

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

29TH
Annual Report
2022



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 and socio economically diverse community*
- *Provide accessible vocational education and training*
- *Provide youth, recreation and leisure programs*
- *Provide community development services and support*
- *Provide free services to those experiencing financial hardship or challenging circumstances*
- *Engage the local community in learning*
- *develop fundraising and income raising activities*



Our Board of Directors in 2022

Name	Position	Status
Mr Phillip Perroni	President	Active
Mr Michalis Michael	Vice President	Active
Mrs Lyda Dankha	Secretary/Public Officer	Active
Mr Ray Benson	Treasurer	Active
Ms Helen Patsikatheodorou	Director	Active
Ms Salam Dankha	Director	Active

The Board established the following Committee:

- **Finance Committee Members:**

Mr Ray Benson (Treasurer), Ms Helen Patsikatheodorou (Director), Mr Phillip Perroni (President) and Mr Nader Hanna (CEO)



NOTICE OF MEETING

The Annual General Meeting of the Meadow Heights Learning Shop Inc. will be held at 5.00pm on Thursday 25th May 2023 at 3-13 Hudson Circuit, Meadow Heights Vic 3048

AGENDA

1. Welcome and Apologies

2. Minutes

The Minutes of the meeting held on *Thursday 26th May 2022* are attached.

It is recommended:

That the minutes of the AGM held on Thursday 26th May 2022 be confirmed as a true and correct record.

3. Annual Report

It is recommended:

- a. That the AGM receive the 2022 Annual Report*
- b. That the Auditor, LD Assurance P/L be appointed for a period of one year.*

4. Elections

Returning Officer, Nader Hanna

5. Closure

All members and guests are invited to remain for some refreshments and networking.



Record of 2021 Annual General Meeting

The Annual General Meeting of Meadow Heights Learning Shop Inc. (MHLS) trading as Meadow Heights Education Centre (MHEC) was held at 5:00pm on Thursday 26th May 2022 via Zoom due to COVID-19 restrictions.

MINUTES

Meeting Opened: 5:00pm

Chaired by: Mr Phillip Perroni - President

1. WELCOME and APOLOGIES

- a. The President of the Board of Directors, Phillip Perroni, welcomed the members and guests, and acknowledged the Wurundjeri people, the traditional custodians of this land and paid respect to their elders past, present and emerging to open 2021 Annual General Meeting.
- b. Two apologies were noted, Ms Helen Patsikatheodorou and Mr Michalis Michael
- c. Eight members of the association were present (over 10% of membership), in accordance with rule 15 of the constitution there were enough members present to form a quorum.
- d. No proxy votes were received.

2. MINUTES

The Minutes of the previous meeting held on 28th May 2021 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 28th May 2021 be confirmed as a true and correct record.

Moved: Nader Hanna

Seconded: Lyda Danka

All in favour. Carried

3. ANNUAL REPORT

CEO's Report:

The CEO, Nader Hanna commented on the pandemic and the damage it's caused with 256 days of lockdown. Some students did not cope with online learning. Students and staff came down with COVID and MHEC was not open for on-site learning for the whole year.

Two positive outcomes of the year were the experience our staff gained in online delivery and the first purchase of property by MHEC, 6 Plumpton Ave, Craigieburn.

Nader thanked all the staff, volunteers, students and the Board of Directors.



President's Report:

Mr Phillip Perroni, President spoke of how Meadow Heights Education Centre continued to provide support to the community despite the pandemic and the several lockdowns by delivering classes remotely and holding daily meetings with the students via Zoom and social media platforms. He thanked the staff as well as our wonderful community volunteers for all of their hard work and commitment in 2021.

Treasurer's Report:

Mr Ray Benson, Treasurer pointed out how Meadow Heights Education Centre shows a high solvency ratio of 1:2.7 which indicates that at the end of the year, 31st December 2021 MHEC remained in a favourable financial position and is more than capable of satisfying its liabilities. This is despite the deficit of over \$600,000. He thanked the current Board Members, the CEO and the finance staff who worked in conjunction with the CEO, Board Members and staff to sustain a favourable result in 2021.

All reports were included in the Annual Report.

It is recommended

i. That the AGM receive the Annual report for 2021

ii. That the Auditor LD Assurance be reappointed for a further period of one year

Moved: Ann Jessop

Seconded: Salam Dankha

All in favour. Carried

4. ELECTIONS

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

Elected Members:

Phillip Perroni	Director
Ray Benson	Director
Lyda Dankha	Director
Salam Dankha	Director
Helen Patsikatheodorou	Director
Michalis Michael	Director



It was resolved that:

The six nominated positions of the Board of Management are now occupied and the Office Bearers will be decided at the next Board meeting.

There was no further business.

CLOSURE

Nader Hanna thanked the Board of Directors, staff, volunteers and members of the community for their ongoing support throughout the year.

Meeting closed at 5:35 pm. Members and guests were invited to remain online for an opportunity to network

CEO's Report

Meadow Heights Learning Shop (MHLS), trading as Meadow Heights Education Centre (MHEC) has continued to deliver services to the local community despite the continued restrictions of the COVID-19 pandemic.

Although 2022 was expected to be a year when we would finally see the end of the pandemic and return to normality, it proved to be just as challenging as 2021 if not more. Many in our community members came down with the virus and needed to isolate for 7 days at a time. Many students continued to be apprehensive about coming back into the physical classroom. All this resulted in reduced participation which greatly reduced our funding while our expenses remained which meant a substantial deficit for the year. To address these issues and for the safety of all our stake holders, we provided an air purifier in each of our rooms as well as a supply of masks, hand sanitiser and surface disinfectant. Throughout the year and despite the challenges, Meadow Heights Education Centre has served the communities of Meadow Heights and Craigieburn as well as many of the surrounding suburbs. All of this was achieved because of the hard work and dedication of our staff who rose to the challenge, but we would not be here without the members of the local communities of all ages, ethnic and cultural backgrounds and varying abilities and their participation.

