

# Elwood St Kilda Neighbourhood Learning Centre Inc. Annual Report 2016



Elwood St. Kilda Neighbourhood Learning Centre Inc. (ESNLC) is a not-for-profit, community based organisation that has been providing quality adult education programs, community service and support for over 30 years. Our programs aim to cater to the needs of those most disadvantaged in the community, empowering them to overcome educational gaps and social isolation within a supportive environment. ESNLC is a Registered Training Organisation and Learn Local provider. Government funded and low cost places are available in pre-accredited, accredited and general courses that focus on, literacy, vocational skills, English as an additional language and computer skills. ESNLC also offers occasional childcare, internet cafe access, short courses and recreational activities as well as provision of rooms for a wide range of community support groups and clubs.

Elwood St Kilda Neighbourhood Learning Centre inc.  
87 Tennyson St (PO Box 57)  
Elwood, VIC 3184  
esnlc@esnlc.com.au 9531 1954

### Vision

To be a warm, vibrant and inclusive hub, supporting, educating and empowering members of the Elwood and St Kilda communities, with links to surrounding communities.

### Mission

To provide a quality learning environment and opportunities for community connection through the active commitment of the ESNLC committee, staff, teachers and volunteers.

### Overview

Elwood St Kilda Neighbourhood learning Centre (ESNLC) has provided services to the local community for 31 years. The centre is among other things a Registered Training Organisation (RTO) conducting accredited and non-accredited vocational training. Literacy, English as a Additional Language (EAL), and various levels of computer training are our strengths. Whilst we rely on individuals to take up our services, we also work in partnerships with local employment and social support organisations to develop learning programs that work towards building community resilience, educational pathways and social capital. Learning and connecting into community demonstrably improve people's life chances, mental health and positive community engagement.



ESNLC gratefully acknowledges the funding it receives from the Victorian Government through the DET (formerly DEECD) & DHHS (formerly DHS), from the City of Port Phillip & our other generous sponsors and donors.

ESNLC respectfully acknowledges the Yalukut Willam Clan of the Boon Wurrung. We pay our respect to their Elders, both past and present. We acknowledge and uphold their continuing relationship to this land.

## Table of Contents

Overview .....	2
Staff and Volunteers .....	4-5
Chair's Report .....	6
Treasurer's Report.....	7
Manager's Report .....	8
Education Coordinator.....	10
Roomers Project Report .....	11
Occasional Childcare Report.....	13
Financial Statements & Auditor's Report.....	14-28
Members.....	29
Photos .....	30-31
Partner's and Sponsors.....	32



### Committee of Management January 2016– December 2016

Chair:	Jane Touzeau
Treasurer:	Guillaume Steiner (til Sept) Stella Hughes
Secretary:	Lynne Wittner
Committee Members:	Penny Digaletos Ruth Avery Mary Hall Cate Newman Gary March (ex officio) Simone Jamieson (ex officio)



## Staff

### Office

Manager:	Gary March
Community Development Coordinator:	Simone Jamieson
Accounts:	Helen Graber– Guillaume Steiner
Outreach:	Philippa Armstrong
Education:	Christine Garvan

### Education

EAL:	Vivien Atkins
EAL:	Sheema Pasha– Bouzas
EAL:	Annette Shilton
EAL:	Diane Gaborit
Creative Writing:	Philippa Armstrong
Hero's Journey:	Karen McKnight
Computers/ Digital Literacy:	Tanya Vessey

### Childcare

Monday, Tuesday & Thursday:	Annamaria Dowling–Carlee Hutton
Wednesday:	Jody O'Connor

### Health and Wellbeing

Yoga Tuesday:	Monica Fleck
Yoga Thursday:	Penny Digaletos
Art Therapy	Damien Curtain





# Volunteers

Diane Gaborit  
Dan Winter  
Helen McDonald  
Chris Carter  
Melanie Norton  
Helena Kallaur  
Manjul Charan  
Maree Shefford  
Cathy Giannikos  
Constantina Diamante  
Kristy Madison  
Trevor Fletcher  
Craig Shelly

thank you!

Adriane James  
Terry Voltz  
D. Bissett  
Ruthie Sadie  
Sunyoung Shin  
Ping Yiing Lee  
Anneleen Mampaey  
Miriam De La Costa  
Chaya Esakoft  
Sylvia Franco



Stella Hughes  
Dale Edwards  
Ilana Rotblat  
Dinya Sachdera  
Ant Bridgeman  
Sherry Westley  
Carolyn Masel  
Janice Anglin  
Fenella Peters  
Guillaume Steinier  
Ruth Brooks  
Susan Burke  
Anita Korbass  
Yana di Pietro



Lydia King  
Maria Nikolakopoulos

“The best way to find  
yourself is to lose your-



## Chair's Report

### Jane Touzeau

I am pleased to present this second calendar year report on behalf of the Management Committee, since changing from the July/June financial year format in 2014. The calendar year better fits the rhythm of a neighbourhood house. Committee members were Lynne Wittner, Cate Newman, Guillaume Steiner (resigned), Stella Hughes, Penny Digaletos, Mary Hall, Ruth Avery, and Jane Touzeau. So, what did your committee do in 2016?



