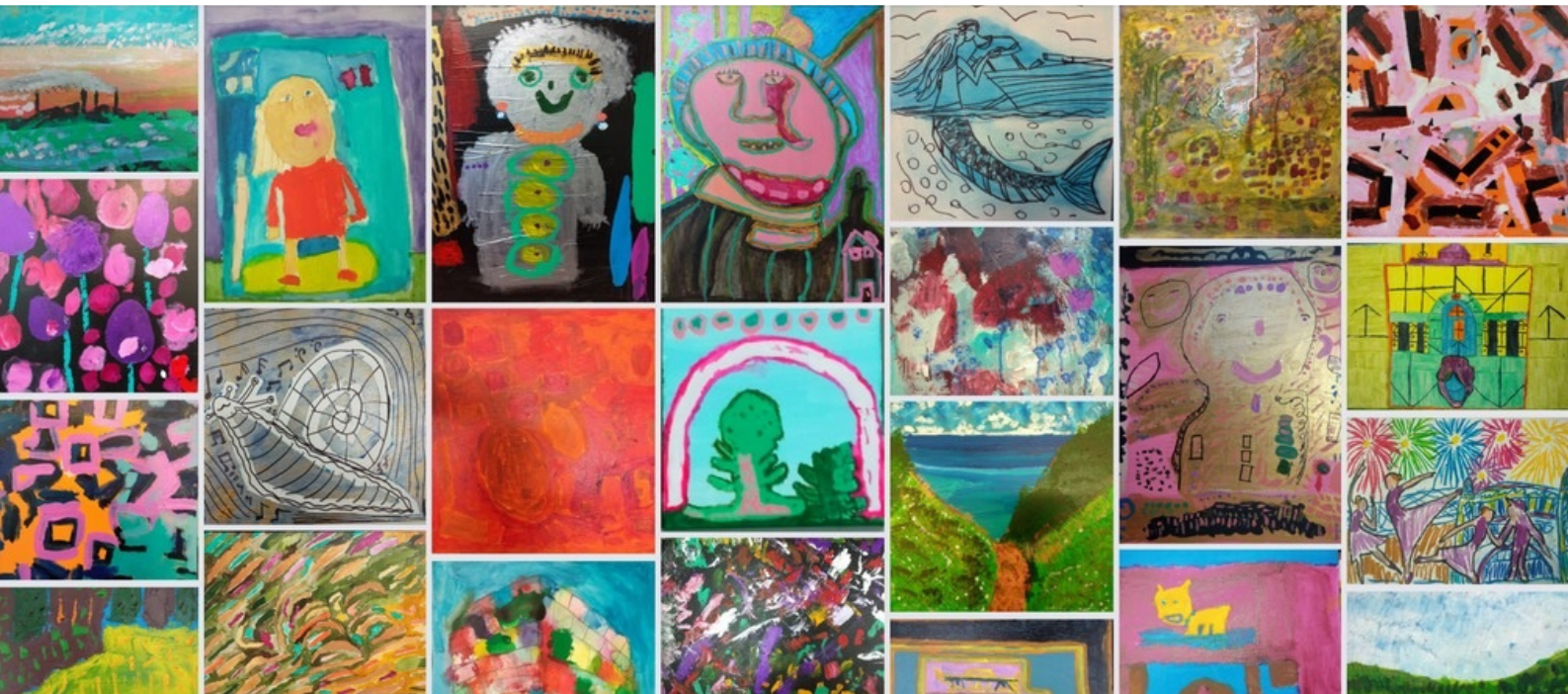


Moe Life Skills Community Centre

ANNUAL REPORT
2020-2021



Welcome to Moe Life Skills Community Centre's Annual Report for 2020-2021



Participant artwork available to purchase from MLSCC

Table of Contents

Reports

President Report	4
Chief Executive Officer Report	6
Disability Support & Services	10
Education and Training Report	12
high street community hub Report	16

Business

Audited Financials	25
Facilities and Services	26
Feedback	27
Glossary	29

Organisation

Organisational Statistics	18
Board of Management Profiles	20
Staff Information	22

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 2020-2021 financial year, and also contains an overview of audited financial reports. A full copy of the 2020-2021 audited financial report is available upon request from administration.

About Us

Moe Life Skills Community Centre (MLSCC) is a not-for-profit community based organisation, a National Disability Insurance Scheme (NDIS) registered service provider, and a Registered Training Organisation (RTO).

Through the NDIS and the RTO the organisation provides a range of vocational education and training courses and programs and self-directed supports and services to enable people with disability to achieve their goals and aspirations.

In addition, MLSCC operates a social enterprise. The *High Street Community Hub* provides an inclusive and welcoming space for all members of the community, with the aim of promoting a connected, resilient and inclusive community.

Our Vision:

A society where people with disability can fully participate and make a valuable contribution as citizens