In preparation for the new AMEP requirement to deliver one training package nationally, MHEC added AEL Access qualifications to the Scope of Registration and will start to deliver them next year. We also updated the superseded Certificates in ICT, Business, Beauty and Education Support.

Over 80% of MHEC cohorts are newly arrived migrants/refugees, 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 in 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 Board of Directors, staff, volunteers and all the stake holders. I am grateful for another year that proved to be beneficial to Hume and neighbouring communities.

Nader Hanna: CEO
Meadow Heights Education Centre



President's Report

2022 continued to be another year of exceptional circumstances and challenges. However, we delivered English as a Second Language courses as well as Vocational Education and Training courses to our communities.

The drop in enrolments has meant a corresponding drop in funding. Our teachers worked hard to tailor our courses to meet the considerable needs of our students, and ensured that additional community information, such as Men's and women's health, mental health and other COVID-related topics were made available to everyone online.

By being true to the purpose of improving the quality of life 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 community services and development support
- Providing free services to those experiencing poverty or financial hardship

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

- Adult Migrant English Program (Melbourne AMEP)
- Skills First Program
- Pre-accredited programs through ACFE Learn Local
- Education Support
- Beauty services

Meadow Heights Education Centre continued to provide support to the community during the COVID pandemic by delivering some classes remotely.

On behalf of the Meadow Heights Education Centre Board of Directors, I would like to thank the staff as well as our wonderful community volunteers for all their hard work and commitment in 2022. It has been a wonderful team effort – well done.

Phillip Perroni
President: Board of Directors



Treasurer's Report

It is with great pleasure that I present to you the Meadow Heights Education Centre's financial report for the 2022 calendar year.

The Meadow Heights Education Centre continued to deliver quality courses and programs for our community. 2022 continued to be financially challenging due to the ever-evolving COVID pandemic.

On behalf of the Board of Directors, I would like to thank all our staff and volunteers for their hard work and dedication to deliver high level programs and services in 2022.

Funding Sources

Listed below are Meadow Heights Education Centre's, 2022 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 and Craigieburn.

Victorian State Government – Department of Education and Training

- Skills First Program
- ACFE – Learn Local

Federal Funding – Department of Home Affairs

- Melbourne Polytechnic – Melbourne AMEP - Adult Migrant English Program

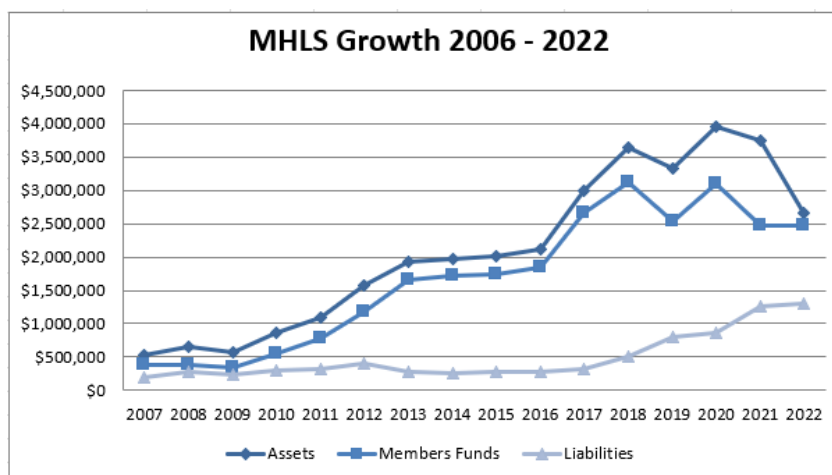
Local Government

- 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 to seek revenue from a variety of sources in 2022, to avoid being reliant on limited sources, for growth and long-term viability. The Adult Migrant English Program (Melbourne AMEP) has removed some restrictions on enrolment and eligibility enabling students to continue to improve their position in the community, to seek employment or further education. A drop in student numbers resulted in a drop in funding. This year's financial figures were not as favourable as last year's; primarily due to reduced enrolments as a result of reduced numbers of migrants and refugees as well as the new strains of the COVID virus that negatively affected our community and attendance.

The two top revenue performers were once again the Adult Migrant English Program (AMEP) and Skills First Program. In 2022, MHEC continued as a sub-contractor of Melbourne Polytechnic, manager of the Melbourne AMEP contract.

Meadow Heights Education Centre is constantly working towards the long term success of all Educational programs to ensure that it remains one of the largest Registered Training Organisations in the North-Western Region. All program funding is subject to the attainment and achievement of satisfactory outcomes for the key performance indicators, such as participation, which is strictly monitored throughout the year.

Over 18,000 "Learn Local" hours were delivered in pre-accredited programs. Pre-accredited classes provide a pathway to further education and employment. Throughout the year, MHEC continued to offer short courses funded by the State Government, Adult Community & Further Education (ACFE) Learn Local. These short courses have been very popular and are designed to allow participants a chance to try different career choices providing education pathways into Vocational Education and Training (VET), such as Certificate III in Beauty Services, Business Administration or Education Support just to name a few.

Hume City Council has continued to support MHEC, although funding is only 1% of operational funding, it remains in line with other Neighbourhood Houses in Hume.

