feel confident of MLSCC's ongoing viability given its strong foundation, sound financial position, clear direction and

Ms Susan Carroll

President
Board of Management



Chief Executive Officer Report

Moe Life Skills Community Centre



they need to participate more fully in the community, affords challenges for not only the individual but the community as well. It is well documented that community attitudes to people with disability significantly contribute to their social exclusion. The community is not just where the person lives but is also where the person shares experiences and relationships with others.

While the NDIS offers a new level of choice and control for people with disability in accessing supports for their activities and goals, it also provides challenges for service providers. These include: the ability to provide services that best reflect the client's needs; that are evidence based; can move away from the constraints of past practice and change individual and organisational attitudes. With these issues in mind, the Board of Management commenced planning early in 2019 to develop a new strategic direction for the organisation.

STRATEGIC PLAN

The Board of Management with support from David Craig, a seasoned Disability Practitioner and Consultant, developed a three year Strategic Plan (2019-2022) with a clear aim to ensure we remain a viable, sustainable and importantly a relevant organisation, that reflects the changing needs and aspirations of the people who use our supports and services; as well as exploring ideas for new services and innovation.

STUDENT PLACEMENTS

We continued to develop as a teaching and learning organisation and as such hosted a number of certificate, undergraduate, and post-graduate students from a range

WELCOME

On behalf of the Board of Management and staffing team, I welcome you to the 35th Moe Life Skills Community Centre (MLSCC) annual report. Our 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.

NATIONAL DISABILITY INSURANCE SCHEME (NDIS)

The changes brought about by the introduction of the NDIS created both challenges and opportunities in service delivery, including a changing business model and organisational culture. Gaining a competitive advantage with limited resources in a fixed priced market as well as becoming a provider of choice is an ongoing challenge facing most organisations.

The increased opportunity for people with disability to take control of their lives, access the supports and services

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 invigorating and challenging!

ACHIEVEMENTS

There were so many highlights over this reporting period and I encourage you to read the various section reports within the annual report. The full report will also be available on our website at www.moelifeskills.vic.edu.au. Two of my key highlights were the Local Inclusive Fitness for Everyone (LIFE) project and the work of self-advocates.

LOCAL INCLUSIVE FITNESS FOR EVERYONE (LIFE)

The findings of the LIFE pilot project were presented at the 8th International conference on Health, Wellness & Society, in London, September 2018. In brief, the pilot project looked at increasing physical activity and social interaction, between people with high support needs and community.

The project impacts included:

- Improved physical health for all participants
- Better understanding of 'disability' by members of the community
- Development and continuation of social relationships that improved social connectedness
- Improved social inclusion

Evidence from the LIFE project identified a need for a better approach to the provision of recreation and leisure activities

in the community, for people with high support needs.

LIFE IN ACTION PROJECT

As a result, Bank Australia made a commitment to partner with MLSCC in collaboration with Monash University School of Rural Health, for a three-year funding period for the next phase of the project, known as the LIFE in Action project.

The LIFE in Action project addresses the research, evaluation and data collected from the original LIFE project. Its key aim is to build the capacity and acceptance of mainstream recreation and leisure facilities and/or groups to increase opportunities for people with high support needs to participate in physical activities with others in the community and not in segregated or disability specific activities and programs.

A series of Roundtables commenced in May this year. I look forward to presenting the findings of year one in my next report, but what I can confidently report now, is the enthusiasm and commitment demonstrated by our local recreation and leisure providers to improving the experiences of people with a disability.

SELF-ADVOCACY

The voices of the Self-advocacy group continued to lead the way in campaigning for greater safety in our local community. The group wrote to a number of National retailers who operate businesses in our local community to raise their awareness of safe and accessible pathways for all customers. They met with members of parliament

and Latrobe City Council to keep these issues on the agenda. The power of self-advocacy has a reach and impact far beyond the individual.

THE YEAR AHEAD

The next 12 months will remain challenging! A key project will be capital works as we explore the options to both extend and renovate some of our existing facilities which we have clearly outgrown.

A major and ongoing challenge is the support we provide to people who use our services and more broadly how the sector responds to the changes brought about by the NDIS. There is a considerable body of evidence to show that living with a disability is significantly impacted by the relationship with the person's support staff. Support staff attitudes towards the needs of people with disability, their managers and each other (Organisational Culture) has an impact on social inclusion. In the case of social networks, studies have shown that social inclusion in the community requires active support to establish and maintain connections with family, friends, carers and community members.