With thanks to our Sponsors



President Report

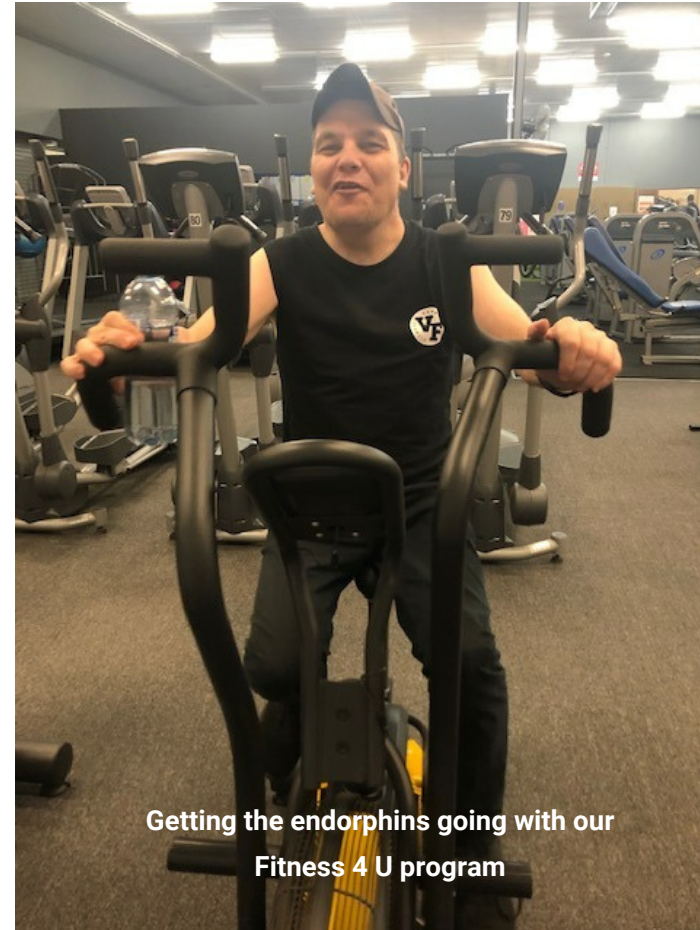
It has certainly been another extremely challenging year for Moe Life Skills Community Centre.

The first part of the year saw the planning and resumption of face-to-face classes while still continuing with the very popular Zoom classes.

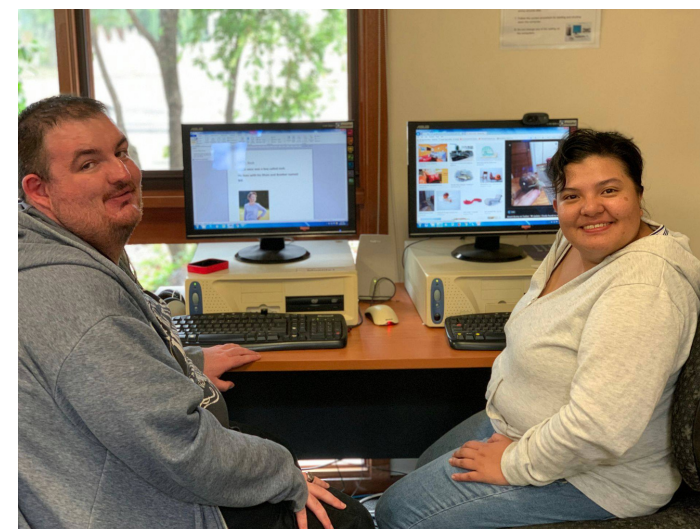
More recently, lockdowns have meant the return to online services only. It is a credit to both the staff and the people who use our services that these significant changes have been accomplished so smoothly. It has been extremely difficult to plan events although the film night at the *high street community hub* went ahead in April 2021 despite the dreadful weather which saw the movie Mrs Doubtfire screened in the hall rather than under the stars.

Several projects have been held in abeyance because of the ongoing effects of COVID. The resumption of Café 65 at Narracan Gardens is still on hold because of the restrictions around Aged Care Residences but it is hoped that once these are relaxed this will be able to recommence.

Like many other things, the work of the LIFE in Action project has been severely impacted by COVID restrictions. Work on some aspects has continued behind the scenes and we look forward to being able to reinstate the project in its entirety in the future.



Getting the endorphins going with our Fitness 4 U program



Angela and Josh pausing to discuss their literary project



Mr Cesar Melham MP, Parliamentary Secretary for Training and Skills chatting with our team about the programs we run at MLSCC



Pilates participants full of energy

I was pleased to be present when Mr Cesar Melhem MP, Parliamentary Secretary for Training and Skills met the Curtains for Certain (drama) crew in May. Their presentation was amazing and I hope that they will be able to hold their annual performance this year in November, COVID permitting.

Towards the end of this reporting period I can advise that significant steps have been taken toward the rebranding of our organisation. This will also involve updating the website to make it fully accessible and the ability to purchase items online in the future.

I would like to express my thanks to all staff for their hard work again this year and in particular to Dr Carole Broxham for her leadership and commitment. I would like to acknowledge and thank Stacey Gibson for her contribution and to welcome our new members of staff. I would also like to thank my fellow Board members for their invaluable commitment and support throughout the year.

I am confident that the organisation will be in an excellent position to recommence/continue the provision of quality services due to its sound financial position, clear direction and leadership as well as the commitment and dedication of its staff.

Sue Carroll

Chief Executive Officer Report

Welcome

Welcome to the 37th annual report. My last report ended with the hope for a COVID normal, although we had no idea what that might look like, and I'm not sure we're there yet either!

As we know, annual reports provide us with the opportunity 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. While last year brought its own challenges, and didn't deliver the 'new normal' or the so called 'COVID normal' what continued to shine through for me, was the resilience and commitment of our team, the innovative and strong governance of our Board of Management which together ensured our business continuity despite everything we had to face.

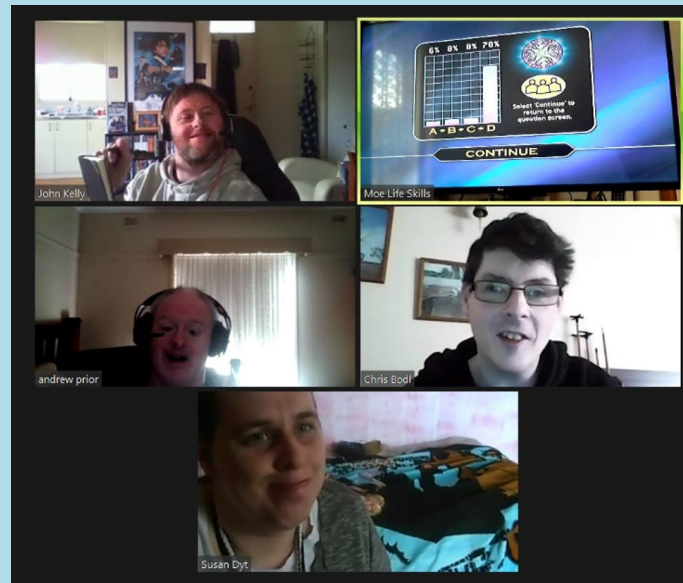
Service Delivery

From July – December 2020 we continued to offer service delivery by Zoom. Early in 2021, we took our first tentative steps to reintroduce on-site delivery. Notwithstanding the enormous amount of work required to comply with government restrictions, health advice, and the constant cleaning (!) all clients and staff were excited and ready to be back.