MHEC remains vigilant in meeting compliance targets associated with the Victorian Registration and Qualifications Authority (VRQA) and other Governing bodies. MHEC prides itself on maintaining a quality service for all students and the general community.

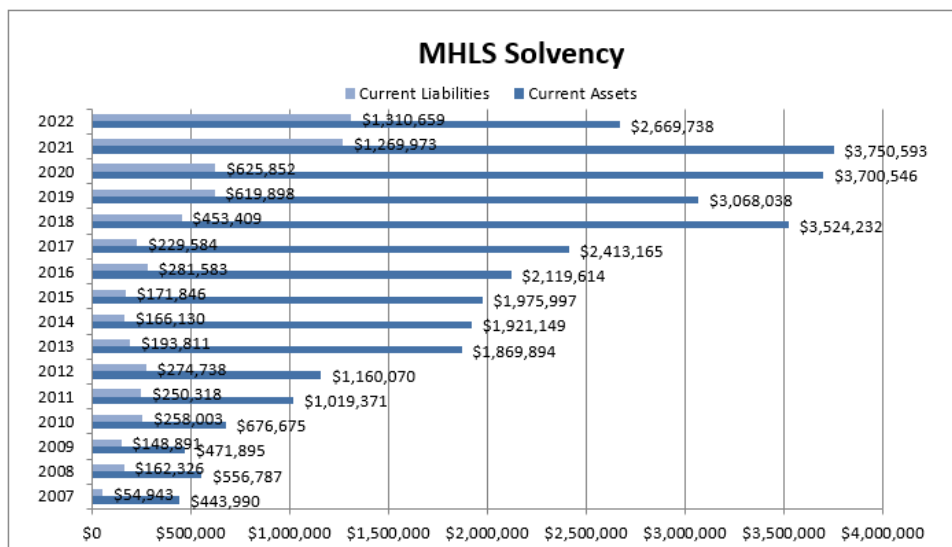
MHEC will continue to build partnerships with other community organisations, to improve the well-being of many of the residents in the Hume community. Working consistently within Government guidelines and in line with the mission statement; "to provide assistance for Youth" in Hume who are unemployed 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 Wireless Internet Access for the community
- Drop in Centre for senior residents in Hume
- English as an Additional Language through Cooking and through Art.
- Settlement Program for Migrants and Refugees
- Australian Citizenship – Rights and Responsibilities
- Sewing Café.
- Homework Club 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 25 years, funded by Community Hubs Australia and MHEC.



Meadow Heights Education Centre shows a good solvency ratio of 1:2.04 (The current assets as at 31/12/2022 were 2.04 times greater than the current liabilities). This indicates that at the end of the year, 31st December 2022, MHEC remained in a favourable financial position and is capable of satisfying its liabilities.

I would like to also thank, in particular the Finance Sub-Committee members for their assistance, leadership and direction.

Ray Benson
Treasurer
Meadow Heights Learning Shop Inc.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Financial Statements

For the Year Ended 31 December 2022

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Contents

For the Year Ended 31 December 2022

	Page
Financial Statements	
Auditor's Independence Declaration	1
Statement of Profit or Loss and Other Comprehensive Income	2
Statement of Financial Position	3
Statement of Changes in Equity	4
Statement of Cash Flows	5
Notes to the Financial Statements	6
Directors' Declaration	17
Independent Auditor's Report	18

AUDITOR'S INDEPENDENCE DECLARATION UNDER SECTION 60-40 OF THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION ACT 2012

To the Board of Meadow Heights Learning Shop Inc.:

I declare that, to the best of my knowledge and belief, during the year ended 31 December 2022, there have been:

- (i) no contraventions of auditor independence requirements as set out in the section 60-40 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

Dated this 19th day of May 2023

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Statement of Profit or Loss and Other Comprehensive Income For the Year Ended 31 December 2022

		2022	2021
	Note	\$	\$
Revenue	4	1,907,748	2,145,058
Finance income	5	69,070	78,907
Other income	4	270	397,516
Raw materials and consumables used		(15,477)	(15,822)
Employee benefits expense		(2,588,883)	(2,704,853)
Depreciation and amortisation expense		(175,587)	(181,430)
Other expenses		(397,215)	(339,747)
Finance expenses	5	(6,785)	(2,607)
Loss for the year		(1,206,859)	(622,978)
Other comprehensive income for the year		-	-
Total comprehensive income for the year		(1,206,859)	(622,978)

The accompanying notes form part of these financial statements.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Statement of Financial Position

As At 31 December 2022

	Note	2022 \$	2021 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	6	1,266,582	2,309,762
Trade and other receivables	7	96,476	212,201
Other assets	11	29,101	26,051
TOTAL CURRENT ASSETS		1,392,159	2,548,014
NON-CURRENT ASSETS			
Trade and other receivables		24,389	24,389
Property, plant and equipment	8	873,360	785,582
Intangible assets	10	36,555	58,488
Right-of-use assets	9	223,153	334,120
TOTAL NON-CURRENT ASSETS		1,157,457	1,202,579
TOTAL ASSETS		2,549,616	3,750,593
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	12	220,129	201,876
Current tax liabilities	14	229,926	219,700
Lease liabilities	9	78,091	102,720
Employee benefits	13	446,348	408,100
Other financial liabilities		251	251
TOTAL CURRENT LIABILITIES		974,745	932,647
NON-CURRENT LIABILITIES			
Lease liabilities	9	153,468	231,559
Employee benefits	13	147,642	105,767
TOTAL NON-CURRENT LIABILITIES		301,110	337,326
TOTAL LIABILITIES		1,275,855	1,269,973
NET ASSETS		1,273,761	2,480,620
EQUITY			
Retained earnings		1,273,761	2,480,620
TOTAL EQUITY		1,273,761	2,480,620

