

**MEADOW HEIGHTS**  
**EDUCATION CENTRE**  
REGISTERED TRAINING ORGANISATION (R.T.O 3940)

**MEADOW HEIGHTS LEARNING SHOP Inc.**  
Trading as:

# Meadow Heights Education Centre

## ANNUAL REPORT 2017

[www.mhec.vic.edu.au](http://www.mhec.vic.edu.au)

# CREATING OPPORTUNITIES, OPENING DOORS

## *Our Purpose*

*The Learning Shop aims to improve quality of life through adult education for the community, in a safe non-threatening environment, in the areas of education, recreation, leisure and children's services.*

## *Our Aims and Objectives*

- *Meet the needs of our culturally, linguistically diverse and socio economically community*
- *Provide accessible further education and vocational education and training*
- *Provide youth, recreation and leisure programs*
- *Provide community services and development support*
- *Provide free services to those experiencing financial hardship or challenging circumstances*
- *Engage the local community in the learning Shop*
- *To develop fundraising and income raising activities.*

## ***Our Board of Management 2017***

<b>Name</b>	<b>Position</b>	<b>Status</b>
<b>Mr Phillip Perroni</b>	<b>President</b>	<b>Active</b>
<b>Ms Funda Kara</b>	<b>Vice President</b>	<b>Active</b>
<b>Ms Giovanna Citta</b>	<b>Secretary/Public Officer</b>	<b>Active</b>
<b>Ms Helen Patsikatheodorou</b>	<b>Treasurer</b>	<b>Active</b>
<b>Mr Charles Cilia</b>	<b>Board Member</b>	<b>Active</b>
<b>Ms Salam Dankha</b>	<b>Board Member</b>	<b>Active</b>
<b>Mr Frank Devlin</b>	<b>Secretary/Public Officer</b>	<b>Resigned</b>

**The Board established the following Committees:**

▪ **Finance Committee Members:**

Ms Helen Patsikatheodorou (Treasurer), Mr Charles Cilia (Director), Mr Phillip Perroni (President) and Ms Rhonda Sadovsky (Accounts)

## NOTICE OF MEETING

**The Annual General Meeting of the Meadow Heights Learning Shop Inc. will be held at 5.00pm on Thursday 24<sup>th</sup> May 2018 in the Function Room of Visy Cares Learning Centre 3-13 Hudson Circuit, Meadow Heights.**

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### AGENDA

#### 1. Welcome and Apologies

#### 2. Minutes

The Minutes of the meeting held on 25<sup>th</sup> May 2017 are attached.

It is recommended:

*That the minutes of the AGM held on 25<sup>th</sup> May 2017 be confirmed as a true and correct record.*

#### 3. Annual Report

It is recommended:

- a. *That the AGM receive the Annual Report*
- b. *That the Auditor, LD Assurance be reappointed for a further period of one year.*

#### 4. Special Business

*One of the requirements for registration as a Public Benevolent Institution is that the Statement of Purpose in the constitution of Meadow Heights Learning Shop Inc. is amended to align with the Commissioner's Interpretation Statement of Public Benevolent Institutions and state that "The main purpose of Meadow Heights Learning Shop Inc. is to provide benevolent relief in education, training and community development to people in need, such as refugees and recently arrived migrants, people with disabilities and the long-term unemployed."*

#### 5. Elections

Returning Officer, Nader Hanna

#### 6. Closure

**All members and guests are invited to remain for light refreshments and conversation**

## Record of 2017 Annual General Meeting

The Annual General Meeting of Meadow Heights Learning Shop Inc. (MHLS) Trading as Meadow Heights Education Centre (MHEC) was held at 5:30pm on Thursday 25<sup>th</sup> May 2017 in the Function Room, Visy Cares Learning Centre.  
3-13 Hudson Circuit, Meadow Heights, Vic. 3048

### MINUTES

**Meeting Open:** 5:40pm

**Chaired by:** Phillip Perroni

#### 1. WELCOME and APOLOGIES

- a. The President, Phillip Perroni welcomed the community, members and guests, a special mention to the Mayor of Hume, Drew Jessop, and councillor Jana Taylor for their attendance to the twenty fourth (24) Annual General Meeting.
- b. 36 Members were present at the AGM, the register was signed by all members and guests. The register is attached to the original copy of these minutes. Five members were present (over 10% of membership), in accordance with rule 15 of the constitution which meant there were enough members present to form a quorum.
- c. Members of the public were invited to attend the meeting but were unable to attend for various reasons. We received three apologies of which three were members. Apologies from those people have been recorded in the register.
- d. No proxy votes were received.

#### 2. MINUTES

The Minutes of the previous meeting held on 27<sup>th</sup> May 2016 were included in the Annual Report which was circulated to all who were present.

There was no business arising from the minutes.

***It was recommended:***

***That the minutes of the AGM held on 27<sup>th</sup> May 2016 be confirmed as a true and correct record.***

***Moved: Salam Danko, Seconded: Anthony Cilia***

***All in favour. Carried***

Having been correctly moved and seconded it was **RESOLVED**

#### ANNUAL REPORT

The President, Mr Phillip Perroni presented his report and highlighted some of the achievements of Meadow Heights Learning Shop Inc. He explained the importance of meeting the needs of the Meadow Heights Community and the role MHLS has played in the past for the betterment of the community.

The president also honoured one of the founders, Mrs Joy Burness-Smithers who recently passed away. Phillip acknowledged her involvement as an active member on the board of management for 23 years which laid the foundations for the success of the organisation today. Her contributions to the community and establishment of Meadow Heights Learning Shop Inc. will be remembered for many years to come.

Mr. Charles Cilia presented the Manager's Report and discussed the future of MHLS and thanked the Staff and Volunteers who have worked endlessly in providing assistance where and when required.

Mr Charles Cilia presented the Treasurer's Report on behalf of Mr Frank Devlin, which included the Auditors Financial Report.

***All reports were included in the Annual Report.***

***It is recommended***

- i. That the AGM receive the Annual report for 2016***
- ii. That the AGM receive the statement submitted by MHLS in accordance with section 30(3) of the act.***
- iii. That the Auditor LD Assurance be reappointed for a further period of one year***

**Moved: Helen Patsikatheodorou, Seconded: Adrienne Champness  
All in favour. Carried**

***Program Reports:***

**The Children's homework club** for school age children and youth, numbers are continuing to rise and parents and teachers feedback has had some very pleasing results.

**Employment Pathways for 16 – 25 year olds** who are unemployed. Funda Kara from Meadow Heights Community Foundation presented an informed overview of the program and the successful outcomes of 70% of the participants seeking employment or further studies.

**Vocational and Educational programs**, future plans were addressed:

Adult Migrant English Program AMEP

Skills for Education and Employment SEE

The director Charles Cilia announced that it was paramount that students are assured of a placement into classes in 2017 and that no student or staff member will be disadvantaged with the new changes to the AMEP program and SEE program in 2017

**Community Development**

Ann Jessop presented the report for the community programs

**3. SPECIAL BUSINESS**

Three Homework clubhouse members that were selected to attend the Intel Clubhouse "Teen Summit" in Boston USA in July 2016 returned inspired with new ideas and visions of a bright future ahead.

The Mayor, Drew Jessop, thanked the board of Management, Staff and Volunteers on a job well done.

**4. ELECTIONS**

Mr Nader Hanna performed the duties of Returning Officer for the declaration of the poll. The following members were nominated to the position upon the Board of Management; The report of the Returning Officer was received and the members of the Board congratulated on their nomination. 8 Nominations were received:

**Elected Members:**

Charles Cilia	Appointed Member
Giovanna Cita	Member
Phillip Perroni	Member
Salam Dankha	Member
Helen Patsikatheodorou	Member
Funda Kara	Member

The nominees listed below are employed by MHLS who have been nominated to be elected to the board of management:

Nicolas Kolendrianos  
Adrienne Champness  
Ishrat Hussaini

***It was recommended that:***

Prior to the acceptance of the above nominees to the Board of Management, the conclusion would be dependent on the ruling stated in the Constitution adopted by the Model Rules for an Incorporated Association:

**Vacancy: There are no vacant positions.** (As nomination forms were received to fill all positions, the 3 staff nominees, 2 positions available only, will depend on the outcome of the recommendation.)

**Moved: Funda Kara, Seconded: Helen Patsikatheodorou  
All in Favour: Carried**

There was no further business.

**CLOSURE**

Mr Phillip Perroni thanked the Board Members and members of the community for their ongoing support throughout the year.

Meeting closed at 6.50pm

All members and guests remained for light refreshments

## PRESIDENT'S REPORT

2017 was a year of exceptional growth, especially in the second half of the year when the new AMEP contract started.

To meet this increase in demand, we expanded our services further into Craigieburn, first by hiring a room at the Global Learning Centre and the Craigieburn Tennis club. Later in the year, we acquired two shops in the Craigieburn Plaza, divided them into four classrooms and started using them in Term 4.

The surge in enrolments has also meant a corresponding rise in the need for settlement services and information. Our teachers worked hard to tailor our settlement program to meet the considerable needs of our new students, and ensured that additional community information sessions such as Men's and women's health information sessions, mental health seminars and other settlement topics were covered and the information made available to everyone.

Volunteering continued to be an important part of MHEC during 2017, with the provision of volunteer placements for students of Childcare, business administration, community development, Youth work/social work and education support studies. The remainder of our volunteers simply wanted to help out the members of their community in English classes or assist with the preparation for events such as Clean Up Australia Day.