We had nine committee meetings, all attended by most committee members. We had one Special Meeting on Saturday 30 July. Our major project was a re-structure, to make the most of the resources we have. We joined Jobs Australia and sought advice on how to comply with our responsibilities, and develop a process to review existing employment structure and map it against the work that needs to be done. Thanks to Gary and Simone for ensuring all staff were involved and informed. Thanks to all staff for taking the time to stand back, look at what they do and what needs to be done, and at how the house functions so it can best serve our community. This review led to employing a part time education coordinator to keep a watchful and supportive eye over teaching, compliance with education funding contracts, overall student management, and new opportunities. The committee was very grateful to Simone and other staff members who stepped up to keep the education programs going in the interim.

We are grateful to our volunteers for their effort - approximately 350 hours per month - which is both seen and felt in the house. A healthy spirit of welcome, companionship, and openness pervade the house and courtyard, supporting a sense of belonging, and our adventurous students in their participation and learning journey. Hundreds of people come to this place every week, and many initiatives (and relentless spring cleaning!) keep it a welcoming place for them.

In 2016 an ACFE funded partnership with other Learn Locals - Port Melbourne Neighbourhood House and Port Phillip Community Group - commenced. The purpose of this work is to see what streamlining might be done in our shared endeavour of adult learning in the community.

Simone and I attended the Neighbourhood Houses Victoria Conference. It is always a pleasure to be together with hundreds of others committed to community development at the grassroots level. Victoria really shines with its treasured history of community participation which goes right back to the addressing of community needs by community in the colonial foundation of this state, some of it right here in what is now the City of Port Phillip. Emerald Hill - the South Melbourne Town Hall precinct - was an early settlement, situated above the swamp. Many needed community institutions were developed there around the goldrush period, and it is still a community hub. I am delighted that during 2016 preparatory work to offer literacy and English support in the Emerald Hill Library was successful.

In 2016 we farewelled Helen who had kept the books for many years, Sisterworks who obtained their own premises in Richmond, and our long term connection with Studio 106 came to an end. We welcomed the start of various community dinners, the newly formed Elwood Community Choir, Stella back onto the committee, and Chrissy into the Education Co-ordinator role.

Our educational offering takes place alongside many long term community uses of the House - Toy Library, childcare, yoga, playgroups, arts and crafts, Poets Garden and various performances. Roomers - a creative writing group and an outstanding publication - is a significant program of ESNLC. It was reviewed last year and a long-term participant called it "the beating heart of St Kilda". Another participant stated that being part of Roomers was "better than any anti-depressant". Philippa has led, managed and facilitated this project for quite a few years. Roomers is now recognised and supported by ACFE as well as CoPP. Philippa also worked on various projects with other community partners.

Simone continued with Community Development Co-ordination throughout 2016, along with additional duties in education and management. Gary March reduced his hours as Manager. ESNLC has been a fortunate beneficiary of his legal and engineering skills, complemented by his commitment to community.

None of this valuable work would happen without the financial support of the state government through DHHS (NHVic) and DET(ACFE), and being entrusted with the management of the house by The City of Port Phillip. Community grants for our programs and special events from CoPP, Bayside and the Bendigo Bank enabled us to contribute to the life of our community and help make it the special place we love.

Thanks to all participants and staff. It has been a pleasure to work with a committee that has genuinely and kindly committed itself to the responsibility of managing this wonderful community asset for the benefit of our community.

*Jane Touzeau*

## Treasurer's Report

### Stella Hughes



Officially, the ESNLC recorded a deficit of \$6,315 for the 12 months January to December 2016. However, there was an accounting error made in 2015, and as a result, 2015 included just under \$15,000 worth of grant income that should have been allocated to 2016. Without this error, the ESNLC would now be reporting a moderate surplus for the second year running. This would more accurately reflect the house's ongoing journey towards greater financial stability.

I would like to thank Guillaume Steiner, who was Treasurer for most of 2016. I returned as Treasurer in mid-October, when Guillaume offered to move into the vacant Bookkeeper's position until longer term arrangements could be made.

The ESNLC Committee and management are extremely grateful to Guillaume, who as Treasurer, and then Bookkeeper, has energetically poured his time and expertise into the transformation of the house's financial policies and procedures. At a managerial level, Guillaume's work will facilitate more precise reporting for better financial control. At an operational level, the processes he has implemented will ensure consistency and provide clarity for those involved.