As a registered NDIS provider, we are committed to ensuring that we offer a wide range of opportunities to people with disability to increase their participation in social, economic and community life. To do this, we will need to significantly grow our workforce, consider and...

Chief Executive Officer Report

Moe Life Skills Community Centre



...develop the attitudes, skills and capabilities of existing and new staff to meet these differing needs.

We will need to ensure that the organisation is in a position to recruit the best possible staff to provide services and to retain experienced disability practitioners within our organisation as well as to ensure those practitioners are able to support participants to be fully involved in the community.

Developing inter-professional perspectives will add to our knowledge, awareness and practice. We aim to increase opportunities for professionals and students to interact with MLSCC through work and academic placements and research.

As I previously stated the NDIS offers a new level of choice and control for people with disability

in accessing supports for their activities and goals – we must ensure we don't waste a moment of time in supporting people to achieve the outcomes they are seeking.

THANK YOU

Our work is possible due to the commitment and dedication of some amazing people, and I thank each of them for their ongoing efforts.

My sincere thanks to our governing body, the Board of Management, their expertise, commitment and passion makes such an outstanding contribution to the organisation.

I make special mention to our partners – their work significantly contributed to the success of the organisation.

A very big thank you to all members of staff, across the

organisation, your work does not go unnoticed. Your passion and ongoing commitment to MLSCC helps to make us a leader in the sector and community.

A very special thank you to the people who use our supports and services, their families and networks that help make our work possible. We look forward to exceeding your expectations.

It is clear that the combined efforts of so many have helped us to achieve so much in the past year – thank you.

Dr. Carole Broxham

Chief Executive Officer



Planning and Development Team Report

Moe Life Skills Community Centre

The last 12 months has been a learning period for our team as we worked together to gain a better understanding of the National Disability Insurance Scheme (NDIS).

While sometimes challenging, we have focused on developing innovative and achievable ways of assisting and encouraging participants at Moe Life Skills Community Centre (MLSCC) to achieve their individual goals. We work with the person to enhance and develop skills by role modelling, encouragement and prompting. Our aim is to empower and promote self-management.

For example, the NDIS has enabled many participants to access the community and realise their goals, with either 1:1 support or through group social activities. Engaging in mainstream activities is contributing to capacity building, by increasing confidence and self-esteem, as well as developing a new skill set. This can be accessing places of interest, or learning how to travel safely on public transport.

All these activities contribute to the further development of the individual's independence and participation.

I would like to thank the direct support staff at MLSCC for their dedication, team collaboration and for their commitment to work on challenges. Thank you for your contribution in supporting participants to work toward reaching their goals.

Thank you to our participants and families/supporters, who have been willing to try new things, which at times may have taken them out of their comfort zone. It is important to remember that you don't know if you like it if you haven't tried it.



Wendy Gibson

Team Leader

Education and Training Report

Moe Life Skills Community Centre

PRE-ACCREDITED TRAINING

Moe Life Skills Community Centre (MLSCC) is a registered Learn Local organisation that deliver 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.

We have delivered pre-accredited training to over 20 students in the past year in a range of programs. All programs have 'employability skills' embedded into them. These skills are 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.

Highlights

Literacy - Produced four editions of The Voice and students learnt how to use the internet for personal use.

Theatre Studies - Students co-wrote and produced a Curtains for Certain performance at Moe Town Hall, and a gave a presentation to Graduate Medical students at Monash University.

Mainstreet - Entered and sold art work at a range of Art Shows, including Mirboo North, Walhalla and Tanjil Valley. Networked with Artists at Latrobe Regional Gallery.

ACCREDITED TRAINING

In Victoria accredited training is delivered by Registered Training Organisations (RTO) and offers a range of accredited training programs.

During the past 12 months MLSCC has completed internal audits against the Australian Qualifications Training Framework (AQTF) and the Skills First Contract. These audits provide an opportunity to identify areas for improvement, and contribute to an overall continuous improvement system. This leads to more efficient systems and more effective, quality training to students.