Fortunately, and due to their popularity, we also continued to deliver programs by Zoom. This stood us in good stead as further lockdowns closed our on-site delivery, but kept people connected on line.



Paul taking Kali for a walk



Who Wants to be a Millionaire (We do!) for our Games Galore crew

Compliance Continues

A pandemic does not stop accountability or ongoing audits, it just changes their shape and form. Conducting audits via zoom was definitely a new experience. A certification audit was held in September 2020 by Health and Disability Auditing Australia (HDAA). The audit identified that Moe Life Skills Community Centre (MLSCC) was fully conforming and we received confirmation of our reregistration as an NDIS service provider in May 2021.

In March 2021, a Business Process and Transactional Compliance audit was conducted by Grant Thornton auditors, this audit examined our compliance, as a Registered Training Organisation (RTO), with the Vocational Education and Training (VET) Funding Contract.

I'm pleased to report another successful outcome. As a contracted Training Provider we were found to be compliant with the terms and conditions of the funding contract.



Participants relished the opportunity to take part in the LIFE in Action Project

Rebranding

The Board of Management passed a Special Resolution in June 2021 to change our name from Moe Life-Skills Community Centre Incorporated to *Life Skills Victoria Incorporated*. The name change will better reflect how and where we deliver our supports, services, and education and training programs.

Design with Zach, a Gippsland based design studio lead by Creative Director, Zach Jacobs, was engaged by the Board. Zach was instrumental in helping us create a firm direction and design brief. We look forward to our formal launch in the coming months and operating under the *Life Skills Victoria Inc* banner. The new name allows us to retain our past (Life Skills) as we move towards our future (across Victoria).

LIFE in Action

Due to COVID-19, we were unable to proceed as planned in our research collaboration with Monash University, School of Rural Health. Our aim was to form small working groups to develop projects which addressed the themes identified in the roundtable forums and to showcase best practice in social inclusion.

Our time during COVID however, has not been wasted. Two journal articles are being finalised for publication. The first article is on the findings of the roundtable discussions. The second is a scoping review that identifies strategies that facilitate inclusive practices in mainstream recreation and leisure providers to increase physical activity for people with intellectual disability who also have high support needs, with others in the community.

Chief Executive Officer Report Continued...

Support for MLSCC

We have again been fortunate to receive support from funding bodies. Latrobe City through the Community Events grant and the Disability Access grant of which you will find full details in the Hub report. Funds from Gippsland Water enabled a water tank and pump to be installed at the Hub.

We thank our funding bodies for their ongoing support.

Staffing Team

In 2020, we farewelled three casual direct support workers, Ash Patterson, Dylan Ritchie and Abby Shields. Ash and Dylan supported the Men's Shed at Moe Neighbourhood House, and Abby was a keen supporter of the Performing Arts program.

In June, Sarah Darmody left the organisation to take up a full time position with Mawarra Knoxbrooke. Sarah was with the organisation for over three years, and supported participants in a number of programs, with stand-out success in Advocacy. Sarah has a strong commitment to improving the lives of people with disability. She has been diligent both within Life Skills, and the broader community to bring about change. I have no doubt that Sarah will continue to play an important role in the sector and will continue to support people with disabilities to achieve their goals and aspirations.



Angela and her artwork

After almost 12 years of service, Stacey Gibson made the decision to leave the organisation to seek out new challenges. The Board and I could only have hoped to keep such a dedicated and hardworking employee as Stacey for many more years! Stacey's talents, expertise and skills were well recognised in the organisation and will take her wherever she decides to go in life.

Due to COVID, we have been unable to farewell our team members in the usual fashion, but we most definitely wish them our very best for their future endeavours.

While it is sad to lose good team members, I am also delighted to welcome Sharon Messetzian, and Angela Nielson to the Senior Administration role, and Linda Fowler, who takes up the position of Deputy CEO. Look out for interviews with our new team members, they will be published in our newsletter *The Voice*.

Governance

The Board of Management has performed every aspect of their governing role admirably, and in an ordinary year that would pretty much be the end of the story. Of course, this was anything but a normal year. The impact on the organisation's operating budget has been substantial and I've no doubt the effects of the pandemic will linger for some time and demand that we contemplate a new normal.

In the face of so much difficulty, our Board of Management is to be congratulated for their capacity to ensure that the organisation has remained responsive to our clients, their families and to the people who work across the organisation during very challenging times and indeed within an ever-changing landscape.



Susan and Paul enjoying music

The Year Ahead

With all of the challenges ahead of us, the support and guidance offered by the Board of Management will be instrumental as we commence work on the next phase of our strategic planning. There will be a focus on business development in the COVID normal era. The people who use our services, their families and supporters will be invited to contribute to the planning process. A recruitment drive will commence for direct support workers to enable us to meet the needs of clients and expand our service delivery. Refurbishments that were put on hold, can now hopefully get underway. Let's hope the 2021/22 financial year will shape up to be all that we would like it to be.

Thank you

In conclusion, I would like to thank everyone who played a part in the life of Moe Life Skills Community Centre. I look forward to a new year and a new look as Life Skills Victoria Inc. Our focus is to establish ourselves as a leading provider and to continue to advocate for the rights of all people with disabilities.

Stay well, stay safe.

Dr Carole Broxham



Sue getting creative

Disability Support & Services Report

What a challenging 12 months this has been for us all. As always, our focus has been on providing support and activities for engaging our participants.