The accompanying notes form part of these financial statements.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Statement of Changes in Equity

For the Year Ended 31 December 2022

2022

	Retained Earnings	Total
	\$	\$
Balance at 1 January 2022	2,480,620	2,480,620
Loss for the year	(1,206,859)	(1,206,859)
Balance at 31 December 2022	1,273,761	1,273,761

2021

	Retained Earnings	Total
	\$	\$
Balance at 1 January 2021	3,103,598	3,103,598
Loss for the year	(622,978)	(622,978)
Balance at 31 December 2021	2,480,620	2,480,620

The accompanying notes form part of these financial statements.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Statement of Cash Flows

For the Year Ended 31 December 2022

	2022	2021
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from customers	2,104,836	2,463,224
Payments to suppliers and employees	(2,983,901)	(2,882,581)
Interest received	69,070	78,907
Net cash provided by/(used in) operating activities	17 (809,995)	(340,450)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property, plant and equipment	(130,465)	(856,899)
Net cash provided by/(used in) investing activities	(130,465)	(856,899)
CASH FLOWS FROM FINANCING ACTIVITIES:		
Payment of lease liabilities	(102,720)	(147,180)
Net cash provided by/(used in) financing activities	(102,720)	(147,180)
Net increase/(decrease) in cash and cash equivalents held	(1,043,180)	(1,344,529)
Cash and cash equivalents at beginning of year	2,309,762	3,654,291
Cash and cash equivalents at end of financial year	6 1,266,582	2,309,762

The accompanying notes form part of these financial statements.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements

For the Year Ended 31 December 2022

The financial report covers Meadow Heights Learning Shop Incorporated as an individual entity. Meadow Heights Learning Shop Incorporated is a not-for-profit Association, registered and domiciled in Australia.

The principal activities of the Association for the year ended 31 December 2022 were to provide residents of the Hume Municipality with adult learning in the areas of education, recreation, leisure and children's services.

The functional and presentation currency of Meadow Heights Learning Shop Incorporated is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

In the Responsible persons opinion the Association is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Associations Incorporation Reform Act 2012 and the *Australian Charities and Not-for-profits Commission Act 2012*.

The financial statements have been prepared in accordance with all the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 *Presentation of Financial Statements*, AASB 107 *Statement of Cash Flows*, AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* and AASB 1054 *Australian Additional Disclosures*.

2 Summary of Significant Accounting Policies

(a) Revenue and other income

Revenue from contracts with customers

The core principle of AASB 15 is that revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the Association expects to receive in exchange for those goods or services. Revenue is recognised by applying a five-step model as follows:

1. Identify the contract with the customer
2. Identify the performance obligations
3. Determine the transaction price
4. Allocate the transaction price to the performance obligations
5. Recognise revenue as and when control of the performance obligations is transferred

Generally the timing of the payment for sale of goods and rendering of services corresponds closely to the timing of satisfaction of the performance obligations, however where there is a difference, it will result in the recognition of a receivable, contract asset or contract liability.

None of the revenue streams of the Association have any significant financing terms as there is less than 12 months between receipt of funds and satisfaction of performance obligations.

Donations and grants

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligations is satisfied.

Notes to the Financial Statements

For the Year Ended 31 December 2022

2 Summary of Significant Accounting Policies (continued)

(a) Revenue and other income (continued)

The performance obligations are varied based on the agreement but may include management of education events, vaccinations, presentations at symposiums.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

Interest income

Interest revenue is recognised in respect of fixed-interest securities, and cash and cash equivalent balances. Interest revenue is recognised as it accrues.

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.

Other income

Other income is recognised on an accruals basis when the Association is entitled to it.

(b) Income Tax

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

(c) Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(d) Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

Items of property, plant and equipment acquired for significantly less than fair value have been recorded at the acquisition date fair value.

Notes to the Financial Statements

For the Year Ended 31 December 2022

2 Summary of Significant Accounting Policies (continued)

(d) Property, plant and equipment (continued)

Plant and equipment

Plant and equipment are measured using the cost model.

Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a straight-line basis over the assets useful life to the Association, commencing when the asset is ready for use.

Leased assets and leasehold improvements are amortised over the shorter of either the unexpired period of the lease or their estimated useful life.

The depreciation rates used for each class of depreciable asset are shown below:

Fixed asset class	Depreciation rate
Buildings	2.5%
Furniture, Fixtures and Fittings	4 - 35%
Computer Equipment	20 - 35%
Leasehold improvements	10 - 25%

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

(e) Cash and cash equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

(f) Leases

At inception of a contract, the Association assesses whether a lease exists - i.e. does the contract convey the right to control the use of an identified asset for a period of time in exchange for consideration.

This involves an assessment of whether:

- ✓ The contract involves the use of an identified asset - this may be explicitly or implicitly identified within the agreement. If the supplier has a substantive substitution right then there is no identified asset.
- ✓ The Association has the right to obtain substantially all of the economic benefits from the use of the asset throughout the period of use.
- ✓ The Association has the right to direct the use of the asset i.e. decision making rights in relation to changing how and for what purpose the asset is used.

Notes to the Financial Statements

For the Year Ended 31 December 2022

2 Summary of Significant Accounting Policies (continued)

(f) Leases (continued)

Lessee accounting

The non-lease components included in the lease agreement have been separated and are recognised as an expense as incurred.