I would like to congratulate everyone who has participated in our courses this past year. I have watched students develop their skills and knowledge and apply this in their lives. Thanks to our teachers, who each week deliver interesting and educational pre-accredited courses, the success of these programs 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 and Training Coordinator



Registered Training Organisation Report

Life Skills Education Victoria

It's been a great year for all of our accredited training staff and students. Over 150 students across Victoria completed the Certificate I in Transition Education or Certificate I in Work Education, gaining valuable skills in independence, community participation, and workplace involvement.

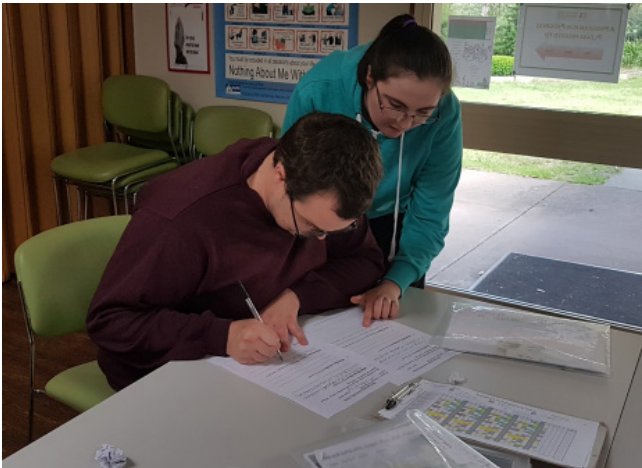
All of the Work Education students had the chance to undertake work experience in a variety of workplaces, with many going on to gain employment – one young woman in the northern suburbs impressed the graphic design company where she did her work experience so much that they created a part-time job just for her!

It's been fantastic to deal with so many enthusiastic and hardworking students, who have put so much dedication and effort into their training. Thank you and congratulations to every student who studied with us this year.

We'd also like to acknowledge and thank all of the families, trainers, trainer assistants, work placement officers, and other members of the training team whose hard work and support have helped to make this possible, and we look forward to another great year.

Alicia Cameron

RTO Officer



high street community hub

Moe Life Skills Community Centre

The *high street community hub*'s mission is to provide a positive, inclusive dynamic and collaborative community hub that strengthens community participation, inclusion, diversity and resilience. During the 2018-2019 financial year, the *hub* has consolidated previous year's works and undertaken new events and activities. To ensure the *hub*'s viability, we continue to offer space to one long term commercial hire and a variety of one off and regular hires to community groups. In partnership with Moe Life Skills Community Centre (MLSCC), we are able to offer catering as part of the hire package. We also continue to work closely with the Marketing Officer at MLSCC to promote activities and events at the *hub*.

During this financial year, we have undertaken works at the *hub* including the installation of a commercial dishwasher; acoustic works in the Hall to improve its useability; new garden beds and edging and installed a disability specific car park. We have developed Room 3 into a more formal meeting room suitable for Board Meetings etc. We have also utilised a less used space, Room 4 that is now office space for the Marketing Officer and the *hub* Coordinator.

We are in the process of painting the container with outlines of some of our wonderful visitors to the *hub*.

We have had some amazing support from the Rotary Club of Moe this year. They provided us with the design, preparation and installation of a garden at the front of the *hub*. They put us in touch with a designer who was able to suggest appropriate plants and sourced those for us. The garden included edging, plants and mulch as well as lots of hard work and really improves the look of the *hub* for its users and those walking past. Rotary also donated mulch for all the garden beds and the playground. The gardening group from MLSCC installed a watering system for us to ensure the plants survived what has been a hot dry summer. Thank you so much!

The *hub* continues to collaborate with other community groups and organisations. In April we hosted Fantastic Flicks in partnership with VALID. The event was very well attended, with a lovely

warm night. MLSCC staff assisted with catering and the *high street coffee hub* was a great success. Some people brought a picnic, while others took advantage of the BBQ. In May we held an Australia's Biggest Morning Tea to raise money for cancer research. A huge thank you to all those who attended and those who provided delicious foods.

During the year we have hosted a number of organisations to hold training days and all of staff meetings. We continue to host the LIFE project on a Friday with members of the community and people with high and complex disability needs sharing a Pilates class and ordering a coffee from the *coffee hub*. The *hub* is also the venue for the LIFE in Action project, an extension of the original LIFE project.

