Annual Report for the 27th Annual General Meeting

Wednesday 29th October, 2014 at 2pm

Learning to become our best selves
27th ANNUAL GENERAL MEETING

Wednesday 29th October, 2014 at 2pm

47A French Street, Lalor

AGENDA

1. Welcome

2. Apologies

3. Confirmation of Minutes of 26th Annual General Meeting held
4. 22nd October, 2013

4. Reports
   a) President’s Report - Peter French
   b) Manager’s Report - Alex Findlay
   c) Receive and consider the Annual Report of the Committee of Governance
   d) Receive and consider the Financial Statements 2013/14 - Treasurer, Rolf Peake

5. Election of Office Bearers of the Committee of Governance
   President (Chair)
   Vice-President
   Secretary
   Assistant Secretary
   Treasurer

6. Election of General Members of the Committee of Governance

7. General Business

8. Closing remarks and thanks

Please join us for light refreshments after the meeting.
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Our Vision

Lalor Living & Learning Centre delivers learning and teaching that offers people the opportunity to become their best selves in vibrant, healthy and friendly communities.

Our Purpose

The purpose of Lalor Living & Learning Centre is to welcome people and families from diverse backgrounds to learning experiences that are professionally run, relevant, useful and transformative.

The Centre will do this by:

- offering adult education and training
- supporting individual learners of all ages in their development
- being a place of connection for the community
- supporting community development initiatives.
As we approach our 27th Annual General Meeting, it is interesting to recall what has been a very difficult year for our Administration Team, led by Alex Findlay, our Manager,. We owe a very large debt of gratitude to the Team. Thanks to some unprecedented changes to the procedure to the reporting requirements set by the Government Departments of our major funding bodies, we were suddenly facing imminent funding shortfalls. However, thanks to some major negotiations by Alex, we were able to represent our applications and successfully obtain our funding. At this point, I should thank the Mayor of the City of Whittlesea, Cr Mary Lalios and her fellow Councilors for providing a one off funding grant.

We have unfortunately lost two of our Committee of Governance members and must once again search for additional members.

I thank my fellow members for the opportunity to carry out the position of Chaiperson / President of the Association.

We are now able to look forward to the coming year with confidence in our financial ability to continue to offer our programs.

Peter A French
Chairperson/President
MANAGER’S REPORT

“There is no limit to the good someone can do, if they don’t care who gets the credit.” (It’s not me who gets the credit for this line!)

Lalor Living & Learning Centre does not have published values but if we did they would describe being welcoming, professional and friendly. This organisation is blessed to have many staff and volunteers who are prepared to give of themselves for the greater good. I believe Lalor LLC would not exist today if it wasn’t for these people. I hope that as you read this Annual Report you get a sense of the quality of the people here and maybe take the opportunity to acknowledge them. I can immediately think of five key people in this organisation who have dealt with significant personal challenges this year yet continued to give their best at the Centre.

The reporting period from July 2013 to June 2014 has seen severe challenges confront the Lalor Living & Learning Centre and yet we have significant achievements to report. More about those achievements in a moment.

Lalor Living & Learning Centre acknowledges the generous financial support of the Victorian Government for a number of our programs, particularly adult education. The funding provided by the Department of Human Services (DHS) through the Neighbourhood House Coordination Program provides invaluable underlying support for programs that support the community: from enabling volunteers to train others in computers, to supporting people who volunteer in order to improve their work prospects, to investing in developing activities and courses and providing a place people can come for advice and guidance.

The Department of Education and Early Childhood Development (DEECD) provides funding for nationally accredited training under the Victorian Training Guarantee and we were delighted to be offered a 3 year contract at the end of 2013. We also received an annual contract for pre-accredited courses under the auspices of the ACFE Board. Additional support is provided for families through the Family Learning Support Program which subsidises the costs of childcare to adult learners.

Lalor Living & Learning Centre is a key member of a regional Compliance Community of Practice for Learn Local organisations that are also RTOs. Our work together has been recognised by the ACFE Board to the extent that they have funded the CoP almost $200,000 for two projects around compliance, mentoring and professional development of staff in training delivery. We continue to make significant improvements in all areas of the organisation with a particular focus on continuous improvement in our RTO operations. We continue to work closely with the City of Whittlesea. In addition to providing us with an annual grant, the Council supports us through maintaining the French St Hall and involving us in various events. We continue to negotiate appropriate terms for a new lease. The Council has also driven initiatives in relation to our sector, developing the Lifelong Learning Strategy and Action Plan and a Memorandum of Understanding both of which we have contributed to in consultations.