Right-of-use asset

At the lease commencement, the Association recognises a right-of-use asset and associated lease liability for the lease term. The lease term includes extension periods where the Association believes it is reasonably certain that the option will be exercised.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises of the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration less any lease incentives received.

The right-of-use asset is depreciated over the lease term on a straight line basis and assessed for impairment in accordance with the impairment of assets accounting policy.

Lease liability

The lease liability is initially measured at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the Association's incremental borrowing rate is used.

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability is remeasured whether there is a lease modification, change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI) or a change in the Association's assessment of lease term.

Where the lease liability is remeasured, the right-of-use asset is adjusted to reflect the remeasurement or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Exceptions to lease accounting

The Association has elected to apply the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. The Association recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

(g) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Notes to the Financial Statements

For the Year Ended 31 December 2022

2 Summary of Significant Accounting Policies (continued)

(g) Employee benefits (continued)

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on high quality corporate bond rates incorporating bonds rated AAA or AA by credit agencies, with terms to maturity that match the expected timing of cashflows. Changes in the measurement of the liability are recognised in profit or loss.

3 Critical Accounting Estimates and Judgments

The Responsible persons make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

The significant estimates and judgements made have been described below.

Key estimates - employee entitlements

As described in the accounting policies, employee entitlements are measured at management's best estimate of the expenditure required to settle the obligation at the end of the reporting period. These estimates are made taking into account a range of possible outcomes and will vary as further information is obtained.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2022

4 Revenue and Other Income

Revenue from continuing operations

	2022	2021
	\$	\$
- Course fees	13,091	29,239
- Funding and grants	1,894,294	2,115,819
Total Revenue	1,907,385	2,145,058
Other Income		
- Trade in	270	39,009
- Jobkeeper	-	358,508
Total Other Income	270	397,517

5 Finance Income and Expenses

Finance income

Interest on bank balance and term deposits	69,070	78,907
--	--------	--------

Finance expenses

Interest expense	4,992	516
Other finance expenses	1,793	2,091
Total finance expenses	6,785	2,607

6 Cash and Cash Equivalents

Cash at bank and in hand	136,075	353,515
Term deposits	1,130,507	1,956,247
	1,266,582	2,309,762

7 Trade and other receivables

CURRENT		
Trade receivables	8,633	28,998
Provision for impairment	-	(8,232)
AMEP accrued revenue	87,843	191,434
Total current trade and other receivables	96,476	212,200

The carrying value of trade receivables is considered a reasonable approximation of fair value due to the short-term nature of the balances.

The maximum exposure to credit risk at the reporting date is the fair value of each class of receivable in the financial statements.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements

For the Year Ended 31 December 2022

8 Property, plant and equipment

	2022 \$	2021 \$
Buildings		
At cost	846,620	754,654
Accumulated depreciation	(21,347)	(14,265)
Total buildings	825,273	740,389
Furniture, fixtures and fittings		
At cost	121,970	113,110
Accumulated depreciation	(114,966)	(112,015)
Total furniture, fixtures and fittings	7,004	1,095
Computer equipment		
At cost	125,234	115,964
Accumulated depreciation	(114,627)	(114,962)
Total computer equipment	10,607	1,002
Leasehold Improvements		
At cost	70,947	70,947
Accumulated depreciation	(40,470)	(27,851)
Total leasehold improvements	30,477	43,096
Total property, plant and equipment	873,361	785,582

Movements in carrying amounts of property, plant and equipment

	Buildings \$	Furniture, Fixtures and Fittings \$	Computer Equipment \$	Leasehold Improvements \$	Total \$
Year ended 31 December 2022					
Balance at the beginning of year	740,388	1,095	1,003	43,096	785,582
Additions	91,966	8,860	9,270	-	110,096
Depreciation expense	(7,081)	(2,951)	334	(12,619)	(22,317)
Balance at the end of the year	825,273	7,004	10,607	30,477	873,361
Year ended 31 December 2021					
Balance at the beginning of year	-	2,154	-	15,825	17,979
Additions	754,654	1,594	1,337	37,405	794,990
Depreciation expense	(14,266)	(2,653)	(334)	(10,134)	(27,387)
Balance at the end of the year	740,388	1,095	1,003	43,096	785,582

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2022

9 Leases

Association as a lessee

The Association has leases with buildings and photocopiers.

Information relating to the leases in place and associated balances and transactions are provided below.

Terms and conditions of leases

Buildings

The Association rely on a concessionary lease from Hume City Council to conduct their operation. The most recent lease was started on 16 March 2017 for a term of 5 years with the rent amount of \$50 per annum.

IT equipment

The Association lease photocopiers from two different suppliers with 5 years rental period. The lease payments are fixed during the lease term. The variable part will be usage of the machine and therefore not capitalised.

The Association has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability.