By being true to the purpose of improving the quality of life through adult education for the community in the areas of education, recreation, leisure and children's services, MHEC has continued to make a difference in the local community, by

- Engaging the local community in the Education Centre
- Meeting the needs of our culturally and linguistically diverse and socio economically disadvantaged community
- Providing accessible further education and vocational education and training
- Providing youth, recreation and leisure programs
- Providing community services and development support
- Providing free services to those experiencing poverty or helpless circumstances

MHEC has successfully engaged learners from many different countries and cultures, with strong CALD participation rates in:

- Adult Migrant English Program (AMEP)
- Skills for Education and Employment (SEE)
- Education Support
- Beauty services and therapy
- Homework Club for school aged children and youth

Meadow Heights Education Centre has continued to deliver free community programs such as the Homework Club, Youth Job skills assistance, Roxy Happy Club for senior members engaging in social activities and the Sewing Café. Three teenage members of the Computer Clubhouse went on the trip of a lifetime to the USA accompanied by the coordinator, where they met and collaborated with members of the international Computer Clubhouse program. The reports of the trip were excellent.

On behalf of the Meadow Heights Education Centre Board of Management, I would like to thank the staff as well as our wonderful community volunteers for all of their hard work and commitment in 2017. It has been a wonderful team effort – well done.

Phillip Perroni  
President: Board of Management  
Meadow Heights Education Centre

## Director's Report 2017

I am proud to be presenting this report for the fourth time. With the support of the Board of Management, staff and volunteers, 2017 was again a successful year for Meadow Heights Education Centre (MHEC).

The year saw a significant financial improvement compared to the previous years. Over the years, Meadow Heights Learning Shop Inc. has grown from a Neighbourhood House and Learning Centre in a shop front here in Meadow Heights into one of, if not the largest Adult Community and Further Education (ACFE) Learn Local provider, a major provider of the Adult Migrant English Program (AMEP) and the Skills for Education and Employment (SEE) program in the North Western Metropolitan Region.

2017 was a year full of achievements and challenges. This building, VISY Cares Learning Centre, again sustained considerable storm damage. Fortunately, the damage did not cause major disruptions to our operations in 2017.

Over 80% of MHEC cohorts are newly arrived migrants, thus MHEC's activities primarily relate to meeting the learning and community-engagement needs of the residents of the Hume municipality and the surrounding areas. The organisation's target demographic is migrants, humanitarian entrants and any other culturally-diverse groups that may have language, literacy, numeracy and/or other skills deficiencies.

MHEC's activities are aimed at increasing the engagement and social inclusion of this population. Through MHEC's learning programs, it is intended that pre-existing education inequality that negatively impacts the ability of these groups to fully participate in our society can be addressed and that participants will develop the necessary skills that may then enable them to undertake further training, enhance their employability and/or simply better enable them to participate within the community. The community-engagement programs are aimed at social integration and inclusion.

MHEC's activities, consistent with its purpose, are aimed at improving the quality of life through the provision of accessible education in a safe, non-threatening community-based environment.

All the above could not be achieved without the support and good will of our staff and volunteers, it is to their credit and my gratitude that the MHEC personnel can be proud of another productive year that proved to be beneficial to Hume and neighbouring communities.

Charles Cilia: Director  
Meadow Heights Education Centre

# YOUR LOCAL COMMUNITY COLLEGE...

## Meadow Heights Learning Shop Inc is

- A registered and accredited ACEF Learn Local provider
- A nationally accredited Registered Training Organisation (RTO)
- A listed Commonwealth TAFE institute for taxation purposes.



Victorian Registration & Qualifications Authority



NATIONALLY RECOGNISED TRAINING



HUME CITY COUNCIL

**We deliver courses that are compliant and approved for Centrelink Benefits.**

## COMMUNITIES OF LEARNING, PARTNERSHIPS AND AFFILIATIONS

### WORKING TOGETHER

The Community program continued over 2017

One of our objectives was to engage in a wider scope of cooperative partnerships with other Neighborhood Houses and Learning Centres. Our collaboration with these partners saw an increasing section of the community accessing education and training over a wider portion of the Hume Municipality.

All courses (Pre Accredited and Accredited) which we offer are of high quality and are focused on developing students' skills and knowledge to enter employment in their area of interest and to encourage a commitment to lifelong learning.

### WORKING TOGETHER

Meadow Heights Primary School.

- Pre-accredited short courses
- Sewing Cafe

Holy Child Primary School

- Pre-accredited EAL Programs.
- Food Handling Courses
- Certificate III in Education Support

Dallas Brooks Community Primary School and Hub

- Pre-accredited EAL Programs
- Certificate III in Education Support

Craigieburn South Primary School

- Pre-accredited EAL Programs

- Adult Migrant English Program (AMEP) 26 Classes
- Skills for Education and Employment (SEE) 6 Classes
- Certificate III in Education Support
- Certificate III in Beauty Services
- Diploma of Beauty Therapy
- Certificate III in Business Administration
- Pre-accredited Programs
- Citizenship Course
- Homework Club

**Shop 24** continued to be a valuable learning environment for the residents of Meadow Heights. Programs delivered in this facility during the day and evening included various programs such the Homework/Computer Club which operated throughout the year which provided assistance to many of the Hume youth residents with valued homework help.

#### **EDUCATION AND TRAINING PROGRAMS ENROLMENTS.**

Approximately 80% of our education and training programs are Language, Literacy and Numeracy courses.

<i>Participation by each target group</i>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Skills First, ACFE & Fee for Service	365	346	410	330	487
Skills for Education and Employment (SEE)	175	129	116	123	90
Adult Migrant English Program (AMEP)	249	274	247	386	413
	<b>789</b>	<b>749</b>	<b>773</b>	<b>839</b>	<b>990</b>

#### **Total Hours Delivered 2017**

<b>Program</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Adult Migrant English Program (AMEP)	74,715	82,400	116,529
Skills for Education and Employment (SEE)	32,245	41,210	23,520

#### **Statistical Information on students (not including participants in the Computer Clubhouse)**

<b>ACFE Learn Local</b>	<b>Delivered Hours</b>
Vocational	1,740
Adult, Literacy and Numeracy	12,778
Employment Skills	2,582
<b>TOTAL</b>	<b>17,100</b>
<b>Skills First</b>	
Foundation Skills	40,311
Skills Creation (Certificates I & II)	304
Skills Building (Certificates III & IV)	21,871
Skills Deepening (Diploma)	252
Literacy and Numeracy Support	3,013
<b>TOTAL</b>	<b>65,751</b>
<b>Aggregate Total Skills First &amp; ACFE Learn Local</b>	<b>82,851</b>

During the year, 990 students enrolled in various courses, 90% were born overseas and 93% of all the students were holders of current concession cards.

## Student Surveys

### All students (Excluding AMEP students) Survey

Response	Strongly Disagree	Disagree	Agree	Strongly Agree	Positive Average response
Statement	%	%	%	%	%
I developed the skills expected from this training	0	0	83	17	100
I identified ways to build on my current knowledge and skills	0	0	81	19	100
The training focused on relevant skills	0	0	83.4	16.6	100
I developed the knowledge expected from this training	0	5.3	83	11.7	94.7
The training prepared me well for work	0	9	77	14	91
I set high standards for myself in this training	2	5.8	74.5	17.7	92.2
The training had a good mix of theory and practice	14	6	71	9	80
I looked for my own resources to help me learn	0	0	82	18	100
Overall, I am satisfied with the training	4.3	2.8	79	13.9	92.9
I would recommend the training organisation to others	3	5.8	64	27.2	91.2
Training organisation staff respected my background and needs	28	31.6	18	22.4	40.4
I pushed myself to understand things I found confusing	0	2.7	68	29.3	97.3
Trainers had an excellent knowledge of the subject content	0	0	69.6	30.4	100
I received useful feedback on my assessments	0	3.2	75	21.8	96.8
The way I was assessed was a fair test of my skills and knowledge	0	0	84.6	15.4	100
I learned to work with people	0	0	85	15	100
The training was at the right level of difficulty for me	0	3	78.2	18.8	97
The amount of work I had to do was reasonable	0	0	91	9	100
Assessments were based on realistic activities	0	8.2	80.4	11.4	91.8
It was always easy to know the standards expected	0	5.6	79	15.4	94.4
Training facilities and materials were in good condition	0	0	96	4	100
I usually had a clear idea of what was expected of me	0	7	81	12	93
Trainers explained things clearly	0	7.3	81.2	11.5	92.7
The training organisation had a range of services to support learners	0	0	81	19	100
I learned to plan and manage my work	0	0	74.3	25.7	100
The training used up-to-date equipment, facilities and materials	0	6	86.4	7.6	94
I approached trainers if I needed help	0	0	94	6	100
Trainers made the subject as interesting as possible	3	5.2	29.3	62.5	91.8
I would recommend the training to others	3	5.8	64	27.2	91.2
The training organisation gave appropriate recognition of existing knowledge and skills	0	0	87.5	12.5	100
Training resources were available when I needed them	2.9	12.3	62	22.8	84.8
I was given enough material to keep up my interest	0	0	69	31	100
The training was flexible enough to meet my needs	0	0	86.4	13.6	100
Trainers encouraged learners to ask questions	2	4.7	68	25.3	93.3
Trainers made it clear right from the start what they expected from me.	3.8	12.6	71	12.6	83.6

*All Adult and Migrant Education Program students were asked to complete the survey at the end of each term. The aggregate results of the completed surveys for 2016 are listed below.*

### Adult Migrant English Program (AMEP) Students Survey

Settlement Program	I learned	I want to Learn	Total Response
Learning about Australian culture	75.47%	24.53%	310
Rights and responsibilities	72.61%	27.39%	328
Driving	76.96%	23.04%	319
Transport	73.03%	26.97%	346
Work	79.71%	20.29%	286
Health	87.24%	12.76%	302
The Education	84.38%	15.62%	300
Computers	80.88%	19.12%	252
Telephoning	89.15%	10.85%	285
Money	80.14%	19.86%	319
Banking	72.29%	27.71%	306
Housing	59.68%	40.32%	316
Leisure	72.61%	27.39%	336
Environment	79.08%	20.92%	277
Safety	91.48%	8.52%	254
Centrelink	68.16%	31.84%	316