I would like to congratulate Joyce Parle for her leadership of our After School Tutoring Program. Once again Joyce has risen to the challenge of coordinating over 50 one-on-one tutoring sessions per week. Her dedication to, and love for, “her” tutors and students is wonderful and she maintained this in the midst of some extremely distressing personal circumstances.
Our Occasional Childcare Service continues to develop and great credit for this goes to Cathy Stagliano and her team of Rouda, Houda and volunteers. Cathy continues to be willing to take on fresh challenges in her role and to innovate. The Childcare Service is still some way from sustainable in its own right but has made significant improvements financially.

We co-hosted two community events in 2014: a Community Connection Day in conjunction with the Lalor Library and a family day in connection with St Vincent de Paul Society and their families.

A number of other projects have been bubbling away for some time now:

- I am delighted that we have launched our new website: have a look via [http://lalorllc.vic.edu.au](http://lalorllc.vic.edu.au/)
- We have been developing a marketing plan to help us learn more about our community and find ways of connecting more effectively with more of them.
- We successfully applied for an ACFE Capacity Initiative Grant of over $46,000 for our Integrating Digital Learning Locally project which is an investment in our staff skills and confidence to integrate digital technology in their teaching practice. We installed 4 TV monitors in our classrooms as part of this project.
- The VRQA re-registration project has enabled us to bring in new people to add to our organisation’s knowledge, productivity and values.
- Developing and implementing new Rules of Association (Constitution) for the Lalor Living & Learning Centre Inc. including improving the membership model.

This list doesn’t come close to describing the complexity of the day to day activity of the Lalor Living & Learning Centre. Many people bring their passion to this organisation:

- Teachers and trainers in adult education
- Tutors in the After School Tutoring Program
- Committee of Governance members
- Volunteers in the office, childcare, classrooms and people who give time beyond their paid work (which is just about everybody, often)
- Administration team who work unbelievably hard in an often crazily busy environment.

Thank you to everyone who has contributed to this Centre. Many have also contributed to my growth and development as a person and as a manager. I wrote last year about what a challenge that year had been: this year has been far more challenging!

But the Lalor Living & Learning Centre is on a surer foundation, continuing to deliver quality learning opportunities for our community. We are involved in many aspects of community life and are continuously improving our contribution. We have followed our Vision and Purpose and delivered on them.

The new financial year is also loaded with opportunities for growth, development and improvements. I have identified three key areas for us to attend to: continuous improvement in our compliance activities; investment in human resources processes and; marketing and outreach.

**Alex Findlay**
Manager
Treasurer’s Report 2013/2014 Financial Year

The financial year 2013 – 2014 was highly successful despite changes to government funding methodology.

The financial year statement figures for 30th June 2014 as compared with 30th June 2013.

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<th>2014</th>
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<td>Gross Income</td>
<td>$588,194</td>
<td>$554,684</td>
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<tr>
<td>Expenses</td>
<td>$532,566</td>
<td>$535,822</td>
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<tr>
<td>Operating Surplus</td>
<td>$55,628</td>
<td>$18,862</td>
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This surplus was a better than expected result and was largely achieved through savings related to reduced staffing levels in administration, changes to course delivery hours and pay rates not increasing.

In terms of expenses, 82% relate to employment and related costs.

It was the intention of management to increase cash reserves in the financial year being reported: Bank reserves have increased by $42,479 to $185,492. This improvement in savings enables the organisation to cover all known liabilities, in particular the high costs of re-registration as an RTO, as well as creating a buffer to cover unexpected costs and pay rises expected under the forthcoming sector Collective Agreement. A portion of the cash is also allocated to be expended in the completion of a number of existing projects.

The knowledge contributed to our financial system continues to improve due to the diligent input of the administration staff (Sandra) and associated accountants, led by our manager Alex. There’s no end to the work being done improving the way MYOB is used, templates created to make budgeting easier to control.

The organisation is in a positive financial situation with an outlook to growth through partnerships creating outreaches to increase income.

The organisation is well on the way in this first quarter of 2014 – 2015 financial year. The budget was tabled at the July Committee of Governance Meeting where it was passed by the board and is now on track. This was accompanied by a revised business plan which included financial projections.