Right-of-use assets

	Buildings	Office Equipment	Total
	\$	\$	\$
Year ended 31 December 2022			
Balance at the beginning of year	276,178	57,942	334,120
Depreciation charge	(92,175)	(18,792)	(110,967)
Balance at end of year	184,003	39,150	223,153
	Buildings	Office Equipment	Total
	\$	\$	\$
Year ended 31 December 2021			
Balance at the beginning of year	97,549	113,745	211,294
Depreciation charge	(119,755)	(5,044)	(124,799)
Additions to right-of-use assets	298,384	-	298,384
Disposals	-	(50,759)	(50,759)
Balance at end of year	276,178	57,942	334,120

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements

For the Year Ended 31 December 2022

9 Leases (continued)

Lease liabilities

The maturity analysis of lease liabilities based on contractual undiscounted cash flows is shown in the table below:

	< 1 year	1 - 5 years	> 5 years	Total undiscounted lease liabilities	Lease liabilities included in this Statement Of Financial Position
	\$	\$	\$	\$	\$
2022					
Lease liabilities	78,091	153,468	-	231,559	231,559
2021					
Lease liabilities	110,363	231,559	-	341,922	334,279

10 Intangible Assets

	2022	2021
	\$	\$
Software		
Cost	105,174	105,174
Accumulated amortisation	(68,619)	(46,686)
Total Intangibles	36,555	58,488

11 Other Assets

CURRENT		
Prepayments	29,101	26,051

12 Trade and Other Payables

CURRENT		
Trade payables	29,967	25,826
Employee benefits	42,585	28,468
Loan - MH Community Foundation	146,937	146,937
Other payables	640	645
	220,129	201,876

Trade and other payables are unsecured, non-interest bearing and are normally settled within 30 days. The carrying value of trade and other payables is considered a reasonable approximation of fair value due to the short-term nature of the balances.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements

For the Year Ended 31 December 2022

13 Employee Benefits

	2022 \$	2021 \$
Current liabilities		
Long service leave	233,329	256,050
Provision for employee benefits	213,019	152,050
	<u>446,348</u>	<u>408,100</u>
Non-current liabilities		
Long service leave	147,642	105,767
	<u>147,642</u>	<u>105,767</u>

14 Tax liabilities

GST	93,448	14,420
PAYG	136,478	205,280
Current tax liabilities	<u>229,926</u>	<u>219,700</u>

15 Auditors' Remuneration

Remuneration of the auditor LDAssurance		
- auditing and preparation of the financial statements	8,000	7,500

16 Contingencies

In the opinion of the Responsible persons, the Association did not have any contingencies at 31 December 2022 (31 December 2021: None).

17 Cash Flow Information

Reconciliation of net income to net cash provided by operating activities:

Profit for the year	(1,206,859)	(622,978)
Non-cash flows in profit:		
- amortisation	110,967	7,311
- depreciation	64,620	174,120
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	115,725	(190,229)
- (increase)/decrease in prepayments	(3,050)	(1,768)
- increase/(decrease) in trade and other payables	18,253	154,210
- increase/(decrease) in tax liabilities	10,226	61,230
- increase/(decrease) in provisions	80,123	77,654
Cashflows from operations	<u>(809,995)</u>	<u>(340,450)</u>

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements

For the Year Ended 31 December 2022

18 Events Occurring After the Reporting Date

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations, or the state of affairs of the Association in future financial years.

19 Statutory Information

The registered office and principal place of business of the association is:

Meadow Heights Learning Shop Incorporated

3-13 Hudson Circuit

Meadow Heights Vic 3048

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Directors' Declaration

The responsible persons declare that in the responsible persons' opinion:

- ✓ there are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- ✓ the financial statements and notes satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Regulations 2022*.

Responsible person  Responsible person 

Dated: 19th May 2023

Friday 19th May 2022

Mr Stephen O'Kane
Partner
LD Assurance Chartered Accountants
Level 6
330 Collins Street
Melbourne Vic 3000

Dear Sir

This representation letter is provided in connection with your audit of Meadow Heights Learning Shop Incorporated for the period ending 31 December 2022 for the purpose of expressing an opinion as to whether the financial report is presents fairly, in all material respects, in accordance with the Australian Accounting Standards, the requirements of the *Associations Incorporation Reform Act 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*.

We confirm that to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Report

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement, for the preparation of the financial report in accordance with Australian Accounting Standards, the *Associations Incorporation Reform Act 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Australian Accounting Standards.
- All events subsequent to the date of the financial report and for which Australian Accounting Standards require adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial report as a whole.

Information Provided

- We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the financial reports such as records, documentation and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial reports.
- We have disclosed to you the results of our assessment of the risk that the financial reports may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - Management
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial reports.

- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial reports communicated by employees, former employees, analysts, regulators or others.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with agreements, laws and regulations whose effects should be considered when preparing the financial reports.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- We have provided you with all requested information, explanations and assistance for the purposes of the audit.

Yours faithfully



Nader Hanna

CEO

Friday 19th May 2022

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF MEADOW HEIGHTS LEARNING SHOP INC.

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 Inc. ('the Association'), which comprises the statement of financial position as at 31 December 2022, 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 directors' declaration.

In our opinion, the accompanying financial report of Meadow Heights Learning Shop Inc., 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 2022 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 Regulations 2022*.

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 19th day of May 2023

YOUR LOCAL COMMUNITY COLLEGE...

Meadow Heights Learning Shop Inc trading as Meadow Heights education Centre is

- A registered and accredited ACFE Learn Local provider ID-2842
- A nationally accredited Registered Training Organisation (RTO 3940)
- A listed Commonwealth TAFE institute for taxation purposes.



We deliver courses that are compliant and approved for Centrelink Benefits. ID-3P385

COMMUNITIES OF LEARNING, PARTNERSHIPS AND AFFILIATIONS WORKING TOGETHER

The Community program continued over 2022

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.

- English through Art
- Sewing Café
- Cooking Classes

Holy Child Primary School

- Pre-accredited EAL Programs.