I would also like to say thank you and farewell to Helen Graber, who left the house in early October. Helen was the Accounts Officer at the ESNLC for more than 10 years, and provided continuity through many changes of management and Committee membership.

The audited financial reports for the 12 months January to December 2016 are included in this AGM report. They show the details of the income and expenditure for the period, the financial position as at December 31<sup>st</sup> 2016, and a statement of cash flows.

*Stella Hughes*

## Manager's Report

### Simone Jamieson



Elwood St Kilda Neighbourhood Learning Centre (ESNLC) again has had an incredibly productive year. It is always exciting to be part of the community and in increasing the stability of the services we provide. This 'little' house boasts a lot of activity daily and on an average week we have 538 visitors come through our doors.

During 2016 there was a change in staffing roles and hours to reflect the requirements of the service deliveries that we offer. This has been a challenging process and many administrative procedures have changed but I do believe we are better placed and in a position of growth.

I have been in the role of Manager for a mere 3 weeks but spent almost four years prior as the Community Development Coordinator of the Centre. In 2016, this role included the implementation of the Port Phillip Volunteer Expo 2016 as Lead Agency, which promotes volunteering locally and celebrates those volunteers within the City of Port Phillip, also coordination of the Applied Reception Customer Service (ARCS) program in partnership with Port Melbourne Neighbourhood Centre where 9 wonderful trainees come and learn both on the job and in the classroom principles and practices of Reception and Customer Service. Other events and projects that involved the community were Community Dinners, Garage Sale trail and Adult Learner's week.

Additionally to the Community Development work I managed part of the Education portfolio with former manager Gary March until Christine Garvan was employed in October. Christine has taken on with gusto the role of Education coordinator and I sincerely thank her for readiness to support everyone in the Centre to get us back on track. Thanks to Gary, our education portfolio is at an all-time high and funding has allowed us to invest in RTO registration and compliance to be able to grow as an organisation. The Centre delivered both accredited and pre-accredited courses in 2016 and through our reliable track record we managed to be awarded extra hours by ACFE seeing our delivery and funding increase from 8,100 hours to 9,100 despite having delivered well over 10,000 hours. We are in good stead to apply for our 2017 target of 11,000 hours.

The House continues with a number of partnerships that have been strengthened over the year with other organisations, such as Galiamble, Elwood Toy Library, Park Towers, Elsternwick Estate, Emerald Hill Library, City of Port Phillip, City of Bayside, South Port Day Links (SPDL), Port Melbourne Neighbourhood Centre, Port Phillip Community Group, Adult Community and Further Education (ACFE), Victorian Government, AA, Toyota, Neighbourhood Houses Victoria (NHV), Community House Network, Port Phillip Housing Association, Asylum Seeker Resource Centre, Poet's garden and Port Phillip Volunteer Coordinator's Network. These partnerships add to and support the offerings of the Centre and increase community participation.



The City of Port Phillip Council (CoPP) and Philippa Armstrong our Outreach Programs Coordinator are committed to providing creative writing workshops and events for Rooming House tenants to produce the highly acclaimed Roomers Magazine and performing art pieces locally, contributing to the rich vibrant culture that this LGA is proud of. CoPP are also supporters of our Seniors Week Celebration and Annual Certificate Party Open day for our students which showcase the progress our community members make on their pathway to employment and/or further education. Working both front and back of house I am reminded daily of the superb job our Committee of Management, Staff, and Volunteers do in keeping the House functioning and serving the Elwood Community.

I'd like to thank Gary for his very considered advice and broad, positive view of this wonderful entity which has helped me have extreme confidence in representing the Centre and addressing community need.

There is a lot of gratitude to the Committee of Management, Staff, Volunteers, funding providers, sponsors and users; without whom we could not be the organisation we are delivering the quality and friendly service to the Elwood Community and beyond.

*Simone Jamieson*



Ruthie giving Reception & Customer Service a thumbs up!



Renee, Cathy and Helena happy with such wonderful skill development



The Hero definitely lies within these guys!



## Education Coordinator's Report

### Christine Garvan

Our Learning Centre really is successful due to the professional and talented teachers that work with pride and excellence. All ESNLC teachers have increased the integration of people into Elwood, City of Port Philip and Victoria, via their well-structured and supportive classes that encourage confidence and build “job ready” skills within our students.

#### Amazing Teachers

Let me introduce our teachers to you and include a few of their pictures ...