Statement	Too fast	Too slow	Ok	Total Response
The Teacher gives new information which is:	5.86%	3.95%	90.19%	608
Statement	Yes	No	Total Response	
I learned things that will help me settle in Australia	91.49%	8.51%	472	
The teacher gave me information in my language	83.60%	16.40%	452	
The teacher showed me information on the internet in my language	69.51%	30.49%	432	
The teacher gave me addresses and phone numbers of organisations to help me settle in Australia	87.20%	12.80%	464	
The class is at the right level for me	90.07%	9.93%	477	
The teacher often has time to check each student's work	91.29%	8.71%	479	
I am happy with the home work I am given	88.85%	11.15%	469	
I want more homework	43.99%	56.01%	444	
I feel my English improved	89.64%	10.36%	472	
I know about the CSWE Certificate	88.40%	11.60%	455	
I know that I can speak to an AMEP counsellor for more study and employment information	90.76%	9.24%	372	
I am happy with the support and information I get from the centre	90.65%	9.35%	471	
I know what to do if I have a complaint	85.21%	14.79%	478	

## Adult Migrant English Program (AMEP) Students Survey (continued)

Statement	Yes	No	Total Response
If you have made a complaint, are you happy about the way the complaint was handled?	79.30%	20.70%	477
I know about the Fee Free Translation Service	89.92%	10.08%	474
I know there is a Distance Learning Program	83.73%	16.27%	470
I know there is a Home Tutor Scheme	89.44%	10.56%	421

### 2017 AMEP Students.

116,529 hours of face-to-face teaching was delivered in the Adult Migrant English Program (AMEP) classes. 413 students attended classes in various locations. The students came from 12 different countries.

Country of birth	QTY	%
Afghanistan	3	0.73%
Egyptian	2	0.48%
Fiji	5	1.21%
Indian	4	0.97%
Iraqi	186	45.04%
Jordon	5	1.21%
Lao	2	0.48%
Lebanese	7	1.69%
Malaysian	1	0.24%
Philippines	2	0.48%
Syrian	193	46.73%
Turkey	3	0.73%
	413	

### Skills for Education and Employment (SEE)

2017 saw the continuation of the SEE classes at Meadow Heights Education Centre. A total of 90 students participated in the SEE program during the first half of the year:-

- 1 Classes at VisyCares Learning Centre
- 2 Classes at Buchan St Community Centre
- 1 Class at Shop No 24 at Meadow Heights Shopping Centre
- 1 Class at Craigieburn Tennis Club

A highlight for the AMEP and SEE programs students was the end of year excursion to Sovereign Hill. Eight busses full of students and their teachers experienced how life was in the 1850s during the Gold Rush. Students were amazed that they could pan for gold and some of them found some specks and came away with a happy and pleasant experience.

## **Qualifications Completed 2017**

In 2017 we offered and ran the following courses:

BSB30412	Certificate III in Business Administration.
SIB30110	Certificate III in Beauty Services
SHB50115	Diploma of Beauty Therapy
CHC30812	Certificate III in Education Support
10361NAT	Course in Preliminary Spoken and Written English
10362NAT	Certificate I in Spoken and Written English
10363NAT	Certificate II in Spoken and Written English
10364NAT	Certificate III in Spoken and Written English

These courses were delivered at 9 venues in Meadow Heights, Craigieburn and surrounding locations. In addition to classes being offered at Visy Cares Learning Centre, Meadow Heights Community Centre - Buchan Street, and Shop 24, Paringa Blvd, classes were also delivered at:-

- Craigieburn Global Learning Centre
- Craigieburn Leisure Centre.
- Meadow Heights Primary School.
- Dallas Brooks Community Primary Schools.
- Holy Child Primary School.
- St Thomas' Uniting Church Craigieburn
- Craigieburn Plaza

## Meadow Heights Community Foundation



### **Homework Help**

Our Homework Club offers a safe and supportive out-of-school learning environment where primary and secondary students can participate in activities that develop their academic skills such as homework, numeracy and literacy exam preparation, and pathways to further education and careers with guidance and support from our dedicated volunteers.

90% of students said that attending the Homework Club has helped them in completing their homework and motivated them to achieve more at school.

Some of our older youth also volunteer in helping students with homework and school assignments/projects.

School time management and organisational skills are also taught to our students to help them learn how to cope with school and school work load.

This year homework club will be Monday, Tuesday Wednesday, Thursday and Friday students from all levels are welcome to attend.

- *Primary Students 4:30pm- 5:30pm currently have class of 14*
- *High school Students and students undertaking courses through TAFE, RMIT and VIC University 5:30pm- 6:45pm currently have class of 15*

### **Teen Summit**

We are pleased to announce that 3 of the members from the clubhouse will be attending the 2018 Intel Computer Clubhouse Network Teen Summit, July 31 – 5 August 2018 in Boston, MA, USA.

There will be 300 young people from over 100 Clubhouses in 20 different countries will be attending the Summit, along with 130 chaperones and other adult supporters. Youth are chosen by their Clubhouse Coordinator based on their commitment to the Clubhouse, their leadership skills and dedication to their community.

During the Teen Summit, participants will work on projects with their peers, attend a career and college fair, visit local businesses or meet with guest speakers related to their areas of interest, and spend time getting to know one another. They will also build leadership skills, communication skills, teamwork, and an appreciation for different cultures among Clubhouse youth from around the world.

**Clubhouse Members 106**  
**Homework Club 29**

# Community Report

## Events

Events at Meadow Heights Education Centre included:

- Clean Up Australia Day Monday 6 March. Over 150 people participated in the day in two different locations around Meadow Heights, which finished with BBQ sausages and also sweet corn, which we harvested from the Buchan St Community Garden
- A Cut Flower Garden planting day on 31 May was undertaken at Buchan Street community garden, resulting in a large range of flowers being planted for spring and summer colour and cutting for the vase
- Drought tolerant perennial planting day 2 June, Buchan St Community Garden

## Community Programs:

- Disability Indoor Exercise May - July
- Sewing Café beginners program. Fabric and machines are supplied, participants learn how to use a sewing machine, how to select and mix & match fabrics, and how to make attractive practical items by following tried and tested simple patterns
- New sewing program called Sewing without a Pattern, where participants learn to make bespoke clothes from their personal measurements
- Roxy Happy Club Seniors group. The group meet every week and conduct their activities at VISY Cares Learning Centre Building
- Public Access Computers – Free computer and internet use for the public

## Grants

### **Homework Club Partnership Fund: \$20,000 for MHEC after school CALD homework program**

Our after school program helps disadvantaged kids that have fallen behind and are at risk of never catching up. Whilst we do assist students in years 11 and 12, the main focus of our program is to assist children from 8 years to 16 years (Year 2 to Year 10) as these are critical years for children's development, knowledge and confidence. It is extremely important that children in this age group do not fall behind during any one of these years, as it can have a significant impact on their learning ability, self-belief and future employment prospects. The HCPF grant funding will be of great assistance in building capacity and sustainability in the program.

### **Volunteer program.**

A total of 34 volunteers enrolled in the Volunteering to Employment program:

<b>Admin &amp; Reception</b>	<b>Occasional Care</b>		<b>ESL Assistance</b>	<b>Community Development</b>
Gamze Acahan	Zena Maaliki	Savita Dahiya	Mohamed Abarai	Nasir Ajmaya
Sebnme Can	Jatinder Kaur	Thaira Gagoo	Ibitsam Shaba	
Ashish Sathe	Ramandeep Kaur Gill	Neven Goro	Isabel Harvey	
Nicha Matta	Ann Mekho	Georgette Pito	Aamera Harmaz	
Lina Brinkha	Marium Azam	Hind Hankla	Merve Kabakci	
Viqar Unnisa	Misbah Arshad	Afsheen Ali	Lamia Doumanji	
	Nadeen Lufti	Derya Secgin	Abram Awdisho	
	Moona Ali	Cigdem Tolnay		
	Jessica Camilleri	Beena Naureen		
	Ayse Altuntop	Nansi Solaka		

The following community groups and several individuals used the VisyCares Learning Centre, Shop 24 at Centro Meadow Heights Plaza and Buchan Street Community Centre during the year:

- Arabic Welfare Inc.
- Dianella Community Health Inc.
- Hume City Council After School Program
- Victorian Immigration and Refugee Women's Coalition
- Roxy Happy Club
- Meadow Heights Occasional Care

### **Hume City Council services**

Services at the Visy Cares Learning Centre include

- Maternal and Child Health
- Immunization
- Hume City Mobile Library

### **RELATIONSHIPS**

To meet the needs of the community, Meadow Heights Education Centre works/operates in conjunction with a variety of community and business organisations. We acknowledge them for their ongoing assistance.