So with an outlook to another successful year at this, the LL&LC’s 27th AGM, there’s still quite a lot to be done to rebuild the foundations of the organisation.

In conclusion
The Auditor’s report and declaration, the Director’s report and declaration along with the financial year statements ergo the profit or loss and other comprehensive income, statement of financial position and cash flow statements can be found at the rear of the annual report.

Rolf Peake
Treasurer
ADULT EDUCATION

Lalor Living & Learning Centre provides a range of adult education activities. These would not be possible without the support of the State Government’s Department of Education and Early Childhood Development. The Centre is a Registered Training Organisation (RTO 3902) and Learn Local provider registered with the ACFE Board. These certifications enable us to offer nationally accredited training and education as well as pre-accredited courses for adult learners.

In the reporting period, DEECD have instituted a number of changes to their contracting and funding processes. This is driven by the need to monitor quality in training and education and to ensure funding is effectively used. Lalor Living & Learning Centre supports these initiatives. However, we have found ourselves too often disappointed by the mechanisms adopted by the Department to achieve these outcomes. Responding to these mechanisms has driven us to make many necessary improvements to our systems and knowledge but at an unnecessarily high cost financially, in terms of human resources, staff well-being and as a distraction from other important organisational activity.

Lalor Living & Learning Centre was delighted to receive a 3 year VET Funding Contract at the end of 2013 which was a vindication of much hard work to improve the viability of the organisation. We are also pleased to finally have our experience in providing foundation skills (language, literacy and numeracy) to adult learners acknowledged by the Department.

The other significant project this year is the process to be re-registered as an RTO with the Victorian Registration and Qualifications Authority (VRQA). Again, this project has enabled us to review many of our processes but at an unacceptably high cost financially: the fee for re-registration increasing from approximately $2000 in the previous year to $13,000 this year.

In 2013 both of the accredited course groupings we deliver, Certificates in Spoken & Written English (four levels) and Certificates in General Education for Adults (two levels), were updated by the curriculum authorities. This has provided the opportunity to review the ways we deliver these courses, update our training documents and improve our assessment processes which is also timely preparation for the VRQA re-registration process.

With our continuous enrolment we see a steady flow of new faces in our classes while seeing many familiar faces.

Student Contact Hours for accredited courses have remained consistent from year to year, however, hours for pre-accredited courses have trended downwards.

Lalor Living & Learning Centre exists to meet the needs of the local community, especially in terms of adult education. This report indicates how much administrative effort is required to provide our students with quality education delivered by quality educators. Next year’s report will be full of stories of student achievement, progress and joy - I promise!
OCCASIONAL CHILDCARE

The period of 2013 to 2014 has seen a steady increase in the number of children accessing our Childcare service. We have tried a number of things to increase the number of families using the service with the result that on Tuesdays and Thursdays we are close to full capacity.

During this past year we have focused on creating an environment where children enjoy developing their skills. Our greatest satisfaction is when parents take the time to give us feedback on our performance and the achievements of their children. As a part of our program, we also prepare preschooler's to making an easy transition to primary school.

This year we started offering 5 hour sessions which has received great interest. Children can now attend from anywhere between 1 and 5 hours in a session. The extended hours have allowed parents to have more time to attend appointments, shopping, or simply to take time out.

On behalf of all staff and children, we would like to say a BIG thank you to the City of Whittlesea for our shade cloth all around the outdoor play area, which will make a big difference in keeping the area cooler this summer. Another big thank you to the Lalor & District Men’s Shed for restoring the tables in the childcare room. Our Childcare Service also gratefully receives funding support under the state government’s Family Learning Support Program.

My thanks to Houda for her work and also Rouda who has supported me in so many ways. I would like to thank all staff, volunteers and students on placement for their dedication and commitment in making our childcare service a place where children and families look forward to come and make new friends.

Caterina Stagliano
Childcare Service Coordinator
Lalor Living and Learning Centre’s After School Tutoring Program is continuing to thrive.

Our caring and professional staff offers tutoring for students from Prep to VCE as well as adults. Our students come from at least 21 different schools around the northern suburbs, both private and state schools. It is interesting to see so many different nationalities and backgrounds involved.

The service provides fee-for-service individual tutoring in one hour sessions. In the second half of 2013, the service averaged around 30 sessions per week delivered by 7 tutors - these figures were slightly down on previous years. In the first half of 2014 things have returned to more historical levels with an average of 42 sessions per week delivered by 12 tutors. At the time of writing, numbers continue to climb into the new financial year.