We have received funding from GippSport for an Aboriginal Women's Health day and are working towards that happening later this year.

We would like to express our thanks to the following organisations and groups for their support this year:

GippSport – Aboriginal Women's Health Day

Latrobe City Disability Access Grants – Disability Car Park

Latrobe City Minor Works Grants – Purchase Dishwasher

Rotary Club of Moe – Garden design and installation, replace playground mulch and Installation of the Dishwasher

Finally, we would like to thank all those who assist the *hub* both as users and supporters without you we would not be here.

Sharyn Thompson

Hub Coordinator
high street community hub



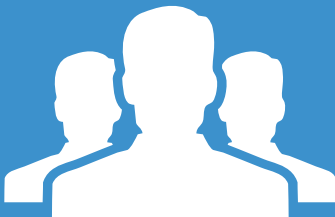
Participants

Moe Life Skills Community Centre

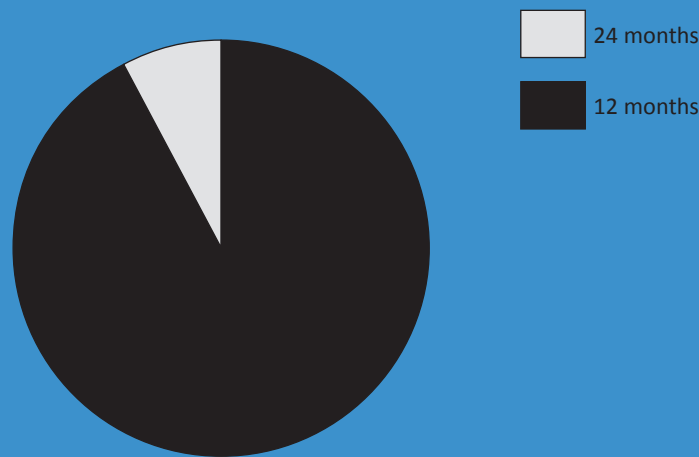
Information and Statistics

Participants registered and receiving NDIS funding

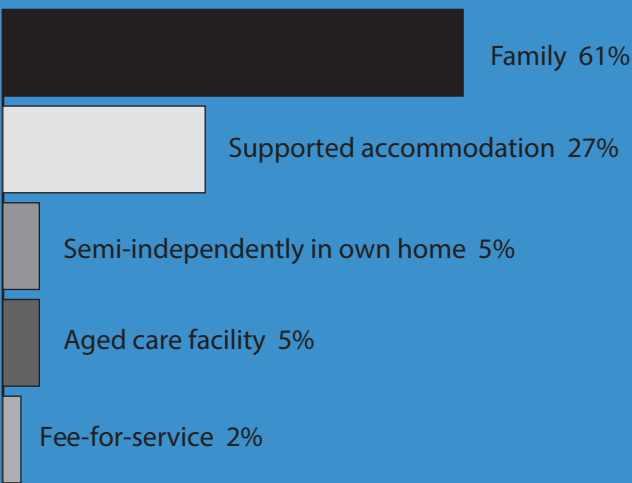
100%



NDIS plans



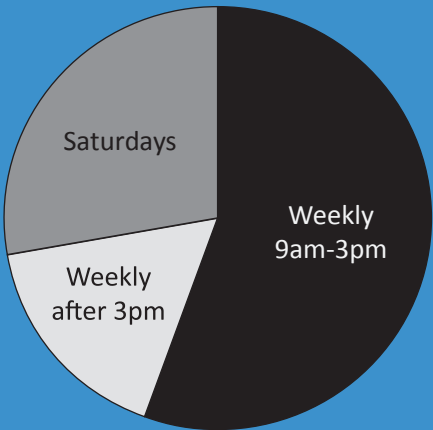
Living arrangements



Participants receiving 1:1 support

27%

Weekly breakdown of 1:1 support



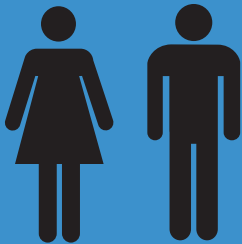
Students

Life Skills Education Victoria

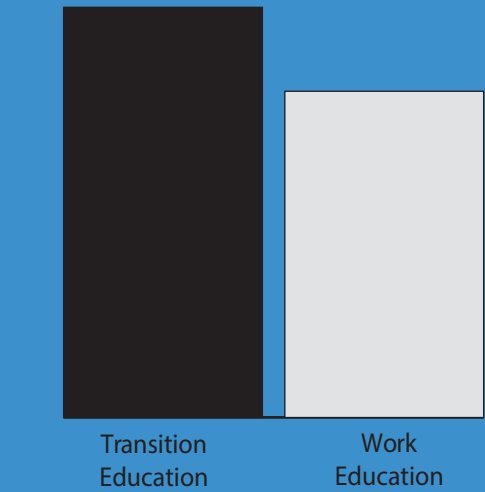
Information and Statistics

Total enrolments

158



Certificate I enrolments



Fast facts

Largest class

13

Smallest class

5

Farthest class

Ararat

Board of Management Profiles



Sue Carroll
President and Acting Treasurer

Sue is the chair of the Moe Life Skills Community Centre (MLSCC) 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 disability.

At MLSCC 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.

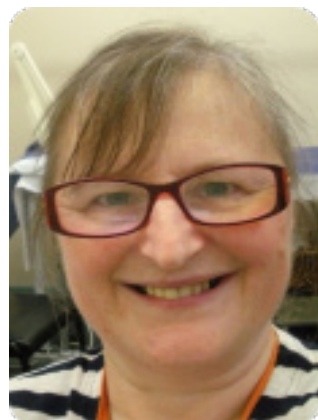
Deidre has a strong commitment, over many years, to supporting families, improving outcomes for people with disability and advocating for their right to be treated with dignity and accepted citizens in their communities.



Bill Lawler
Vice-President

Bill has a long association with the disability sector, including holding a position as Rural Access Project Officer for 11 years at Latrobe City. 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 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.



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.

Board of Management Profiles



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.



Amanda McMahon
Board Member