With lockdown during the last half of 2020, we were very aware of trying to stay connected to our participants and their families. We had already introduced and provided the training and support for our staff, participants and their families to use the Zoom platform, so while we may not have been able to have face to face contact, it was great to still be able to connect online.

We also introduced some new activities to inspire as many of our participants as possible to take up the challenge.

Check out the circles to view some of the great Zoom classes we offer -



Returning to face-to-face delivery in February 2021 was an exciting time for us all.

So, from adversity, some good has come. We have expanded our delivery platforms, programs, and increased and improved our technical skills.

With 2A High Street building now being used for administration, we find ourselves more community based, delivering programs from a range of venues, including: the *high street community hub*, Moe Library, Parer Ave, Latrobe Regional Gallery, Albert St Primary School (canteen), and Narracan Gardens Aged Care Facility (Café 65).

Of course, none of this would have been possible without flexibility and resourcefulness. We would like to express our thanks to the Moe Life Skills team, our participants and their families, our CEO, and Board of Management.

We have worked well together, we have learnt new skills and most of all, we have learned to appreciate what we may have, at one time, taken for granted.

Stay positive, stay safe

**Report by Rose Pambris, Sharon Radford & Wendy Gibson
Practice Leadership Team**

Education and Training Report

When we started last year's report with the phrase 'who would have thought...', who would have thought that a year later we would still be in this time of uncertainty due to COVID?

In 2020/2021, we have again faced successes and challenges, and continue to look at our future course delivery. It has been really lovely to see everyone supporting each other and working together to get through the past 12 months.

Pre-accredited Training

This past year we have continued to support participants to use Zoom to access classes. We had some bumps along the way; however, everyone kept at it with great success. Whenever COVID restrictions have meant that we could not deliver our courses face-to-face, we have been able to quickly switch over to delivering some of our regular courses via Zoom. As they say, the proof is in the pudding, and many participants regularly continue to use Zoom to attend our courses.

Highlights

We have had many highlights during the year, too many to mention here, but these are some of the times when we saw people shine and saw learnings from the classroom taken and applied to real life situations.



Mr Cesar Melham MP, Parliamentary Secretary for Training and Skills with Lincoln, an ACFE participant

- The Victorian Parliamentary Secretary for Training and Skills, Mr. Cesar Melham MP, visited MLSCC. He saw how we deliver our pre-accredited courses, listened to participants' stories and achievements, and saw a display of our Drama and Mainstreet Arts work.
- The Mainstreet program is working with Latrobe Regional Gallery (LRG), which will see participants' artwork for sale online and in the LRG shops.
- Skills that are required for work have been learned and put into practice in Café 65 at Narracan Gardens in Moe, and in the Albert St Primary School canteen.



Chelsea and John prepping food for the Canteen program at Albert St Primary School

- For many years we have been working with Dr Margaret Simmons, who is the Deputy Director of Monash Rural Health at Monash University. We have a small group of participants who go and talk to, and answer questions from, approx. 150 graduate medical students. These discussions and questions are about the participants' lives and their interactions with the medical profession. These medical students are from Australia, Canada, Hong Kong, Singapore, and Malaysia. We see participants who are confident and articulate in their public speaking, and who socialise amongst the medical students during the obligatory – and beautiful – morning tea.



Andrew and Georgia at Morwell Radio Station



Luana, Paul and Manu celebrating Harmony Day

All this would not have been possible without the continued support from our ACFE regional office, especially Robyn Downie, Jeremy Brewer, and Moe Life Skills' fabulous tutors, who deliver the courses.

We have been super proud of all the participants who come along each week and work so hard to achieve their learning goals.



Julie-Ann playing music at Parer Ave

Education and Training Report continued...

Accredited Training

Each year, we conduct internal audits against the requirements of our funding and regulatory bodies. Early in 2021, we also participated in an external audit against the Skills First contract. Copies of all external audit reports can be found on our website.

Preparing for any audit requires an eye for detail and extra hours, however, 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.

We continued to deliver Certificate I in Transition Education and Certificate I in Work Education in 2020/2021, although there were big changes for our RTO courses during the past 12 months due to COVID restrictions.

Early in last year's lockdown, we worked hard to conduct a technology skills and capacity audit for all students and were able to facilitate the delivery of some courses over Zoom or Microsoft Teams. However, sadly, there were some courses which we had to cancel.

As with the pre-accredited courses, the ability to move some of our accredited courses onto Zoom and Teams would not have been possible without the continued support from our trainers, who deliver the courses, and our students, who come along each week and put the work in towards achieving their Certificates.

In the past 12 months, we worked towards students finishing their courses, and students starting new courses. We have delivered accredited training to over 150 people across Victoria, using the flexibility of both face-to-face and via Zoom and Teams depending on COVID restrictions at the time.



Certificates for our graduates



No shortage of customers at our Canteen program

'Congratulations to all our participants for their hard work and achievements this year.'



Sarah assisting Georgia, Angela, Josh and Andrew in our Literacy/Numeracy program

Due to COVID restrictions relating to training and disability services, the lack of face-to-face classes and alternate work options during the 2020 restrictions meant that we sadly parted with some of our RTO trainers. We wish those who left all the best.

Our fabulous, experienced trainers, Kate and Brent, have continued to work with us in 2021. We have also welcomed new trainers Suzie, Steph, and Asha into classes.

Congratulations to all participants, trainers, administrative staff, networks, and funding and regulatory bodies who have participated or contributed in any way to our training delivery. It's been a huge effort by you all during these past 12 months of COVID uncertainty. Again, you have shown resilience, passion, and support for each other.

Report by Luana Brock & Alicia Cameron

high street community hub

Welcome to the *high street community hub's* Annual Report for the 2020-2021 financial year.

The Coronavirus (COVID-19) pandemic has impacted us all including the hub as we have had to cancel many events and activities. The beginning of this Annual Reporting period saw us already having lived with COVID regulations and lockdowns for a number of months. The end of the reporting period sees us still living with COVID and adapting to the constant changes that different regulations bring.