#### **Neighbourhood House Networks**

- NHACE, member
- NWNH Network
- Hume Houses Network, member
- Various Houses,

#### **Local Government**

- Hume City Council, funding agency
- Hume Global Learning Village, member and service provider
- Hume City Council Neighbourhood Houses Working Group

#### **Adult, Community and Further Education**

- ACE Vic, member
- ACFE Learn Local NMR, provider
- Melbourne AMEP Provider
- Learn Local Quality Partnership
- Hume Learning Community

#### **Government Departments**

- Centrelink, training referrals
- DPCD, funding agency NHCP and ACFE learn Local.
- Department of Education and Training, funding agency, Skills First Program
- VMC, funding agency
- DEECD, funding agency
- DHHS

## **Community/Local Agency Networks**

- Australian Arabic Welfare
- Hume Whittlesea Local Learning and Employment Network, member
- Roxy Happy Club
- Migrant Resource Centre
- Brotherhood of St Lawrence
- Victoria Police

## **Schools/Education Services**

- Melbourne University: Student Teacher Placement
- Victoria University, student placements
- Kangan Institute, AMEP student placements.
- Meadow Heights Primary School
- Dallas Brooke Community Primary School and Hub.
- Holy Child Primary School
- Craigieburn South Primary School

## **Business**

- Australasian Association of Registered Training Organisations Inc, member
- Centro Meadow Heights Shopping Centre
- Redall Business Communications, services
- Job Active Networks
- Melbourne Polytechnic, AMEP provider
- Melbourne Polytechnic, NLLANS Consortium - Member

## **PROGRAMS**

### **Children's Services**

The Meadow Heights Occasional Care Childcare Service is partially funded by the Department of Education and Early Childhood Development and the Adult Migrant English Program (AMEP). It is based at the VisyCares Learning Centre, Meadow Heights. Throughout, 2017 the program grew and it is anticipated that this growth will continue into 2018 thus ensuring the long term viability of the service.

# OUR BUSINESS AND ADMINISTRATION

**Meadow Heights Learning Shop Inc is**

**An Incorporated Not-for-profit Community-based  
Association and an ACNC Member.  
ATO registered Deductible Gift Recipient.**

## MEMBERS OF THE ASSOCIATION

We currently have 25 association members as of the census conducted in 2017

Vic Dougall	Rhonda Sadovsky	Mari-Carmen Cruz	Burhan Yigit
Joseph Curkovic	Nader Hanna	Phillip Perroni	Veronica Jamison
Chai Vue	Geoffrey Hanlon	Ken Thompson	Richard Turnbull
Amara Ganish	Michael Halls	Frank Devlin	Anthony Cilia
Malcolm Peacock	Margaret Woods	David Mazzotta	Charles Cilia
Sharyn Stockdale	Funda Kara	Giovanna Citta	Helen Patsikatheodorou
Salam Dankha			

## BOARD OF MANAGEMENT

The Board of Management continued to support all operations of Meadow Heights Learning Shop Inc. throughout 2017. Due to their dedicated efforts MHEC continued to grow and prosper and be in line with their aims and objectives. Names of Board members are listed on page 4.

## MEMBERSHIPS

The following organisations and groups:-

- Adult Learning Australia Inc
- Association of Neighbourhood Houses and Learning Centres Inc
- Australasian Association of Registered Training Organisations
- Adult Community Education (Victoria) Inc
- Australian Council for Adult Literacy Inc
- Centre for Multicultural Youth Issues
- Community Childcare Association Inc
- Hume Global Learning Village



## Deductible Gift Recipient

In January 1995 our Association applied for recognition of “gift deductibility” as it was then understood. In December 2003 we were granted DGR status as an entity in our own right. All donations of monetary value of two dollars or more are tax deductible. If you would like to make a donation, please contact the Office on 03 9301 9200.

# Meadow Heights Learning Shop Inc.

## Staff Profile

<i>Name</i>	<i>Role</i>	
<b>BUSINESS AND ADMINISTRATION</b>		
Charles	Cilia	Director/Manger
Nouhad	Dagher	Program Support Officer AMEP
Rebecca	Egan	Wisenet Control/Administration Support
Ann	Jessop	Community Development Officer
Linda	Madden	Finance Assistant
Rhonda	Sadovsky	Finance Manager
Adrienne	Champness	Compliance Officer
Naci	Tekin	Administration Support
Abir	Zaza	AMEP Assistant
<b>VOCATIONAL</b>		
Adrienne	Champness	Tutor Education Support
Anthony	Cilia	Tutor Business / Retail
Veronica	Cvak	Tutor Beauty Therapy
Frank	Devlin	Placement Supervisor
Robert	Lo Nigro	Tutor Information Technology
Kalliopi (Poppy)	Papamikroulis	Tutor Beauty Therapy
Elisa	Umana	Tutor Education Support
<b>LANGUAGE &amp; LITERACY</b>		
Salwa	Al Deeb	Teacher TESOL
Wathsala	Alawathugoda	Teacher TESOL
Fiona	Chen	Teacher TESOL
Lynda	Crossley	Teacher TESOL
Nader	Hanna	Education Coordinator, Teacher TESOL
Ishrat	Hussaini	Teacher TESOL
Syed Muzaffer	Hussaini	Teacher TESOL
Vida	Kermani	Teacher TESOL
Nick	Kolendrianos	Teacher TESOL
Nilofer	Jawaid	Teacher TESOL
Stella	Maugeri	Teacher TESOL
Paul	La Rosa	Teacher TESOL
Timothy	O'Brien	Teacher TESOL
Sophia	Pane	Teacher TESOL
Luke	Maselli	Teacher TESOL
Arlene	Rankothge	Teacher TESOL
Connie	Francione	Teacher TESOL
Anne	Oliver	Teacher TESOL
Mary	Williams	Teacher TESOL
<b>OCCASSIONAL CHILD CARE</b>		
Teresa	Volpe	Childcare Team Leader
Basima	Haddad	Childcare Team Leader

## TREASURER'S REPORT

It is with great pleasure that I present to you the Meadow Heights Education Centre's financial report for the 2017 calendar year.

The Meadow Heights Education Centre is growing from strength to strength as we deliver quality courses and programs for our community. 2017 saw us expand further into Craigieburn with the leasing of additional space at the old Craigieburn Shopping Centre.

On behalf of the Board of Management, I would like to thank all our staff for their hard work and dedication and in particular our former Director Charles Cilia for overseeing the recent expansion and our Acting Director Nader Hanna for continuing to deliver high level programs and services until a new Director is appointed.

I would also like to thank Rhonda Sadovsky, our Finance Manager who keeps us on track, and is my right hand woman. Thank You.

### Funding Sources

Listed below are Meadow Heights Education Centre's, 2017 funding sources. We gratefully acknowledge the generosity of the Philanthropic agencies and thank the Government agencies, for their continued support of service delivery, to the citizens located in and around Meadow Heights.

#### **Victoria State Government - Education and Training**

- Skills First Program
- ACFE - Adult Community and Further Education
- DEECD - Department of Education and Early Childhood Development Victoria
- FLSP – Family Learning Support Program

#### **Federal Funding**

- Melbourne Polytechnic.- AMEP - Adult Migrant English Program  
(Members of the North. AMEP Consortium until 30<sup>th</sup> June 2017 then Sub-contractors of Melb AMEP)