Our tutors cover a variety of subjects:

- Shruti Malavde, Maths and Chemistry
- Nicole Rosenberg, Maths and Physics
- Lois McGifford, English and Maths (Special Ed. Teacher)
- Robin Rattray-Wood, English
- Matthew King, English and Legal Studies
- Paraschos Atsikidis, Maths and Physics
- Enis Wintersea, Maths and English
- William Ritchie, Biology
- Theresa Chamoun, English
- Ihita Watson, English and Maths
- Margaret Auty, Maths
- Joyce Parle, English and Maths

I am very proud of our conscientious tutors and the difference they are making in our students’ lives. It is a great privilege to work so closely with our families and to hear so much positive feedback.

Joyce Parle
Coordinator
INTEGRATING DIGITAL LEARNING LOCALLY PROJECT

Amongst the other activities and challenges of the year, teachers and office staff at Lalor LLC have made the time to expand their abilities and explore the world of digital learning. This project is generously funded by the State Government via ACFE Board Capacity Initiative Fund.

As project worker, I have discovered that teachers at Lalor have a wealth of creative and innovative inspiration - a good supply of ideas - and a real determination to ensure that the learning environment is the best it can be for their students. Technology is only useful when it truly enriches the learning experience, when it helps learners to connect more fully with each other and with the lesson content.

Staff have explored a range of technologies during this project, for example:

- using cloud-based file management software (dropbox) as a way to share documents from multiple locations while grappling with new compliance frameworks, and also as a way to share teaching and learning resources;
- extending the range of teaching and learning strategies for the classroom, including: improved use of data projector and wireless keyboard - and now the big new television screens as well, using flip video camera and digital audio recorders;
- using a range of on-screen resources: Fitzroy Readers, Adele's Corner, ISL collective, email with students, online surveys, edmodo, facebook, photofunia, skype, ebay, whatsapp, viber, blogs, wiki, google docs, google drive, google calendar;
- building and adapting slide presentation files for classroom use, creating booklets with student writing and photographs;
- improving email strategies and building the new website with the word press content management system (CMS);
- improving file management skills, working with audio and video files, backing up files to USB, working with files on local area network (LAN) and also in the cloud
- becoming more confident to use YouTube to solve computer issues.

The project was intended to develop a foundation of skills, confidence and infrastructure around digital learning technology. The work of this project continues beyond 2014 as the Centre looks at ways of integrating this into everyday teaching and addressing issues and opportunities around hardware, software and delivery approaches.

As training delivery and education increasingly are delivered outside of the face-to-face mode, Lalor Living & Learning Centre needs to continue to build its capacity to offer programs in a way that meets the needs of modern learners.

Michael Chalk
Digital Learning Project Worker
LALOR LIVING & LEARNING CENTRE INC. STAFF

Committee of Governance:
Peter French  Chair / President
Deirdre Worn  Deputy Chair / Deputy President
Rolf Peake  Treasurer
Salvatore (Sam) Ientile  Secretary/Public Officer
Keryn Hurley  Assistant Secretary
Felicity Macchion  General Member (retired September 2014)
Eddy Abraham  General Member
Anna Perfetto  General Member
Kandiah Sriskkantharajah (Sri)  General Member
Lino Di Pietromartire  General Member (deceased 6 Feb 2014)

Administration Staff:
Manager  Alex Findlay
Administration Coordinator  Silvana Barba
Administration Officer  Marcella McKenzie
Bookkeeper  Sandra Arceri

Administration Volunteers:
Andrea Charalambous, Brigitte Abraham, Deirdre Worn, Joyce Parle, Sandra Arceri
Abhijit Naik, Roberto Cardamone

Childcare Service:
Diploma  Cathy Stagliano
Certificate III  Houda Khallouf
Certificate III/Diploma  Rouda Jayoghli
Volunteer  Milica Kotguska

Teaching Staff:
Carmela Garzia  Assunta Crupi-Pogliano
Betty Matthews  Paula Yacoub
 Shruti Malavde  Paul Rawlinson
Allison Pote  Margaret Auty
Violeta Nedanovska  Ourania Maudhoo
Kay Hejazi  Michael Chalk
Eddy Abraham (Volunteer)