Despite it all, we still had a great year. Our community showed remarkable resilience and we connected with wonderful people across the sectors. The feedback we receive from everyone who has walked through our doors just confirms what a great facility we have here in Moe.

Programs and Activities

Sadly, the impact of the pandemic saw the closure of a number of community groups, but we were happy to welcome back Anglicare's Cradle to Kinder and Partners in Training as well as some new faces through our doors:

- GippSport's KIDDO Gippsland
- Rhee International's Taekwondo
- Occupational Therapist
- Moe Life Skills' Drama, Performing Arts and Fitness groups.



Rhee International's Taekwondo



Rowan and Glenda entertaining the crowd

We were lucky enough to celebrate Harmony Day this year with many people from diverse backgrounds who bring so much to our community. This celebration was a project of Latrobe Community Health Service.

We also hosted several additional activities during the year which included:

- Moe Life Skills Board meeting and training days.
- Local Inclusive Fitness for Everyone (LIFE) in Action meetings.
- Gippsland Working Together Group's inclusive music making session.
- Latrobe Community Health Service Community and Provider Consultations.
- Client consultations and training between local providers.
- New Wave Advocacy Group meetings.

Latrobe City Council Minor Works - Community Grants Program

We were fortunate to receive a grant from Latrobe City which allowed us to replace the old and worn carpet at the hub with new hard flooring that not only looks great but is much safer and easier to clean.



Can't have a movie without popcorn!
Rosie serving the guests

Latrobe City Council Community Events Grants Program

During 2020, Latrobe City funded the hub to provide an outdoor cinema night for Social Inclusion week. The aim of the event was to Increase Social Inclusion through Community Participation. It was postponed due to the pandemic, but we are happy to report it went ahead this year with guests enjoying a lively performance by a local band, Rowan and Glenda. Although the inclement wild weather meant we had to move it indoors – this provided an example of the flexibility of the hub's indoor and outdoor spaces that are available for the community.



Latrobe City Council Disability Access Grants Program

We have been fortunate to receive funds under this program to assist in the redevelopment of our website and specifically to make it accessible to everyone. For people with visual impairments, intellectual difficulties, hearing loss and more, there are dozens of unique challenges waiting within every website. Again due to COVID, there have been some delays in completing this but we look forward to launching it very soon.

'We were lucky enough to celebrate Harmony Day this year with many people from diverse backgrounds who bring so much to our community.'

Gippsland Water

Funding from Gippsland Water to install a water tank and pump takes us one step closer to sustainability and saves water for the environment. The new water system will allow us to reduce water usage whilst providing a sustainable source of water for our gardens to flourish.

This concludes the hub's report for the 2020-2021 financial year. Thank you to all our hirers and users for your support and assistance in adhering to our new way of life. To the Moe community, we look forward to bringing more events and activities for everyone to enjoy.

Connect with us on Facebook, Instagram and Twitter.
Keep safe and well.

Report by Sharyn Thompson

Pre Accredited Training

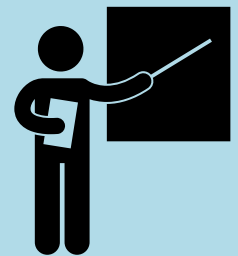
July to December 2020



5 Courses



1360 Delivery Hours



6 Tutors



30 Enrolments

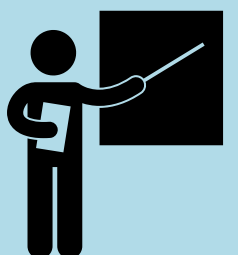
January to June 2021



8 Courses



1560 Delivery Hours



6 Tutors



46 Enrolments

Accredited Training

Student Numbers - face-to-face Delivery

Beginning of 2020-2021 financial year, 123 students total:



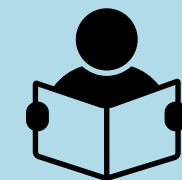
120

students enrolled across
15 Cert 1 Transition
Education classes

83

students enrolled
across nine Cert 1
Work Education
classes

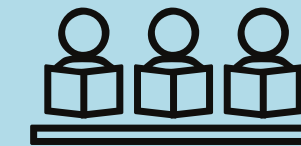
Second half of 2020-2021, a further:



51

students enrolled across six Work Education Classes

First part of 2021, another:



17

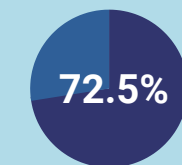
new students across
three Transition
Education classes

5

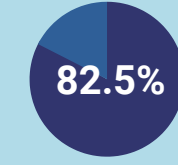
new students
across one Work
Education classes

Before COVID-19 - face-to-face delivery

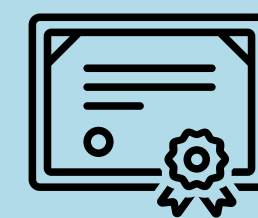
Completion rates:



students completed
Transition Education



students completed
Work Education



Certificate awards:

64.9%

Transition
Education students
awarded

88.2%

Work
Education
students
awarded

Flexible training models delivered during the 2020-2021 financial year:



- 6 New Work Ed classes commenced via online delivery
- 1 new Work Ed class commenced face to face
- 1 new Transition Ed class commenced face to face
- 2 new Transition Ed classes initially commenced face to face, but have moved to a blended delivery model

Board of Management



Sue Carroll President and Acting Treasurer

Sue is currently the President and Acting Treasurer of the Board. She has a Bachelor of Business (Multidisciplinary), a Master of Professional Education and Training, is an Associate Member of the Association of Medical Secretaries. She was the Office Manager for the Clinical Director of Mental Health at Latrobe Regional Hospital for 14 years and the Student Support Officer at Monash University for 10 years, supporting both Off Campus and Open Learning students. She is a Member and Secretary of the Drouin Probus Club. Sue was invited to join the Board and did so after researching the organisation and finding that its philosophy and values were a good fit with her own interest in disability.