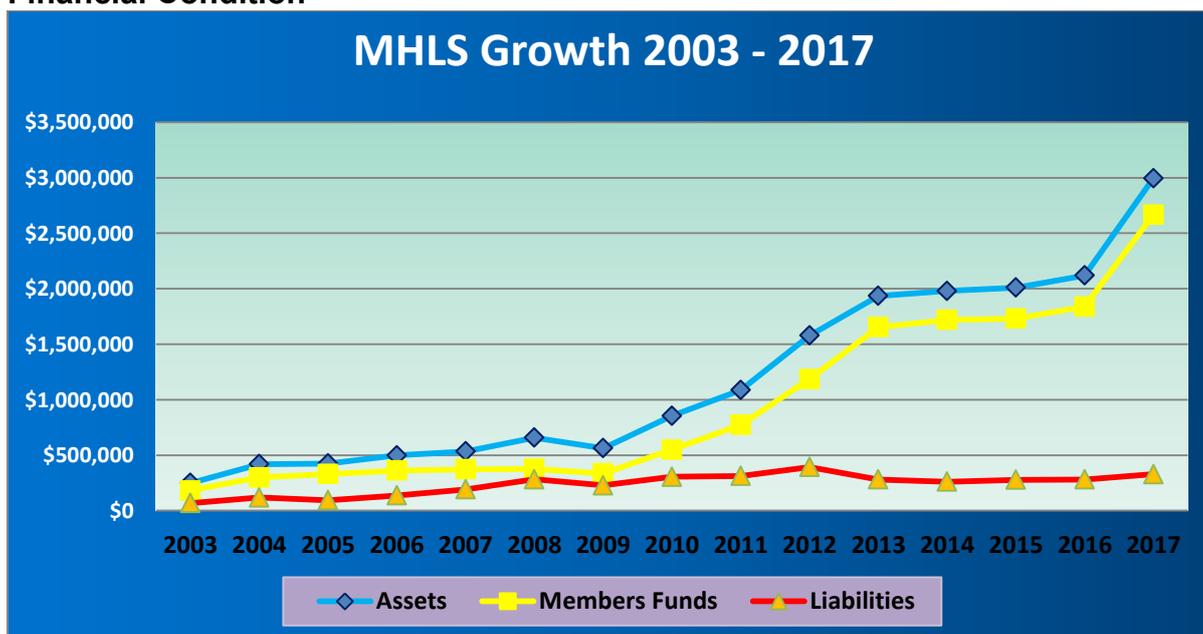
#### **Local Government**

- Hume City Council

#### **Philanthropic Grants & Anonymous Donations**

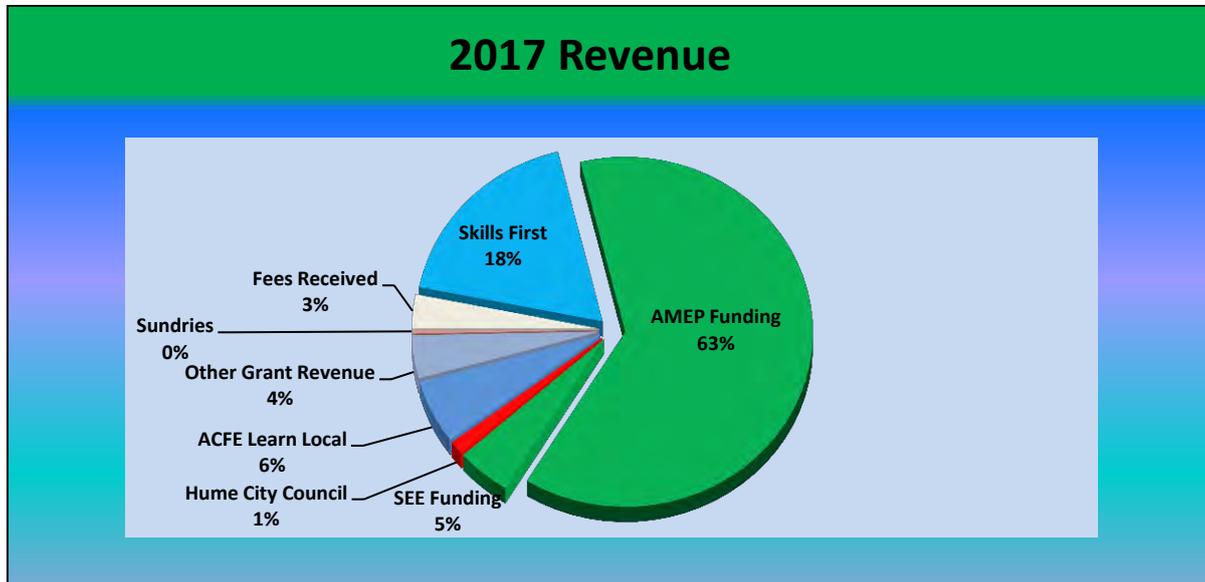
#### **Other Revenue**

### **Financial Condition**



In line with our purpose, aims and objectives, I am pleased to inform you, that Meadow Heights Education Centre has continued its sound financial practice, by seeking revenue from a variety of sources in 2017, to avoid being reliant on

limited sources, for growth and long term viability. It was a welcome relief, to be reinstated with funding from Skills First for Foundation Skills (English Classes). This was popular with migrants and new arrivals that have completed their (AMEP) Adult and Migrant English Program hours; enabling students to continue to improve their position in the community, to seek employment or further education. A considerable growth in student numbers applying for AMEP positions demonstrated the necessity to expand to maintain a steady increase in turnover. This year's financial figures were favourable; primarily due to Federal Funding providing 73%, followed by State Government providing 26% of total revenue. The loss of the SEE program in June 2017 appear to have little effect on the overall balance, as AMEP steadily increased, thus income derived from these programs played a major role on MHEC's positive financial position.



The two top revenue performers were once again (AMEP), Adult and Migrant English Program and Skills First. AMEP has revealed over the past 14 years a steady 40% to 50%, this year has increased to a favourable 63%, an astonishing 13% increase. Skills First have increased 3% from 15% to 18%.

In 2017, MHEC ceased its position as a consortium member to become a Sub Contractor with Melbourne Polytechnic 01/07/2017.

Meadow Heights Education Centre is constantly working towards the long term success of all of Educational programs to ensure that it remains the largest RTO provider in the Northern Region. All program funding is subject to the attainment and achieving satisfactory outcomes for the major Key indicators, such as attendance, which is strictly monitored throughout the year.

Over 17100 hours "Learn Local" were delivered in Pre-accredited programs. Pre-accredited classes provide a pathway to further education. Throughout the year, MHEC continued to offer taster courses funded by State Government "Learn Local" for Adult Community & Further Education (ACFE). These taster courses have been very popular and are designed to allow participants a chance to try different career choices providing education pathways into (VET) Vocational Education and Training, such as Certificate III in Beauty, Business or Education Support just to name a few.

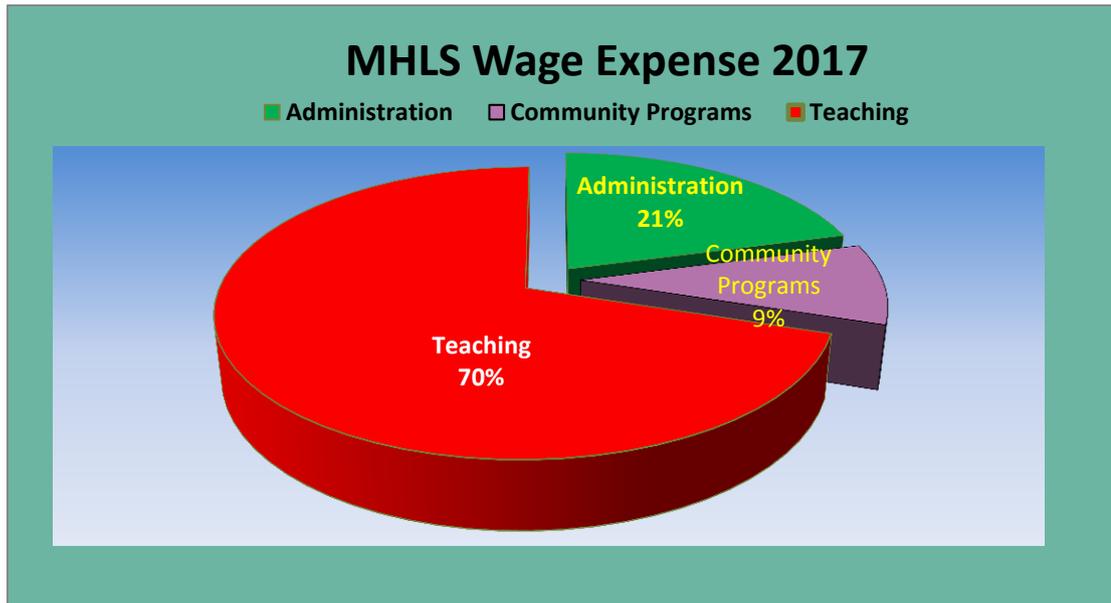
Hume City Council has continued to support MHEC, although funding has declined from 5% to 1% for operational funding, it remains in line with other Neighbourhood Houses in Hume.

2017 saw many changes with the shift of new migrants moving to the Craigieburn area, additional classes were required to meet the demand of residents eager to study English. It was evident that MHEC would need to seek additional classroom to accommodate the influx in this area.

MHEC was able to Lease 2 Shops in Craigieburn allowing eight more classes to alleviate the numbers on the waiting list for the residents of Craigieburn. The additional classrooms have serviced the Craigieburn Shopping Centre as it has boosted the local trade and shop owners are now very excited about their future. Certificate III in Education Support which has been very popular is now operating out of 3 locations Meadow Heights, Craigieburn, & Dallas.

Meadow Heights Education Centre uses WiseNet software as a student management system to record and maintain student data. WiseNet meets all obligations required by the State Government Funding bodies such as Skills First and ACFE. WiseNet collaborates with the funding bodies obligations and customises changes as required. It is important that MHEC maintain sustainability by having the ability to compete in a highly competitive market.

As MHEC student numbers have continued to grow, it is our expectations that MHEC will continue to strive for continued improvement and seek to expand and target the rapid growth in the Craigieburn area who are customarily of CALD background and isolated because of language barriers.



Teaching staff expenses reduced by 2% in 2017 as Administration and Community Program wages increased. Additional administration staff was required to complete reporting obligations required by Federal and State Government to be eligible for continued funding.

MHEC remains vigilant in satisfying compliancy issues associated with Victorian Registration of Qualifications Authority (VRQA) and other Governing bodies. MHEC prides itself on maintaining a quality service for all students and the community.

MHEC donated \$702,000 to Meadows Heights Community Foundation, a charitable not-for-profit organisation. This will enable financial independence and continue to provide financial support for people who are experiencing financial hardship. MHEC was still able to demonstrate a favourable result, with Association Funds showing a Surplus of \$2,667,424.

MHEC will continue to build partnerships with other community organisations, to improve the well-being of many of the residents in the Hume community. Working consistently within Government guidelines and in line with the mission statement; “to provide assistance for Youth” in Hume who are unemployed and seeking employment or further education. “To provide financial support”, to members of the community, who are experiencing financial hardship and are struggling to pay course fees.

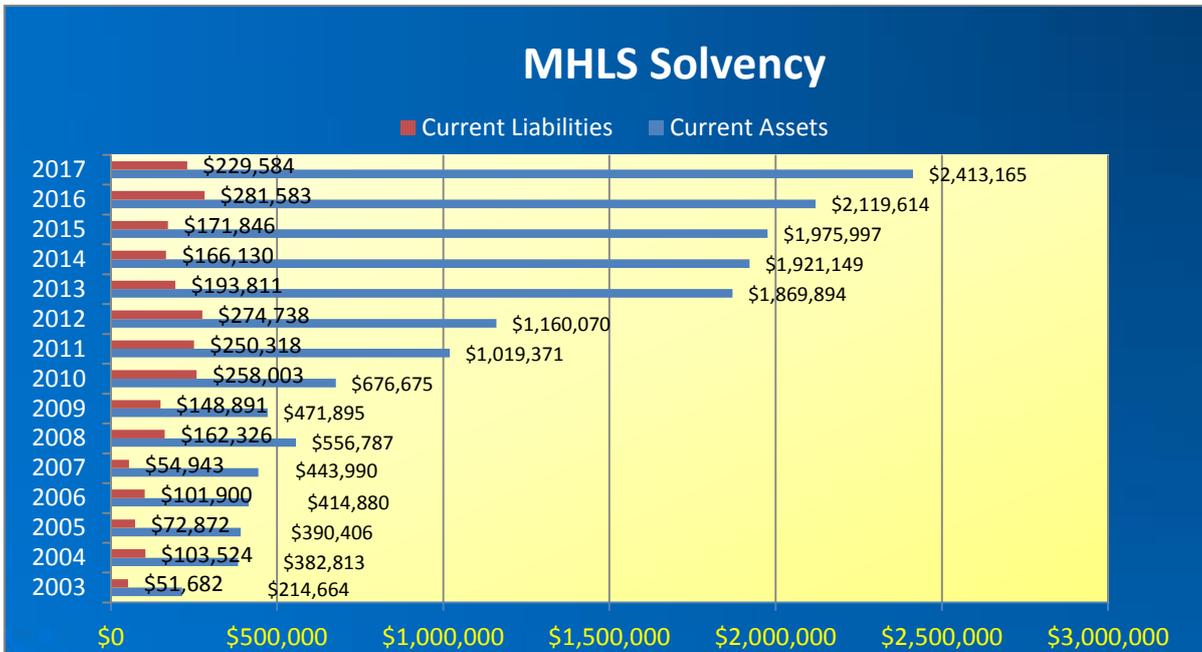
As in previous years, MHEC continues to prudently make provisions for emerging and future liabilities such as staff entitlements. MHEC has increased insurance policies to meet growth. Programs have increased, as did expenditure.