Dallas Brooks Community Primary School and Hub

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

- Adult Migrant English Program (Melbourne AMEP)
- Certificate III in Education Support
- Certificate III in Beauty Services
- Certificate II in Business
- Certificate III in Business Administration
- Pre-accredited Programs
- Citizenship Course
- Homework Club

Shop 1 continued to be a valuable learning environment for the residents of Meadow Heights. Programs delivered in this facility during the day and evening included the Homework/Youth Club which operated throughout the year and provided assistance to many of the Hume youth residents with valued homework help.

EDUCATION AND TRAINING PROGRAM ENROLMENTS.

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

<i>Participation by each target group</i>	2018	2019	2020	2021	2022
Skills First, ACFE & Fee for Service	781	630	1,207	1,153	559
Adult Migrant English Program (AMEP)	622	381	260	301	203
	1,403	1,011	1,467	1,454	762

■ Total Hours Delivered 2017

Program	2020	2021	2022
Adult Migrant English Program (AMEP)	97,190	79,948	68,709

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

ACFE Learn Local	2021	2022
Delivered Hours		
Adult, Literacy and Numeracy	13,440	13,740
Employment Skills	2,970	2,460
TOTAL	16,410	16,200

Skills First	2021	2022
Foundation Skills	64,806	71,414
Skills Building (Certificates III & IV)	38,562	11,460
TOTAL	103,368	82,874

Aggregate Total Skills First & ACFE Learn Local	119,778	99,074
--	----------------	---------------

- During the year, 762 students enrolled in various courses, 96% were born overseas and 99% 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	81	19	100
I identified ways to build on my current knowledge and skills	0	0	80	20	100
The training focused on relevant skills	0	0	87	13	100
I developed the knowledge expected from this training	0	7	83	10	93
The training prepared me well for work	0	14	70	16	86
I set high standards for myself in this training	3	7	72	20	92
The training had a good mix of theory and practice	13	11	68	8	76
I looked for my own resources to help me learn	0	0	75	25	100
Overall, I am satisfied with the training	4	3	79	14	93
I would recommend the training organisation to others	1	2	64	33	97
Training organisation staff respected my background and needs	8	24	21	47	68
I pushed myself to understand things I found confusing	0	1	68	31	99
Trainers had an excellent knowledge of the subject content	0	0	73	27	100
I received useful feedback on my assessments	2	5	71	22	93
The way I was assessed was a fair test of my skills and knowledge	0	0	68	32	100
I learned to work with people	0	0	90	10	100
The training was at the right level of difficulty for me	0	9	78	13	91
The amount of work I had to do was reasonable	7	0	48	45	93
Assessments were based on realistic activities	0	18	62	20	82
It was always easy to know the standards expected	5	6	69	20	89
Training facilities and materials were in good condition	0	0	92	8	100
I usually had a clear idea of what was expected of me	8	18	61	13	74
Trainers explained things clearly	0	2	81	17	98
The training organisation had a range of services to support learners	2	5	79	14	93
I learned to plan and manage my work	0	0	62	38	100
The training used up-to-date equipment, facilities and materials	0	0	86	14	100
I approached trainers if I needed help	0	0	94	6	100
Trainers made the subject as interesting as possible	3	12	32	53	85
I would recommend the training to others	1	1	88	11	99
The training organisation gave appropriate recognition of existing knowledge and skills	0	0	61	39	100
Training resources were available when I needed them	9	27	52	12	64
I was given enough material to keep up my interest	0	0	84	16	100
The training was flexible enough to meet my needs	0	0	91	9	100
Trainers encouraged learners to ask questions	1	5	68	26	94
Trainers made it clear right from the start what they expected from me.	2	16	71	11	82



2022 AMEP Students.

68,709 hours of teaching were delivered in the Adult Migrant English Program (AMEP) classes. 203 students attended classes in various locations as well as online. The students came from 24 different countries.

Country of Origin	Number	Percentage
Iraq	107	52.5%
Syrian Arab Republic	43	21%
Turkiye	10	5%
Afghanistan	8	4%
Lebanon	8	4%
Pakistan	4	2%
Eritrea	3	1.5%
Ukraine	3	1.5%
Ethiopia	2	1%
China	1	0.5%
Egypt	1	0.5%
Germany	1	0.5%
India	1	0.5%
Jordan	1	0.5%
Malaysia	1	0.5%
Morocco	1	0.5%
Peru	1	0.5%
Philippines	1	0.5%
Qatar	1	0.5%
Somalia	1	0.5%
Sri Lanka	1	0.5%
Taiwan	1	0.5%
Uzbekistan	1	0.5%
Vietnam	1	0.5%

The highlight of the year was the individual support extended to all students by both teachers and administrative staff. That support was in the form of printed learning material posted to the students, technological support, food parcels from Tullamarine Community House and Men's Shed, daily contact with students to find out how they were coping with the pandemic restrictions and self-isolation. Unfortunately, due to COVID-19 restrictions, we were not able to take students out on an excursion, but a COVID-safe graduation ceremony was held.

Qualifications Completed 2022

In 2022 we offered the following accredited courses:

BSB30120	Certificate III in Business
SHB30115	Certificate III in Beauty Services
CHC30213	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
22484VIC	Certificate I in EAL (Access)

These courses were delivered face-to-face in Meadow Heights, Craigieburn and surrounding locations. COVID-19 restrictions and self-isolation continued to be a factor in poor enrolments and attendance. On a few occasions, students were allowed to complete their practical work at Visy Cares Learning Centre in Meadow Heights.

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.