Amanda currently works full time as a Community Engagement Officer at Latrobe Regional Hospital and is also owner of a local small hospitality business.

Amanda has demonstrated knowledge and skills in health, fundraising and events management, community and career development, mentoring, leadership, culture change and relationship management, and is experienced in the banking, health, education, hospitality and disability sectors.

Amanda joined the Board in 2017 and also takes part in the Youth Choices Committee. She is a strong community professional, graduating from GCLP in 2014 and currently studying MBA.



Mary Storie
Board Member

Mary was co-opted in the 2018-19 financial year as a member of the Board and was instrumental in her support during the development of MLSCC's strategic plan.

Mary brings a wealth of experience and knowledge across the community sector.

Our Corporate 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 disability, 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.



Stacey Gibson - People and Culture

Stacey joined Moe Life Skills in 2010. She has worked in local disability services from the age of 15, where she began volunteering with participants on respite camps, moving into paid work and then to an administrative role.

Since joining Moe Life Skills, Stacey's role has progressed to Human Resource management and senior business administration, undertaking many varied tasks, with a strong focus on people and culture and on ensuring staff are well equipped to deliver quality services.



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 and 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 (WHSW) representative and the Authorised Program Officer (APO).



Sharyn Thompson - Hub Coordinator

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 has also undertaken 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
Alicia Cameron
Wendy Gibson
Stacey Gibson
Bonnie Lai
Sharon Radford

Community Hub

Sharyn Thompson
Justin Rutjens

Facilities and Services

Jacqui Holdsworth
Simon Plavins

Life Member

Maria Roncan OAM

Disability Professionals

Luana Brock
Sarah Darmody
Jen Devers
Wendy Gibson
Brian Hibbins
Stacey Lincoln
Natalia Lipski
Toni Milbourne
Majella Moss
Sunday Nyoach
Rosie Pambris
Ashley Paterson
Stephen Riek
Dylan Ritchie
Abby Shields
Patricia Smithson
James Trewin
Manu Variathu