#### **Continued Free Programs included:**

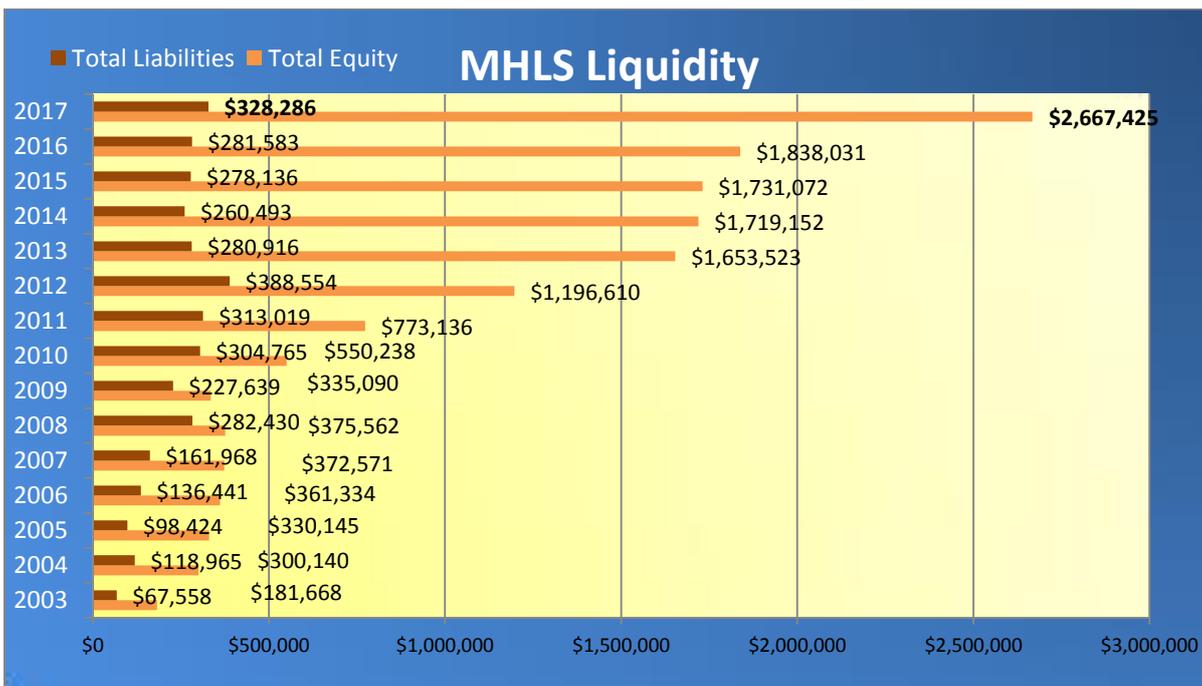
- Free Internet Access for the community who hold a concession or health care card
- Free Internet Access for Seniors
- Free Internet for Students attending MHEC
- Roxy Happy Group. (Drop in Centre for residents in Hume )
- CALD Cooking Classes.
- Community Garden.
- Settlement Program for Migrants and Refugees
- Sewing Café.
- Computer Homework program designed for children who have difficulty in meeting the requirements of the school curriculum. It has continued to be a very successful program and has been operating for 23 years, funded by MHEC for the community.

#### **Children’s Services**

This year has shown enormous growth, due to our highly trained employees who have provided the organisation with a well-structured and well-rounded program. Supported by Melbourne Polytechnic and DHHS



Meadow Heights Education Centre shows a high solvency ratio of 1:10.5. (The current assets as at 31/12/2017 were 10.5 times greater than the current liabilities). This indicates that at the end of the financial year, 31<sup>st</sup> December 2017 MHEC remained in a very favourable financial position and is more than capable of satisfying its liabilities.



Meadow Heights Education Centre Liquidity is showing a 1:8.12 which again indicates that MHEC is in a sound financial position at the end of the financial year, 31<sup>st</sup> December 2017

I would like to also thank in particular the Finance Sub Committee and the Audit Committee for their assistance, leadership and direction. The support of the administration team has been exemplary.

**Helen Patsikatheodorou**  
Treasurer

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# ***Meadow Heights Learning Shop***

*ABN : 31 721 175 099*

*Financial Report for the year ended  
31 December 2017*

**MEADOW HEIGHTS LEARNING SHOP**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

	<b>Page Number</b>
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Statement of profit or loss and other comprehensive income	7
Statement of financial position	8
Statement of changes in equity	9
Statement of cash flows	10
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**MEADOW HEIGHTS LEARNING SHOP  
BOARDS REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2017**

Meadow Heights Learning Shop submits the financial report of the association for the financial year and the auditor's report thereon.

The Board members of the Meadow Heights Learning Shop in office on the day this report is made out are:

<b>Name</b>	<b>Position</b>	<b>Status</b>
Mr Phillip Perroni	Chairperson/President	Active
Mr Giovanni Citta	Secretary	Active
Ms Helen Patsikatheodorou	Treasurer	Active
Mr Funda Kara	Vice President	Active
Mr Charles Cilia	Board Member	Active
Ms Salam Dankha	Board Member	Active
Nader Hanna	Director	Active

### **Principle Activities**

The principal activities of the Meadow Heights Learning Shop during the financial year were to provide residents of the Hume Municipality with adult learning in the areas of education, recreation, leisure and children's services.

### **Results**

In 2017, Meadow Heights Learning Shop Inc. entered into a 3 year contractual agreement to deliver (A.M.E.P) Adult Migrant English Programs. This has revealed a net comprehensive result for Meadow Heights Learning Shop Inc. with a favourable surplus of \$829,394 (prior year surplus of \$106,959) due to a substantial increase in enrolments.

### **Events Subsequent to Balance Date**

There has not arisen in the interval between the end of the financial period and the date of this report any items or events of a material or unusual nature, in the opinion of the board members, that should be disclosed in this report.

### **Indemnification of Officers and Auditors**

During or since the financial period Meadow Heights Learning Shop has not indemnified or made a relevant agreement to indemnify an officer or auditor of the Association or of any related body corporate against a liability incurred as such of an officer or auditor. In addition, the Association has not paid, or agreed to pay a premium in respect of a contract insuring a liability incurred by an officer or auditor.

### **Likely Developments**

The likely developments in the operation of the Association are the continuing provision of adult education for the residents of the Hume Municipality.

**MEADOW HEIGHTS LEARNING SHOP  
BOARDS REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2017**

**Board Member Benefits**

During or since the financial period, no board member has received or become entitled to receive a benefit because of a contract that the board member or a firm of which the board member is a member or an entity in which the board member has a substantial financial interest made with Meadow Heights Learning Shop or an entity that Meadow Heights Learning Shop controlled, when the contract was made or when the board member received, or became entitled to receive the benefit other than:

- (a) emoluments received or due and receivable by the board members taken into account in the compilation of the financial statements; or
- (b) the fixed salary of a full-time employee of the Association or an entity that the Association controlled.

Signed in accordance with a resolution of the board.



Treasurer



Secretary

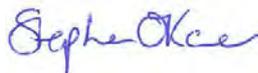
Dated 30/12 /2018  
Meadow Heights Learning Shop

## AUDITOR'S INDEPENDENCE DECLARATION

As auditor for Meadow Heights Learning Shop for the year ended 31 December 2017, I declare that, to the best of my knowledge and belief, there have been:

- (i) no contraventions of auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

LDASSURANCE  
CHARTERED ACCOUNTANTS



Stephen O'Kane  
Partner

MELBOURNE  
9 May 2018

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF MEADOW HEIGHTS LEARNING SHOP**

### **Report on the Audit of the Financial Report**

#### **Opinion**

We have audited the financial report, being a special purpose financial report of Meadow Heights Learning Shop ('the Association'), which comprises the statement of financial position as at 31 December 2017, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year ended, and notes to the financial statements, including a summary of significant accounting policies, and responsible person's declaration.

In our opinion, the accompanying financial report of Meadow Heights Learning Shop, has been prepared in accordance with the *Associations Incorporation Reform Act 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- i. giving a true and fair view of the Association's financial position as at 31 December 2017 and of its financial performance for the year then ended; and
- ii. complying with Division 60 of the *Australian Charities and Not for profits Commission Regulation 2013*.