After School Tutoring Staff:
Joyce Parle (Co-ordinator)  Paraschos Atsikidis
 Shruti Malavde  Matthew King
William Ritchie  Himasha Jeronimus
Nicole Rosenberg  Robin Rattray-Wood
Enis Wintersea  Theresa Chamoun
Ihita Watson  Grant Mills
Lois Jeannette McGifford
PROGRAMS AND ACTIVITIES OFFERED 2013/14

ACCREDITED COURSES:

Language & Literacy

10361NAT Course in Preliminary Spoken & Written English
10362NAT Certificate I in Spoken & Written English
10363NAT Certificate II in Spoken & Written English
10364NAT Certificate III in Spoken & Written English

22235VIC Certificate I (Introductory) in General Education for Adults
22236VIC Certificate I in General Education for Adults

Vocational

ICA10111 Certificate I in Information, Digital Media and Technology
ICAICT101A Operate Personal Computer
ICAICT102A Operate Word Processing Application
ICAICT103A Use, Communicate and Search Securely on the Internet

PRE-ACCREDITED COURSES:

English for the Workplace - Beginner & Post-Beginner
Literacy for the Workplace - Beginner & Post-Beginner
Communication Skills - English for the Workplace Beginner
Communication Skills - Literacy for the workplace Beginner
Numeracy Skills for the Workplace - English for the Workplace
Numeracy Skills - Literacy for the Workplace
Navigate the Internet - Literacy for the Workplace
Navigate the Internet - English for the Workplace
Computers for the Workplace - Literacy for the Workplace
Computers for the Workplace - English for the Workplace

OTHER SERVICES & PROGRAMS:

Living in Australia - English Language course
Singers Without Borders - multicultural choir
We are proud to be in partnership with the following community groups and organisations:

Association of Neighbourhood Houses & Learning Centres (ANHLC)
Adult, Community & Further Education Board (ACFE)
North East Neighbourhood House Network (NENHN)
City of Whittlesea
Whittlesea Community Connections
Yarra Plenty Regional Library - Lalor
Shape Your Future - Lalor & Thomastown
Whittlesea Neighbourhood House Network
The Australian Shia Muslim Inc.
Islam for Humanity—Al Siraj
Spectrum Migrant Resource Service
Plenty Valley FM - community radio
Singers Without Borders—multicultural community choir
NEAMI
Anglicare
Job Services Network
Women of Will
St Vincent de Paul Society
Thomastown Neighbourhood House
MINUTES of 26TH ANNUAL GENERAL MEETING
22ND OCTOBER, 2013

1. Welcome:
Chairperson, Peter French welcomed all to our 26th Annual General Meeting and made particular welcome to our special guests.
Alex Findlay (Manager) also welcomed Caterina Crupi who recently retired from LLLC after 25 years of service. He thanked staff and teachers for their commitment and dedication to the Centre.

2. Members Present:
Peter French (Chair), Deirdre Worn, Eddy Abraham OAM, Rolf Peake, Lino Pietromartire, Keryn Hurley, Sam Ientile, Kandiah Sriskkanharajah, Vicenza Carone, Halima, Vicenza, Yuet Wah Chan, Amyna Imam, Kim Tran, Anna Perfetto, Eugenia Chiera, Truong Khen, Karamjeet Kaur, Hoda Mohamad, Joveska Verce, Chiara Bigarella, Arzo Alam, Habiba Azizi, Sang Tseu Lam, G. Giampa, Lam Thi Vu, Katerina Tunjasevic, Banh Quoch Anh, Tam Nguyen, Amal Mohsen, Rasha Fejli, Thuimi Tsam, Hang Nguyen, B. Civijoski, K.Bozinovski, Davide Carazzo, Samal Nhem, Layla Barwan, Esra Sultan, Kalsum Rahi, Istahil Hussien,

Non-members Present:
Hon. Andrew Giles (Federal Member for Scullin), Bronwyn Halfpenny (MLA for Thomastown), Jeff Percy (Olympic Adult Education), Caterina Crupi, Jana Taylor, Sally Delaney (from Andrew Giles office), Alex Findlay (Manager), Silvana Barba (staff), Marcella Mckenzie (staff), Sandra Arceri (staff), Laura Allan (staff volunteer), Abhijit Naik (Marketing Intern), Violeta Nedanovska (staff), Joyce Parle (staff), Carmela Garzia (staff), Ourania Maudhoo (staff), Assunta Crupi-Pogliano (staff), Faye Ahmad,