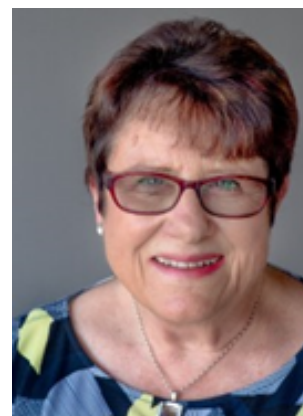
Sue's business and administrative background in mental health, management of general hospital and Government departments brings excellent communication skills and a solution focus to the Board.

Bill Lawler Vice President

Bill is currently the Vice President of the Board, has a Diploma of Disability and received the Inaugural Robert McNamara Advocacy Award in 2000 and a Lifetime Achievement Award, (a category of the Victorian Disability Sector Awards) in 2012. Bill has a significant history of working in the disability sector. He worked for 11 years as the Rural Access Worker at Latrobe City, 10 years as Advocacy Co-ordinator at the Gippsland Disability Resource Council, National Policy Officer with the Australian Federation of Disability Organisations. Bill also has 26 years as a volunteer with the Independent Third Person Program at the Office of the Public



Advocate, 35 years as a volunteer with the CFA and provided a substantial contribution to the Moe Latrobe Jazz Club and the Moe Jazz Festival. Bill joined the MLSCC Board to: "Contribute to the operation of a quality service which respects and upholds the rights of people with disability, as valued contributing members of society". Bill also brings a 'lived experience' of disability to the Board profile.

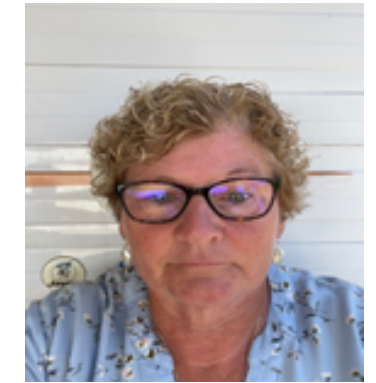


Deidre Carmichael Secretary

Deidre was part of the Steering Committee that established Moe Life Skills in 1986 and has served on the Board since. She has held positions of President and Treasurer and served on a range of sub committees. Deidre has a Bachelor of Art in Education, a Graduate Diploma of Special Education and is a Trained Teacher of children with disabilities. She taught at Traralgon Special Development School (TSDS) for 17 years and in Primary Schools for 10 years, developing an understanding of teaching and learning, curriculum, and policy development. 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 to be accepted citizens in their communities.

Mary Storie - Board Member

Mary was co-opted in the 2018-19 financial year as a member of the Board and was instrumental in providing support during the development of MLSCC's current Strategic Plan. Mary has an Associate Diploma of Welfare and previously worked for the state Department of Health and Human Services for 33 years. During this time, Mary worked in Disability Services (Case Management and Leadership) as well as Agency Management providing monitoring and support to state funded services including disability, family and children's services, family violence and homeless services. Mary's expertise and knowledge from her employment with government, is a significant contribution to the Board.



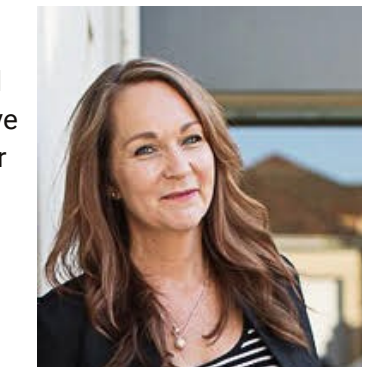
Dr. Tanja Bohl - Board Member

Dr Tanja Bohl has 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. Tanja brings a wealth of knowledge to the Board.



Linda Fowler - Board Member

Linda has a certificate IV in Training Assessment and Education, Accredited Mental Health First Aid, a Qualified Return to Work Coordinator and extensive experience in Business Management and Psychology. She was the Manager of People and Culture West Gippsland Library Corporation from 2017. She has over 20 years' experience in Management roles and has owned and operated businesses in Gippsland providing training and professional development to Gippsland managers and leaders as well as working with international, national, and local clients. Linda is also a volunteer mentor for adolescents and is a professional member of the Australian Human Resources Institute (AHRI) with over 20 years in working in Human Resource related industries. Linda brought valuable business leadership to the Board.



Amanda McMahon - Board Member

Amanda is currently the Head Start Co-ordinator - Inner Gippsland. She was previously the Community Engagement Officer at Latrobe Regional Hospital and is also the owner of a local 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 also experienced in the banking, education, disability sectors. She was also a part of the Youth Choices Committee. Amanda joined the Board in 2017 having gained an appreciation of the work of MLSCC in her role with Bank Australia. She has a Diploma Hospitality, Graduate Diploma Business Administration. She is a strong community professional, graduating from Gippsland Community Leadership Program (GLCP) in 2014 and holds a Master of Business Administration (MBA). Amanda brought extensive business networks to the Board. Due to personal reasons, Amanda resigned from the Board in March 2021.



Staff Profiles

Our staff are highly passionate and skilled professionals with years of experience in the disability and community sectors. They are committed to the organisation and its vision, with most of the staff having worked at Moe Life Skills for at least ten years.

More details about team members can be found at our website.



Dr. Carole Broxham Chief Executive Officer

Carole started her career with Moe Life Skills in 2007 and has guided the organisation through those years to its new identity Life Skills Victoria Inc. 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. Carole has also been involved in curriculum development and teaching postgraduate and undergraduate education

programs to students in medicine, nursing, and health sciences. Carole has provided consultancy to community-based disability services in the review of existing services and to help determine opportunities for improvement and the development of operational plans.

Carole has also completed a Doctor of Philosophy (PhD) at the School of Rural Health, Monash University. Her research explored how changes in service provision have influenced and shaped the lives of people with an intellectual disability and their families in the Latrobe Valley.