#### **Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described as in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance with Division 60 of the *Australian Charities and Not for profits Commission Act 2012* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

#### **Emphasis of Matter - Basis of accounting**

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to for the purpose of fulfilling the Association financial reporting requirements of the *Associations Incorporation Reform Act 2012* and the *Australian Charities and Not for profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

#### **Responsibilities of the Board for the Financial Report**

The Board is responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Australian Accounting Standards, the *Associations Incorporation Reform Act 2012* and Division 60 of the *Australian Charities and Not for profits Commission Act 2012*. The Board's responsibility also includes such internal control as it determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

## **Responsibilities of the Board for the Financial Report (Continued)**

In preparing the financial report, the Board is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board either intends to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

## **Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- Conclude on the appropriateness of the Board's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

LDAssurance  
Chartered Accountants



Stephen O'Kane  
Partner

Dated this 9<sup>th</sup> day of May 2018  
250 Collins Street, Melbourne.

**MEADOW HEIGHTS LEARNING SHOP**  
**STATEMENT BY BOARD**  
**FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2017**

In the opinion of the Meadow Heights Learning Shop Inc.:

1. The financial statements and notes set out on pages 1 to 18 are in accordance with the *Associations Incorporation Reform Act 2012* and the *Australian Charities and Not-For-Profit Commission Act 2012*, including:
  - (a) complying with Accounting Standards, the *Associations Incorporation Reform Act 2012* the *Australian Charities and Not-For-Profit Commission Act 2012* and other mandatory professional reporting requirements, and
  - (b) give a true and fair view of Meadow Heights Learning Shop's financial position as at 31 December 2017 and of its performance for the financial year ended on that date, and
2. There are reasonable grounds to believe that Meadow Heights Learning Shop will be able to pay its debts as and when they become due and payable.

Signed in accordance with a resolution of the Board:

  
\_\_\_\_\_ Treasurer

  
\_\_\_\_\_ Secretary

Dated the 30 of April 2018  
At Melbourne

## MEADOW HEIGHTS LEARNING SHOP

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 DECEMBER 2017

	NOTE	2017 \$	2016 \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>			
Operating revenue	2	3,241,917	1,925,087
Other revenue	2	<u>236,518</u>	<u>26,584</u>
<b>TOTAL REVENUES FROM ORDINARY ACTIVITIES</b>		<u>3,478,435</u>	<u>1,951,671</u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>			
Cost of goods sold		(29,166)	(23,395)
Administration expenses		(104,576)	(122,121)
Depreciation expense		(27,707)	(19,244)
Employee benefits expense		(1,480,742)	(1,118,539)
Finance expense		(7,724)	(5,291)
Grants and donations expense		(713,214)	(390,844)
Property expenses		(227,905)	(160,767)
Other expenses		<u>(58,007)</u>	<u>(4,511)</u>
<b>TOTAL EXPENSES FROM ORDINARY ACTIVITIES</b>		<u>(2,649,041)</u>	<u>(1,844,712)</u>
<b>NET RESULT</b>		829,394	106,959
Other comprehensive items		<u>-</u>	<u>-</u>
<b>NET COMPREHENSIVE RESULT</b>		<u><u>829,394</u></u>	<u><u>106,959</u></u>

The statement of profit or loss and other comprehensive income is to be read in conjunction with the notes to the financial report set out on the following pages.

**MEADOW HEIGHTS LEARNING SHOP**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 DECEMBER 2017**

	NOTE	2017 \$	2016 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	2,375,411	1,845,823
Receivables	4	473,311	213,177
Other	5	46,286	25,071
		<hr/>	<hr/>
<b>TOTAL CURRENT ASSETS</b>		<b>2,895,008</b>	<b>2,084,071</b>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	6	132,546	53,845
		<hr/>	<hr/>
<b>TOTAL NON-CURRENT ASSETS</b>		<b>132,546</b>	<b>53,845</b>
		<hr/>	<hr/>
<b>TOTAL ASSETS</b>		<b>3,027,554</b>	<b>2,137,916</b>
<b>CURRENT LIABILITIES</b>			
Payables	7	57,618	45,914
Provisions	8	262,317	223,650
		<hr/>	<hr/>
<b>TOTAL CURRENT LIABILITIES</b>		<b>319,935</b>	<b>269,564</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	8	40,195	30,322
		<hr/>	<hr/>
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>40,195</b>	<b>30,322</b>
		<hr/>	<hr/>
<b>TOTAL LIABILITIES</b>		<b>360,130</b>	<b>299,886</b>
		<hr/>	<hr/>
<b>NET ASSETS</b>		<b>2,667,424</b>	<b>1,838,030</b>
		<hr/>	<hr/>
<b>ASSOCIATIONS' FUNDS</b>			
Accumulated surplus		2,667,424	1,838,030
		<hr/>	<hr/>
<b>TOTAL ASSOCIATIONS' FUNDS</b>		<b>2,667,424</b>	<b>1,838,030</b>
		<hr/>	<hr/>

The statement of financial position is to be read in conjunction with  
the notes to the financial report set out on the following pages.

**MEADOW HEIGHTS LEARNING SHOP**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

	<b>ACCUMULATED SURPLUS</b>
<b>AT 1 JANUARY 2017</b>	1,838,030
Net comprehensive result	<u>829,394</u>
<b>AT 31 DECEMBER 2017</b>	<u><u>2,667,424</u></u>
<b>AT 1 JANUARY 2016</b>	1,731,071
Net comprehensive result	<u>106,959</u>
<b>AT 31 DECEMBER 2016</b>	<u><u>1,838,030</u></u>

The statement of changes in equity is to be read in conjunction with  
the notes to the financial report set out on the following pages.

**MEADOW HEIGHTS LEARNING SHOP  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

	NOTE	2017 \$	2016 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from customers		3,416,900	2,048,307
Payments to suppliers and employees		(2,831,483)	(2,007,052)
Interest received		50,579	26,160
<b>Net cash provided by/(used in) operating activities</b>	9 (ii)	<u>635,996</u>	<u>67,415</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payment for property, plant and equipment		(106,408)	(24,907)
<b>Net cash provided by investing activities</b>		<u>(106,408)</u>	<u>(24,907)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Proceeds from/Repayments of borrowing		-	-
<b>Net cash provided by financing activities</b>		<u>-</u>	<u>-</u>
<b>Net (decrease)/ increase in cash held</b>		529,588	42,508
Cash at the beginning of period		<u>1,845,823</u>	<u>1,803,315</u>
<b>Cash at the end of the period</b>	9 (i)	<u><u>2,375,411</u></u>	<u><u>1,845,823</u></u>

The statement of cash flows is to be read in conjunction with the notes to the financial report set out on the following pages.

**MEADOW HEIGHTS LEARNING SHOP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

**(a) Corporate information**

Meadow Heights Learning Shop is an association in Victoria under the *Associations Incorporation Reform Act 2012*.

The financial reports of Meadow Heights Learning Shop was authorised for issue by the Board Members.

The financial report covers Meadow Heights Learning Shop as an individual entity.

**(b) Basis of Preparation**

The financial report is a special purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Interpretations, the *Associations Incorporation Reform Act 2012*, the *Australian Charities and Not-For-Profit Commission Act 2012* and other authoritative pronouncements of the Australian Accounting Standards Boards.

The financial report has been prepared with the requirements of the following Australian Accounting Standards:

AASB 101:	Presentation of Financial Statements
AASB 107:	Statement of Cash Flows
AASB 108:	Accounting Policies, Changes in Accounting Estimates and Errors
AASB 1054:	Australian Additional Disclosures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

**(c) Critical accounting estimates and judgments**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make estimates, judgements and assumptions based on historical knowledge and best available current trends and economic data, obtained both externally and within the group. Actual results may differ from these estimates.

The accounting policies detailed in Note 1 provides details of these estimates, judgements and assumptions.

**MEADOW HEIGHTS LEARNING SHOP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(d) Property, Plant and Equipment**

Each class of property, plant and equipment is carried at a cost or Board valuation, less any accumulated depreciation and impairment losses.

**Property**

Buildings and improvements are measured at cost less accumulated depreciation and impairment losses.

Plant and equipment are measured on the cost or Board valuation basis, less depreciation and impairment losses.

**Depreciation**

The depreciable amount of all fixed assets including buildings and capitalised leased assets is depreciated on straight line basis over their useful lives to the economic entity commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of lease or the estimated useful lives of the improvements

The depreciation rates used for each class of depreciable assets are as follows. These are consistent with the previous year:

<b>Class of Asset</b>	<b>Depreciation Rates</b>
Intangibles	20-35%
Building Improvements	16%
Furniture and Fittings	4-35%
Computer Equipment	10-35%

The assets' residual value and useful lives are reviewed and adjusted if appropriate, at each balance sheet date.

**(e) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in values.

**(f) Impairment of Assets**

At each reporting date, the economic entity reviews the carrying values of its assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the assets fair value less costs to sell and value in use, is compared to the asset's carrying value. In assessing value in use, the estimated future cash flows are discounted to their present value of money and the risks specific to the asset.

Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

Where the asset does not generate cash flows that are independent from other assets, the consolidated entity estimates the recoverable amount of the cash-generating unit to which the asset belongs.

**MEADOW HEIGHTS LEARNING SHOP****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017****1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)****(g) Trade and Other Payables**

Trade payables and other payables are carried at amortised cost and represent liabilities for goods and services provided to the Association prior to the end of the financial year that are unpaid and arise when the Association becomes obliged to make future payments in respect of the purchase of these goods and services

**(h) Employee Benefits***Wages, Salaries and Annual Leave*

Liabilities for wages, salaries and annual leave that are expected to be settled within 12 months of the reporting date represent present obligations resulting from employees' services provided to reporting date. They are calculated at undiscounted amounts based on remuneration wage and salary rates that the Association expects to pay as at reporting date including related on-costs, such as workers compensation insurance and payroll tax.

*Long-term service benefits*

The Association's net obligation in respect to long-term service benefits, other than pension plans, is the amount of future benefit that employees have earned in return for their service in current and prior periods. The obligation is calculated using expected future increases in wage and salary rates including related on-costs and expected settlement dates and is discounted using the rates attached to Commonwealth Governments bonds at the balance sheet date which have maturity dates approximating the terms of the Association's obligations.