- *Primary Students 4:30pm- 5:30pm*
- *High school Students and students undertaking courses through TAFE, RMIT and VIC University 5:30pm- 6:45pm*

Community Report

The only community events to be held were Clean up Australia Day and Neighbourhood House Week

Grants

Community Hubs Australia:

Meadow Heights Education Centre delivers English as a Second Language through cooking at Meadow Heights Primary School Community Hub. Received \$8,000 from Community Hubs Australia

Australian Communities Fund:

Meadow Heights Education Centre received \$10,000 from Australian Communities Fund to support a Homework Club at Fawcner Community House



MEADOW HEIGHTS EDUCATION CENTRE

REGISTERED TRAINING ORGANISATION (R.T.O 3940)

We would like to thank the following agencies and individuals for their generous grants, gifts, donations and support:

Meadow Heights Learning Shop Inc.
trading as **Meadow Heights Education Centre** is

A Deductible Gift Recipient Charity
A Neighbourhood House
An ACFE - Learn Local provider
A Registered Training Organisation
A Registered Occasional Care provider

Supported by
the Victorian
Government



Australian Government
Department of Home Affairs





Hume City Council services

Services at the Visy Cares Learning Centre include:

- Maternal and Child Health – by appointment in 2022
- Immunization – by appointment in 2022
- Hume City Mobile Library – service suspended until further notice.

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

- NHVic, member
- NWNH Network
- Hume Houses Network, member

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

- ACFE Learn Local NMR, provider
- Melbourne AMEP sub-contractor of Melbourne Polytechnic
- Learn Local Quality Partnership
- Hume Learning Community

Government Departments

- Services Australia, training referrals
- DFFH, funding agency NHCP and ACFE learn Local.
- Department of Education and Training, funding agency, Skills First Program

Community/Local Agency Networks

- Arabic Welfare Inc.
- Workforce Australia Providers
- Spectrum
- AMES Employment
- Brotherhood of St Lawrence
- Victoria Police

Schools/Education Services

- Melbourne University: Student Teacher Placement
- Victoria University, student placements



- Kangan Institute
- Meadow Heights Primary School
- Dallas Brooks Community Primary School and Hub.
- Holy Child Primary School

Business

- Meadow Heights Shopping Centre
- Craigieburn Shopping Plaza
- Redall Business Communications

PROGRAMS

Children's Services

The Meadow Heights Occasional 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 Visy Cares Learning Centre, Meadow Heights. In 2022, services at the Meadow Heights Occasional Care resumed after the pandemic.

MEMBERS OF THE ASSOCIATION

We currently have 20 association members

Burhan Yigit
Chai Vue
Charles Cilia
David Mazzotta
Frank Devlin

Geoffrey Hanlon
Giovanna Citta
Helen Patsikatheodorou
Joseph Curkovic
Ray Benson

Margaret Woods
Mari-Carmen Cruz
Michael Halls
Phillip Perroni
Michalis Michael

Richard Turnbull
Salam Dankha
Sharyn Stockdale
Veronica Jamison
Lyda Dankha

MEMBERSHIPS

MHEC is a member of the following organisations and groups:-

- Adult Learning Australia Inc
- Australian Council for Adult Literacy Inc
- Vic TESOL
- Centre for Multicultural Youth
- Community Childcare Association Inc
- Jobs Australia
- 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 Deductible Gift Recipient 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



Staff Profile

Management		
Arlene	Rankothge	Education & Training Coordinator
Funda	Kara	Community Development Manager
Linda	Madden	Accounts/HR Manager
Nader	Hanna	Chief Executive Officer
Rebecca	Egan	Administration Manager
Administration		
Abir	Zaza	Administrative Officer
Ann	Jessop	Community Development Officer
Ban	Fatohi	Administration Assistant
Basima	Haddad	Administrative Officer
Cheryl	Hildebrandt	Project Manager
Clara	Haroun	Administrative Officer
Connie	Francione	Administrative Officer
Cristina	Thompson	Administrative Officer
Jackie	Sweeney	Compliance Officer
Mary	Ayar	Administration Assistant
Naci	Tekin	Administrative Officer
Natalie	Stewart	Accounts Officer
Nouhad	Dagher	Administrative Officer
Rebecca	Reddick	Administration Assistant
Vocational Education and Training		
Adrienne	Champness	Tutor, Education Support
Anthony	Cilia	Tutor, Business Administration
Ishwary	Vengadasalam	Tutor, Beauty Services
Language, Literacy & Numeracy		
Angelica	Arriagada	Teacher, TESOL
Anna	Nanos	Teacher, ACFE
Anne	Oliver	Teacher, TESOL
Denise	Bush	Teacher, TESOL
Houssam	Elsheikh	Teacher, ACFE
Hulya	Kaplan	Teacher, ACFE
Ishrat	Hussaini	Teacher, TESOL
Luke	Maselli	Teacher, TESOL
Manjit	Bhamral	Teacher, TESOL
Meral	Sandalci	Teacher, ACFE
Nicolas	Kolendrianos	Teacher, TESOL
Nilofer	Jawaid	Teacher, ACFE
Paul	La Rosa	Teacher, TESOL
Salvatore	Monaco	Teacher, TESOL
Salwa	Al Deeb	Teacher, TESOL
Sofia	Pane	Teacher, TESOL
Stella	Maugeri	Teacher, TESOL
Stephanie	Hanna	Teacher, TESOL
Syed Muzaffer	Hussaini	Teacher, TESOL
Timothy	O'Brien	Teacher, TESOL
Wathsala	Alawathugoda	Teacher, TESOL
Occasional Child Care		
Linda	Abdulahad	Childcare Educator
Teresa	Volpe	Childcare Educator



Neighbourhood House Week

Something for everyone



Clean-up Australia Day



Occasional Childcare

The future





This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.