Wendy Gibson Team Leader

Wendy is one of the founding staff members of Moe Life Skills, having helped establish the organisation in 1985. Wendy is a member of the Professional Leadership Team, and her responsibilities include program planning and development.



Luana Brock Education & Training Co-ordinator

Luana has worked at Moe Life Skills since 2001. She is the Education and Training Coordinator. Luana is responsible for the implementation, development, and delivery of Pre-Accredited Training programs (ACFE) and Accredited Training. She is also the Work Health, Safety and Wellbeing (WHS&W) representative and the Authorised Program Officer (APO).

Rosie Pambris Practice Leader, Disability Services

Rosie has been with Moe Life Skills since 2010. Before joining the organisation, Rosie worked for 21 years as an early childcare educator. Rosie is a member of the Practice Leadership Team, she enjoys working with people to achieve their goals and aspirations – their way.



Sharon Radford Planner

Sharon joined Moe Life Skills in 2011 as a support worker. She has over 38 years of experience in the disability sector. Sharon transitioned into her current role as Planner in 2012, where she leads and manages the development and review of individualised support and NDIS plans.



Sharyn Thompson Executive Support

Sharyn commenced at Moe Life Skills in 2016 as Coordinator of the organisation's high street community hub. Her role was varied with a primary focus on the development of the hub into a venue that is both used and enjoyed by the Moe community. In 2021, Sharyn transitioned into her current role as Executive Support.



Alicia Cameron Registered Training Organisation Officer

Alicia joined Moe Life Skills as the RTO Officer in 2018, looking after the administration and delivery of accredited training to students across the state. Prior to this, she had spent several years working for non-profits and in adult education as both a trainer and administrator, as well as being involved in various community groups and disability advocacy groups. She enjoys working in a role and for an organisation that helps improve the lives of people who are often overlooked, and that has such a great culture for both staff and participants. Alicia studied a Bachelor of Arts, and is currently completing a Diploma in Modern Languages.



Bonnie Lai Marketing & Hub Coordinator

Bonnie joined Moe Life Skills in 2016 to assist with its rebranding and marketing activities. She has undertaken a rebuild of the organisations website and launch of its Facebook, Twitter, Instagram and LinkedIn accounts. Bonnie has a business and education background, having worked in business development for various organisations in Hong Kong and Australia.



Our Staff Continued...



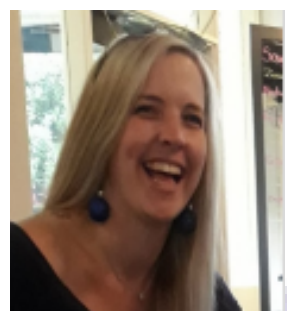
Angela Nielsen Senior Administrator

Angela joined the team at Moe Life Skills in May 2021 as Senior Administrator. She has a health managerial background, primarily in a medical workforce operational and recruitment capacity. Angela gained this experience working in several of Victoria's major tertiary teaching hospitals. Early working years were in a variety of administrative positions, across various settings, including; Victoria Police, Victorian Ministerial staff offices, and Victorian Occupational Health & Safety Authority/Commission.



Sharon Messetzian Senior Administrator

Sharon joined Moe Life Skills in May 2021, taking on a part-time Senior Administrator role working alongside Angela. After eight years working in the Superannuation industry in Melbourne leading Administration teams, she moved to Gippsland with her family where she has spent the last 5 years raising her kids full time and studying. Sharon has a bachelors degree in Media and Journalism and a Cert IV in Accounting and Bookkeeping.



Stacey Gibson People and Culture

Stacey started her role at Moe Life Skills in 2010 as Business Admin Support with a background in the community services and small business sectors. Now as head of People and Culture, Stacey is responsible for ensuring a safe, positive working environment for our entire team of staff and in turn achieving the highest quality supports for our clients.

Disability Professionals

Alexandra Van Loon
Joanne Watt
Kyralee Higgins
Manu Variathu
Majella Moss
Patricia Smithson
Sarah Darmody
Stacey Lincoln

Facilities and Services

Jacqui Holdsworth
Simon Plavins

Life Members

Maria Roncan OAM
Deidre Carmichael

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

2021

INCOME

Fees received	36,528
Grants received	65,959
NDIS Income	185,949
RTO Income	1,738,868
Donations received	-
Interest	13,797
Other income	606,148
Total Income	2,647,248

EXPENDITURE

Accounting & Audit fees	17,889
Bad debts	119,001
Bank charges	251
Depreciation expense	20,222
Utilities expense	13,237
Advertising & Promotion	8,732
Administration expenses	800,335
Grants spending/minor work	8,073
Student program costs	11,029
Salaries & Wages	846,156
Superannuation	76,099
Total Expenses	1,921,025