*Superannuation*

The amount charged to the Income Statement in respect of superannuation represents the contributions made by the Association to superannuation funds.

**(i) Income Tax**

Meadow Heights Learning Shop is exempt from Income tax.

**MEADOW HEIGHTS LEARNING SHOP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(j) Revenue**

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Association and the revenue can be reliably measured. The following specific recognition criteria must also be met before revenue is recognised.

*Government Grants*

Government grants are assistance by the government in the form of transfers of resources to the Association in return for past or future compliance with certain conditions relating to the operating activities of the entity. Government grants include government assistance where there are no conditions specifically relating to the operating activities of the incorporated association other than the requirement to operate in certain regions or industry sectors.

Government grants are not recognised until there is reasonable assurance that the Association will comply with the conditions attaching to them and the grants will be received.

Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the Association with no future related costs are recognised as income of the period in which it becomes receivables.

*Rendering of services*

Revenue in relation to rendering of services is recognised when the counselling or education services are complete. Where there are a number of sessions to be provided then revenue is recognised in proportionate to the sessions completed.

*Donations and grants*

The Meadow Heights Learning Shop Inc. is registered as a charitable fund which can receive tax deductible donations.

*Interest Income*

Interest revenue is recognised in respect of fixed-interest securities, and cash and cash equivalent balances. Interest revenue is recognised upon receipt.

All revenue is stated net of the amount of goods and services tax (GST).

**(k) Goods and Services Tax (GST)**

Revenue, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

**(l) New Accounting Standards and Interpretations**

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. The application of these Accounting Standards and Australian Interpretations are not expected to have any significant impact on the Association's financial statements. Consequently, they have not been specifically identified here.

**MEADOW HEIGHTS LEARNING SHOP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

	2017	2016
	\$	\$
<b>2. REVENUE</b>		
<b>Revenues from operating activities</b>		
Centre income	12,543	25,277
Course fees	101,847	88,789
Funding and grants	3,125,498	1,808,720
Other operating revenue	2,029	2,301
	<u>3,241,917</u>	<u>1,925,087</u>
<b>Other revenue</b>		
Interest	50,579	26,160
Sundry	185,939	424
	<u>236,518</u>	<u>26,584</u>
<b>3. CASH AND CASH EQUIVALENTS</b>		
Cash on hand	950	941
Cash at bank	834,461	304,882
Term deposits	1,540,000	1,540,000
	<u>2,375,411</u>	<u>1,845,823</u>
<b>4. RECEIVABLES</b>		
Trade debtors	473,311	213,177
	<u>473,311</u>	<u>213,177</u>
<b>5. OTHER</b>		
Bonds	23,815	1,500
Prepayments	22,471	23,571
	<u>46,286</u>	<u>25,071</u>

**MEADOW HEIGHTS LEARNING SHOP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
<b>6. PROPERTY, PLANT AND EQUIPMENT</b>		
Intangibles	25,084	18,266
Less: Accumulated Amortisation	<u>(18,097)</u>	<u>(14,554)</u>
	<u>6,987</u>	<u>3,712</u>
Building Improvements	33,542	9,160
Less: Accumulated Depreciation	<u>(5,692)</u>	<u>(3,665)</u>
	<u>27,850</u>	<u>5,495</u>
Furniture & Fittings	109,043	74,884
Less: Accumulated Depreciation	<u>(56,738)</u>	<u>(44,402)</u>
	<u>52,305</u>	<u>34,482</u>
Computer Equipment	105,401	60,352
Less: Accumulated Depreciation	<u>(59,997)</u>	<u>(50,196)</u>
	<u>45,404</u>	<u>10,156</u>
	<u>132,546</u>	<u>53,845</u>

**Reconciliation of the carrying amount**

	Intangibles	Buildings	Furniture &	Computer	Total
	\$	Improvements	Fittings	Equipment	\$
	\$	\$	\$	\$	\$
Balance at beginning	3,712	5,495	34,482	10,156	53,845
Additions	6,818	24,383	30,159	45,050	106,409
Depreciation expense	<u>(3,543)</u>	<u>(2,028)</u>	<u>(12,336)</u>	<u>(9,800)</u>	<u>(27,707)</u>
Balance at end	<u>6,987</u>	<u>27,850</u>	<u>52,305</u>	<u>45,404</u>	<u>132,546</u>

**MEADOW HEIGHTS LEARNING SHOP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
<b>7. PAYABLES</b>		
<b>Current</b>		
Trade creditors	14,911	18,680
Grants and Fees Received in Advance	4,460	6,275
Accrued expenses	37,605	19,443
Other payables	642	1,516
	57,618	45,914
<b>8. PROVISIONS</b>		
<b>Current</b>		
Provision for GST	3,765	47,340
PAYG Withholding Tax Payable	61,056	18,346
Provision for Annual Leave	55,428	45,184
Provision for Long Service Leave	122,826	91,848
Payroll Tax	-	3,495
Provision for Superannuation Payable	16,163	14,205
Other	3,079	3,232
	262,317	223,650
<b>Non-Current</b>		
Provision for Long Service Leave	40,195	30,322
<b>9. NOTES TO THE CASH FLOW STATEMENT</b>		
<b>(i) Reconciliation of cash</b>		
For the purposes of the Cash flow statement, cash includes cash on hand and short-term deposits with banks or financial institutions.		
Cash at the end of the financial year as shown in the Cash flow statement is reconciled to the related items in the balance sheet as follows:		
Cash on hand	950	941
Cash at bank and short-term deposits	2,374,461	1,844,882
	2,375,411	1,845,823
<b>(ii) Reconciliation of operating result to net cash provided by/(used in) operating activities</b>		
Operating (deficit)/surplus	829,395	106,959
Add/(Less) non-cash items		
Depreciation	27,707	19,244
Bad Debts	5,770	4,022
Net cash used in operating activities before change in assets and liabilities	862,872	130,225
Changes in assets and liabilities:		
(Increase)/decrease in receivables	(264,404)	(67,739)
(Increase)/decrease in prepayments	(22,716)	(1,849)
Increase/(decrease) in payables	(31,871)	1,057
Increase/(decrease) in provisions	92,115	5,721
Net cash provided by operating activities	635,996	67,415

**MEADOW HEIGHTS LEARNING SHOP  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
<b>10. COMMITMENTS</b>		
Future operating lease for rental of equipment not provided for in the financial statements and payable:		
No later than one year	70,500	9,300
Later than one year but no later than five years	236,104	16,275
Later than five years	-	-
	306,604	25,575
<b>11. AUDITOR'S REMUNERATION</b>		
Amounts paid or payable for the audit of financial statements	5,800	5,000
<b>12. ASSOCIATION DETAILS</b>		
The principal place of business of the association is: Meadow Heights Learning Shop 3-13 Hudson Circuit, Meadow Heights VIC 3048		
<b>13. EVENTS SUBSEQUENT TO BALANCE DATE</b>		
No events have arisen that require disclosure in this financial report.		



VisyCares Learning Centre Building  
3-13 Hudson Circuit  
Meadow Heights, Vic. 3048  
Phone: (03) 9301 9200  
Fax: (03) 9301 9299  
Email: [manager@mhec.vic.edu.au](mailto:manager@mhec.vic.edu.au)  
Web Site: [www.mhec.vic.edu.au](http://www.mhec.vic.edu.au)

APPENDIX 2

**APPOINTED REPRESENTATIVE FORM**

The Board appoints: \_\_\_\_\_ on Date: \_\_/\_\_/\_\_

*To be an appointed Representative to the Board of Management of Meadow Heights Learning Shop Inc. trading as Meadow Heights Education Centre.*

Name of Appointer: (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Seconded: (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**Accepting the Position to the Board of Management**

Name of Appointed Representative : \_\_\_\_\_

Address of Appointed Representative: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Mobile or Other \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_/\_\_/\_\_



3-13 Hudson Circuit  
 Meadow Heights, Vic. 3048  
 Phone: (03) 9301 9200  
 Fax: (03) 9301 9299

**MEMBERSHIP APPLICATION**

***Please Note: To qualify for membership of the Meadow Heights Learning Shop Inc. (The Association) an applicant must comply with the Rules and Statement of Purpose of the Association (the Constitution) and its policies and procedures.***

***I hereby agree to comply with the Rules and Statement of Purpose of Meadow Heights Learning Shop Inc., its policies and procedures.***

<b>Name:</b>	
<b>Residential Address:</b>	
<b>Postal Address:</b>	
<b>Mobile Phone:</b>	
<b>Email Address</b>	

I am interested in joining the Association because: \_\_\_\_\_

My previous and/or current community services was/is : \_\_\_\_\_

I bring the following skills, qualifications and vocational background to the membership of the Association:

Signature : \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Board of Management  Approved/Rejected at meeting held on _____
---



3-13 Hudson Circuit  
 Meadow Heights, Vic. 3048  
 Phone: (03) 9301 9200  
 Fax: (03) 9301 9299

### NOMINATION FORM

**I, nominate:** \_\_\_\_\_  
**For election to the Board of Management of Meadow Heights Learning Shop Inc.**

**Name of Nominator:** (please print) \_\_\_\_\_

**Nominator's Signature:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

**Seconded by:** (please print) \_\_\_\_\_

**Seconded Signature:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

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#### ACCEPTING THE POSITION OF THE BOARD OF MANAGEMENT

**Name of Nominee:** (please print) \_\_\_\_\_

**Address of Nominee:** (No & Street name) \_\_\_\_\_

**Suburb:** \_\_\_\_\_ **Post Code** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

-----

**Secretary:**

**Approved/Rejected On** \_\_\_\_\_

\_\_\_\_\_