Apologies:
Craig Ondarchie (MLC Northern Metropolitan), Lily D’Ambrosio (MLA Mill Park), Cr Rex Griffin (Mayor, CoW), Cr Chris Pavlidis (CoW), Cr Steve Kozmevsky (CoW), Russell Hopkins (CoW), Paul Reading (CoW), Kelsisha Dalton (CoW), Julie Johnston (NENHN), Justine Sless (Thomastown NH), Betty Lopez (Committee), Felicity Macchion (Committee), Jemal Ahmet (WCC), Ben Rodgers (WCC), Lucia Mueller, Kay Hejazi (staff)

3. Confirmation of Minutes of Annual General Meeting held 16th October, 2012:
Resolution - “That the minutes of the 25th Annual General Meeting held the 16th October, 2012 be accepted”.
Moved: Deirdre Worn; Seconded: Sam Ientile; Approved and passed by the raising of hands.

4. Confirmation of Minutes of Special General Meeting held 18th September, 2013:
Resolution - “That the Minutes of Special General Meeting held on the 18th September, 2013 be accepted.”
Moved: Keryn Hurley; Seconded: Sam Ientile; Approved and passed by the raising of hands.

5. Reports:
a) Chairperson’s Report - Peter French spoke briefly to his written report, highlighting the changes in the Committee and noting the growth in their understanding of their role.
b) Manager's Report - Alex Findlay acknowledged Peter French in his role as the Chair of the Committee after Deirdre Worn resigned from the position at last year’s AGM. Alex explained his report by outlining and clarifying the consolidations taking place and all the internal and external changes from the various sectors and Government Departments. He particularly noted that the reporting of all programmes has increased to such high standards and that we have to continue to adapt and achieve these standards of reporting. Alex expressed his thanks to staff members who are very passionate with all the work they do that goes way far and beyond their normal roles. He especially mentioned Assunta Crupi-Pogliano and Carmela Garzia in addition to those mentioned in his written report. Alex thanked Sandra Arceri, Eddy Abraham and Joyce Parle for their dual roles (volunteering additional time) in the Centre, again doing far and beyond what their normal duties require of them. Alex thanked all the staff and the many volunteers for their commitment and dedication to the Centre.

c) Receive and consider the Annual Report of the Committee of Governance
Peter French recommended the Annual Report of the Association to the members.

d) Receive and consider the Financial Statements 2012/13
Treasurer Rolf Peake presented the Financial Statements which are attached to the Annual Report. Rolf thanked our new auditor Mrs Letizia Barco and thanked our outgoing auditor, Mr Peter Worn, for his many years of support and providing financial services to the organisation. Rolf commented on the surplus after a small deficit the previous year, with income for the year approximately $73 000 less than previous year and expenses for the year approximately $92 000 less than last year. Most of expenses relate to staffing including exit payments for 2 staff in this FY and there was 1 part time staff not replaced. Rolf noted that we have bank reserves that cover all our liabilities, including long service leave and potential student refunds. The quality of financial information continues to improve and we now have a full year of data from our accounting package MYOB. Thanks for this goes to the administration team led by Alex but particular tribute goes to Mrs Sandra Arceri for the significant extra time she gives to the Centre and her diligent work. Rolf concluded by saying “that we are in good shape” with the Centre in a stable position financially and there are good management systems in place.

6. Election of Members of the Committee of Governance:
Alex explained that any member of the association is eligible to be nominated. 
Resolution: “The Committee of Governance recommends that the minimum number of committee members is 6 and the maximum is 12, including office bearers.”
Moved: Peter French; Seconded: Deirdre Worn; Approved by show of hands.

The Chair, Peter French, declared all positions vacant (as per the new Rules of the Association) and stepped aside as Chair, with Alex taking over to conduct the election. For each of the following Office Bearer positions only one nomination was received so the candidate was declared elected as follows:
President/Chair - Peter French
Vice President/Deputy Chair - Deirdre Worn
Treasurer - Rolf Peake
Secretary (formerly known as Public Officer) - Sam Ientile
Assistant Secretary (formerly known as Secretary) - Keryn Hurley (Eddy Abraham did not stand for re-election)

For General Committee positions the nominations were less than the number of vacancies so the candidate was declared elected as follows:
Eddy Abraham, Lino Pietromartire, Kandiah Srikkantharajah and Felicity Macchion.
Betty Lopez did not stand for re-election. During the year Roberto Morales, Lucia Mueller and Maria Scalora retired from the Committee.
Alex welcomed Peter back with the new title of President.
Alex went to say that we have other general committee positions available but you need to be a member of the association to join the committee.