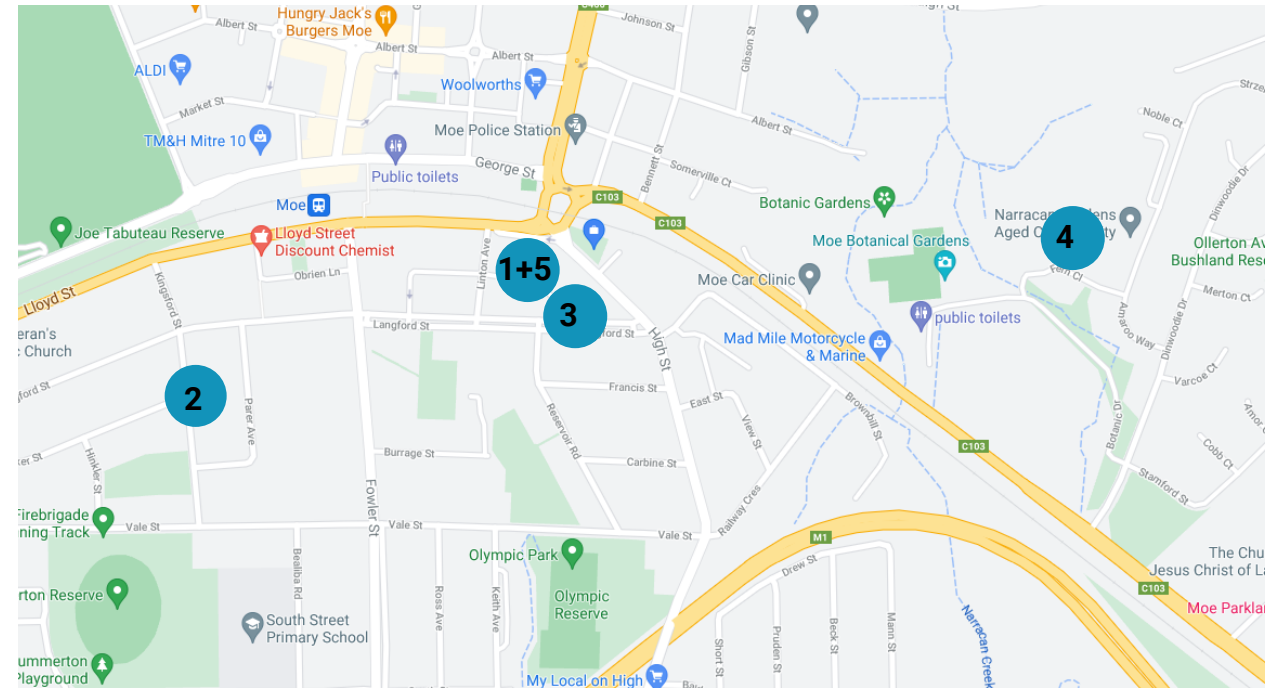
Prior period adjustment

Current year surplus before income tax	726,223
Income tax expense	-
Net current year surplus after income tax	726,223

RETAINED SURPLUS AT THE BEGINNING OF THE FINANCIAL YEAR	3,621,773
RETAINED SURPLUS AT THE END OF THE FINANCIAL YEAR	4,347,996

Facilities and Services

Where to find us



LOCATION & ADDRESS

1. 2a High Street, Moe
2. 1-3 Parer Avenue, Moe
3. 4 High Street, Moe
4. Japara Narracan Gardens -
17 Amaroo Way, Newborough
5. 2a High Street, Moe

FACILITY

- Head Office
- Service Delivery
- high st community hub*
- Cafe 65
- Registered Training Org.

CONTACT

- (03) 5127 7999
- (03) 5127 7999
- 0493 131 453
- (03) 5127 8462
- (03) 5127 7999

Have Your Say

Your life, your goals, your way

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

All facets of MLSCC's service delivery are developed and informed through consultation with the people who use our service and other key stakeholders. This ensures that we are meeting the needs of the people who use our services and the community.

This information is gathered through community consultation, strategic planning and at pre-planning meetings and reviews.

If there is anyway that you feel we could improve, 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, dreams and aspirations, are our top priority too. Our skilled team is here to help you.

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 person who can best assist you.



Rebranding

LifeSkills Victoria Inc.

The Board of Management passed a Special Resolution in June 2020 to change our name from Moe Life-Skills Community Centre Incorporated to **Life Skills Victoria Incorporated**.

The name change will better reflect how and where we deliver our supports, services, and education and training programs.

The new name allows us to retain our past (Life Skills) as we move towards our future (across Victoria).

We look forward to bringing you news of the formal launch and operating under the **Life Skills Victoria Inc** banner.

Glossary

A

ACFE - Adult Community and Further Education
Accredited Training - Leads to a formal qualification such as a certificate, Diploma or Advanced Diploma
AGM - Annual General Meeting
AQTF - Australian Qualifications and Training Framework

B

BOM - Board of Management

C

CAE - Council of Adult Education
COVID-19 - Coronavirus
Curtains for Certain - Drama Group of MLSCC

D

DET - Department of Education and Training
DHHS - Department of Health and Human Services
DHSS - Department of Human Services Standards

L

Learn Local Providers - Not-for-profit community organisations delivering educational courses for adults
Learner - Students of Learn Locals
LIFE project - Local Inclusive Fitness for Everyone project partnership with Monash University, School of Rural Health
LIFE in Action project - An extension of the LIFE project

M

Moe Friends of the Disabled - Forerunner of MLSCC
MLSCC - Moe Life Skills Community Centre
MSAW - Mainstreet Artworks, art group of MLSCC

N

NDIA - National Disability Insurance Agency
NDIS - National Disability Insurance Scheme
NDS - National Disability Services

O

Order of Australia - Recognises Australians who have demonstrated outstanding service or exceptional achievement

R

RTO - Registered Training Organisation

S

Skills First - A Victoria Government funded vocational education and training
Support worker/staff professionals supporting people with disability

T

TAFE - Technical and Further Education

V

VALID - Victorian Advocacy League for Individuals
VET - Vocational and Educational Training
VRQA - Victorian Registrations and Qualification Authority, Victoria's education and training regulator



Some of the images included in this report contain artworks created by the Mainstreet Artworks Group (MSAW) which are available for purchase. Please enquire with our administration team if you would like to purchase any artworks. Alternatively, the above greeting cards are available to purchase at the Latrobe Regional Gallery.




MOE LIFE SKILLS

Where learning & fun go hand in hand.

Proudly located in Gippsland



A vibrant field of yellow flowers, possibly daisies, stretches across the bottom half of the image. The flowers are in various stages of bloom, with some fully open and others as buds. The background is a clear, bright blue sky. The overall scene is bright and cheerful.

Check out our website for further information, detailed reports, program highlights, newsletters and publications like this one.

www.moelifeskills.vic.edu.au

Follow us and connect with likeminded members of our community through a number of our official social media accounts

Facebook / Instagram / Twitter: @moelifeskills