Moe Life Skills Community Centre

Achieving Goals and Aspirations

NDIS provider of education, training, disability & community services

Audited Financials

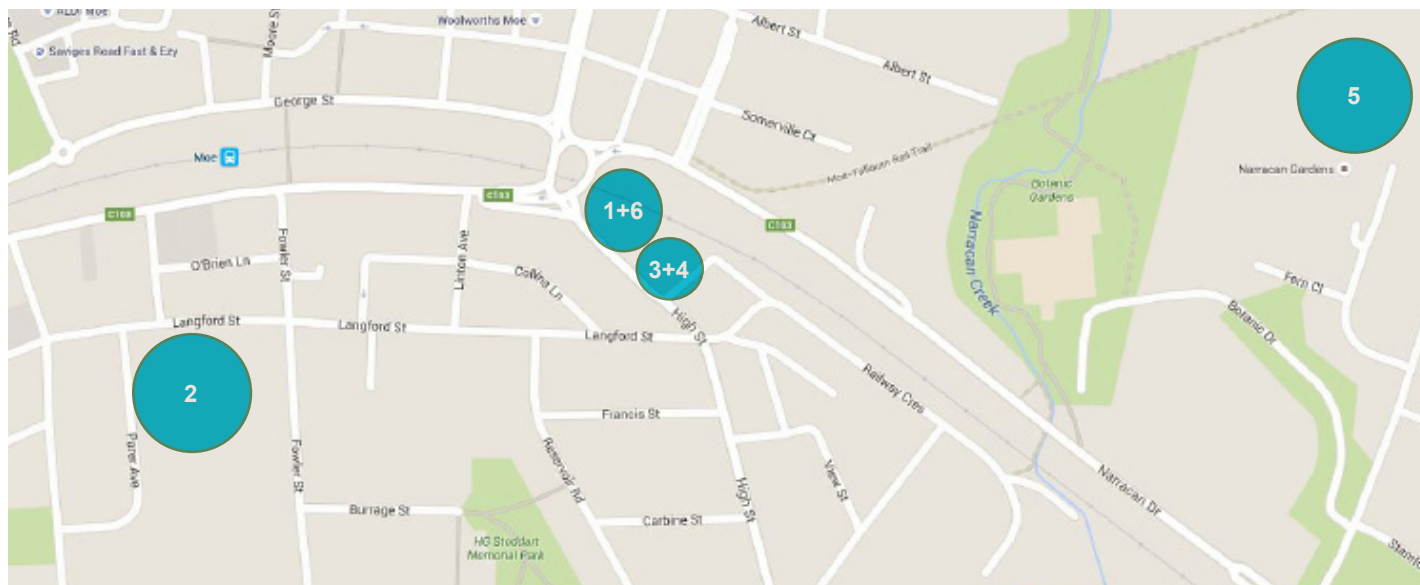
Overview

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

	2019	2018
INCOME		
Fees received	30,684	49,358
Grants received	2,872,755	3,203,080
Donations received	215	445
Interest	35,797	42,186
Other Income	122,528	152,075
Profit on sale of assets	0	5,326
Total Income	3,061,979	3,452,470
EXPENDITURE		
Accounting fees	3,200	-
Audit fees	6,240	15,730
Bank charges	672	761
Depreciation expense	32,406	31,146
Utilities expense	16,595	11,713
Advertising and promotion	1,320	1,970
Administration expenses	1,593,955	2,101,061
Grants spending/ Minor works	2,364	5,775
Student program costs	26,097	25,265
Salaries and wages – superannuation	99,553	77,106
Salaries and wages	885,428	796,469
Total Expenses	2,667,831	3,066,996
Prior period adjustment	-	-
Current year surplus before income tax	394,147	385,475
Income tax expense	-	-
Net current year surplus after income tax	394,147	385,475
RETAINED SURPLUS AT THE BEGINNING OF THE FINANCIAL YEAR	2,621,079	2,235,604
RETAINED SURPLUS AT THE END OF THE FINANCIAL YEAR	3,015,226	2,621,079

Facilities and Services

Where to find us



Location	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.	4 High Street, Moe	<i>high street coffee hub</i>	(03) 5127 7999
5.	Amaroo Way, Newborough	Cafe 65	(03) 5127 7999
6.	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 pre-planning 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@moeliveskills.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

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

LIFE - Local Inclusive Fitness for Everyone

M

MLSCC - Moe Life Skills Community Centre Inc

MSAW - Mainstreet Artworks

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

VALID - Victorian Advocacy League for Individuals with Disability

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 (MLSCC). It provides clear examples of performance for the 2018-2019 financial year, and also contains an overview of audited financial reports. A full copy of the 2018-2019 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 MLSCC. 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 which are available for purchase. Please make an enquiry with our administration team 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.



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