7. Annual Membership Fee:
*Resolution:* “The Committee of Governance recommends that the annual membership fee of the association be $5 to be payable at the time of the Annual General Meeting.”
*Moved:* Deirdre Worn;  *Seconded:* Rolf Peake;  *Approved* by show of hands.
Alex explained there will be a transition process to the new membership model with all current members remaining as members until March 1st 2014.

8. A special presentation about our teaching program:
Alex interviewed one of our teachers, *Carmela Garzia*, who has been teaching at LLLC since 1999, mainly Level 2 & 3 English (Certificates II & III in Spoken & Written English). Carmela told us that she loves working as a teacher at our Centre and is very passionate and committed to her students and all the staff at LLLC.
Carmela introduced three students to tell us of their experience and why they came to LLLC. *Amyna Imam* (Certificate III in Spoken & Written English) has been a long time student also doing volunteering for the Centre in childcare and always offering and running errands for the office. Amyna came to LLLC when it was located in Cyprus Street. She tells us that she was a very quiet person back then, but not anymore she said with a huge smile on her face. She said that LLLC’s teachers and staff have given her so much love, understanding and support not just with her English reading and writing skills but with her personal and life issues as well.
*Hoda Mohamad* (Certificate II in Spoken & Written English) introduced herself and told us that she has only been here for the last year doing two English classes and could not speak English at all when she started and now today to speak in front of everyone! Hoda says that no one here is a stranger and you are made to feel very welcomed and supported in every way.
Hoda has gained so much confidence that she now has joined the choir on a Friday morning at the Centre, she couldn’t be any happier of what she has achieved from the wonderful commitment of all the teachers and staff at the centre.
*Eugenia Chiera* (Certificate I in General Education for Adults) spoke of the fact that she started the literacy class only this year when she retired from work, so she could improve on her reading and writing skills. Gina spoke of her past as a factory machinist. Gina told us that a friend told her about the Centre and that she is so very happy with all the teachers’ friendliness support and belief in her and all the students that attend the school. Gina said that she has never felt so wholeheartedly a sense of belonging as she does every time she comes to class especially form her teacher Kay, the students and all the staff at the Centre.
Alex sincerely thanked Carmela and the three students for sharing their stories with us.

9. General Business: nil

10. Closing remarks and thanks:
*Peter French* (Chair) thanked everyone for their attendance and encouraged everyone to remain and join us for light refreshments.

**Meeting closed at 2.42pm.**
LALOR LIVING & LEARNING CENTRE INC. ABN 54 137 744 795

Financial Statements
For the year ended 30 June 2014

BARCO & ASSOCIATES
45 JOHNSON STREET
RESERVOIR VIC 3073

Phone: 94683076 Fax: 94605605
Email: barco@primus.com.au
LALOR LIVING & LEARNING CENTRE INC. ABN 54 137 744 795
Statement of Profit or Loss and Other Comprehensive Income
For the year ended 30 June 2014

<table>
<thead>
<tr>
<th>Note</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>588,194</td>
<td>554,684</td>
</tr>
<tr>
<td>Gross profit</td>
<td>588,194</td>
<td>554,684</td>
</tr>
<tr>
<td>Marketing</td>
<td>(5,697)</td>
<td>(830)</td>
</tr>
<tr>
<td>Selling expenses</td>
<td>(12,795)</td>
<td>(14,330)</td>
</tr>
<tr>
<td>Administration expenses</td>
<td>(508,574)</td>
<td>(513,360)</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>(5,500)</td>
<td>(7,303)</td>
</tr>
<tr>
<td>Operating profit before income tax</td>
<td>55,628</td>
<td>18,862</td>
</tr>
</tbody>
</table>

Income tax (credit) attributable to operating profit (loss)

| Operating profit after income tax              | 55,628 | 18,862 |

Retained profits at the beginning of the financial year

| Retained profits at the end of the financial year | 146,100 | 90,472 |

Total available for appropriation

Other comprehensive income:

Items that will not be reclassified to profit or loss:

Items that will be reclassified subsequently to profit or loss when specific conditions are met:

Total other comprehensive income for the year, net of tax

Total comprehensive income for the year

The accompanying notes form part of these financial statements.
# LALOR LIVING & LEARNING CENTRE INC. ABN 54 137 744 795

Statement of Financial Position as at 30 June 2014

<table>
<thead>
<tr>
<th>Note</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash assets</td>
<td>185,492</td>
<td>143,014</td>
</tr>
<tr>
<td>Receivables</td>
<td>24,415</td>
<td>29,912</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>209,907</td>
<td>172,926</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, plant and equipment</td>
<td>10,301</td>
<td>6,945</td>
</tr>
<tr>
<td>Intangible assets</td>
<td>6,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td>16,301</td>
<td>6,945</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>226,208</td>
<td>179,871</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>16,952</td>
<td>35,909</td>
</tr>
<tr>
<td>Current tax liabilities</td>
<td>8,726</td>
<td>16,024</td>
</tr>
<tr>
<td>Other</td>
<td>54,431</td>
<td>37,466</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>80,109</td>
<td>89,399</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>80,109</td>
<td>89,399</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td>146,100</td>
<td>90,472</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retained profits</td>
<td>146,100</td>
<td>90,472</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td>146,100</td>
<td>90,472</td>
</tr>
</tbody>
</table>

The accompanying notes form part of these financial statements.
### Cash Flow From Operating Activities

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts from customers</td>
<td>592,819</td>
<td>523,860</td>
</tr>
<tr>
<td>Payments to Suppliers and employees</td>
<td>(533,236)</td>
<td>(458,264)</td>
</tr>
<tr>
<td>Interest received</td>
<td>873</td>
<td>912</td>
</tr>
<tr>
<td>Interest and other costs of finance</td>
<td>(5,500)</td>
<td>(7,303)</td>
</tr>
<tr>
<td>Net cash provided by (used in) operating activities (note 2)</td>
<td>54,956</td>
<td>59,205</td>
</tr>
</tbody>
</table>

### Cash Flow From Investing Activities

**Payment for:**

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments for property, plant and equipment</td>
<td>(12,477)</td>
<td>(6,525)</td>
</tr>
<tr>
<td>Net cash provided by (used in) investing activities</td>
<td>(12,477)</td>
<td>(6,525)</td>
</tr>
</tbody>
</table>

Net increase (decrease) in cash held

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net increase (decrease) in cash held</td>
<td>42,479</td>
<td>52,681</td>
</tr>
</tbody>
</table>

Cash at the beginning of the year

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash at the beginning of the year</td>
<td>143,014</td>
<td>90,333</td>
</tr>
</tbody>
</table>

Cash at the end of the year (note 1)

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash at the end of the year</td>
<td>185,492</td>
<td>143,014</td>
</tr>
</tbody>
</table>

The accompanying notes form part of these financial statements.
TO THE MEMBERS OF LALOR LIVING & LEARNING CENTRE INC.

We have audited the accompanying financial report, being a special purpose financial report of Lalor Living & Learning Centre Inc which comprises the statement of financial position as at 30 June 2014 and the statement of profit and loss for the financial year.

Committee responsibility for the financial report

The Committee are responsible for the preparation of the financial report and have determined that the basis of preparation of the financial report is appropriate to the needs of the members. The Committee responsibility also includes such internal control as the committee determine is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor’s responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian auditing standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit obtain reasonable assurance whether the financial report is free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation of the financial report that gives a fair presentation in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.
Qualification

Receipts from members and other fundraising activities such as donations are a secondary source of revenue for the Lalor Living & Learning Centre Inc. The Lalor Living & Learning Centre Inc had determined that it is impractical to establish control over the collection of donations and other fundraising activity revenue prior to entry in its financial records. Accordingly our audit procedures for member's contributions, donations and other fundraising activity revenue had to be restricted to the amounts recorded in the financial records. Therefore we are unable to express an opinion on whether member's contributions, donations and other fundraising activity revenue are complete.

Opinion

In our opinion, the financial report gives a true and fair view of the financial position of the Lalor Living & Learning Centre Inc as a 30 June 2014 and of its financial performance for the year then ended on that date and complies with Australian accounting standards.

Letizia Barco

Barco & Associates
45 Johnson Street
KEON PARK VIC 3073
11th August 2014

Registered Auditor No. 7281