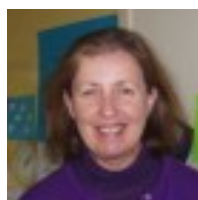
Vivien Atkins – English x 4 classes

Tanya Vessey - Computer x 3 classes

Dianne Garborit - English x 2 classes

Annette Shilton - English x 1 class

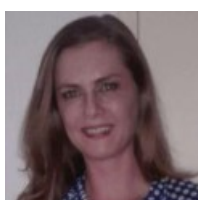
Karen McKnight– Hero's Journey work skills



Vivien



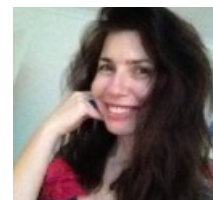
Annette



Tanya



Dianne



Karen

#### 10 Courses (ACFE)

In 2016 we had 10 courses that support all students to be “Job Ready” and fit in within our local community with so much more confidence.

Course Name	Hrs per week	Hrs per term
Basic Computers at ESNLC	2.5	25
Intermediate Computers at ESNLC	5	50
iPads, Smartphones and other devices at ESNLC	2	20
Roomers Creative Writing Workshops	2	24
EAL - Beginner at ESNLC	4	40
EAL – Beginner at Park Towers	2	20
EAL – Pre-Intermediate at ESNLC	4	40
EAL - Intermediate at ESNLC	4	40
English Conversation Classes at ESNLC	3	30
English Literacy at ESNLC	3	30
Hero's Journey	5	50

## Partnerships

We are fortunate to have built and maintained a strong and healthy partnership with Park Towers Residence delivering Beginners English with scope to increase to Computers.

Our rock steady Yoga and Art Therapy programs continued again in 2016 and we are so proud of these health and wellbeing activities that keep the community engaged and healthy. The success of these programs are again due to our outstanding practitioners and teachers, Penny, Monica and Damien.

Please come into our Elwood St Kilda Neighbourhood Learning Centre and pick up a course brochure, have a cuppa or review the rooms that we have to hire for your next party!

Looking forward to meeting you!!

Christine Garvan

## Outreach Program Coordinator's Report

### Philippa Armstrong

**Roomers** Roomers works with people living in rooming houses and at risk of homelessness or with a history of homelessness. The project is based around creative writing and spoken word performances. Roomers also has a blog and a website to increase on line presence. The Roomers workshops run forty-eight weeks per year. They are held at the St Kilda library.



#### Spoken Word Performances

The participants of Roomers like nothing better than to perform in public. This year they participated in:

Four ***Five minutes of fame*** events, an open mike night held at the St Kilda Bowling Club.

#### Homelessness week

**Roarlounge** – Collaboration between Port Phillip Housing Association and Roar House. Roomers participated in an extravaganza held at Chelmsford and Pyrmont rooming houses

**PPCG Homelessness Prevention pop-up event.** Roomers participants performed their spoken word at this event.

#### Seniors festival

Once again, the Elwood musical tea party was a rollicking event. The numbers were good, around 50 participants, and once again every skerrick of food was eaten. The band Vardos were tremendous: an all-girl musical trio: double bass, piano accordion and fiddle specialising in Eastern European gypsy and folk music.. They had the audience enthralled with a few people getting up and dancing.

#### Pinaroo Presents

Wendy Butler, long-time Roomers contributor put on a three day festival to coincide with the CoPP Seniors Festival. Her motive was to connect friends and neighbours and raise the profile of the community room at Pinaroo Village where she lives (an OoH Public Housing estate). Wendy put together a thoughtful and engaging program. The opening was MC'd by Maura the Clairvoyant Cruise Ship Librarian (AKA Monica Dullard). It really was fabulous. Wendy is an extraordinary woman and tireless activist. She's already planning next year's event.

#### Take a break

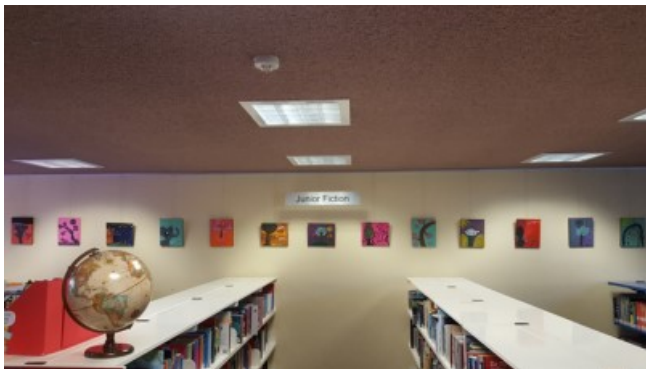
In November *take a break* had an exhibition at the Brighton Library. This was the culmination of work created over a number of months. *Take a break* is a partnership between ESNLC and Bayside Libraries and is a fortnightly program for children and their families living on the Elsternwick OoH Estate. For the exhibition the children each



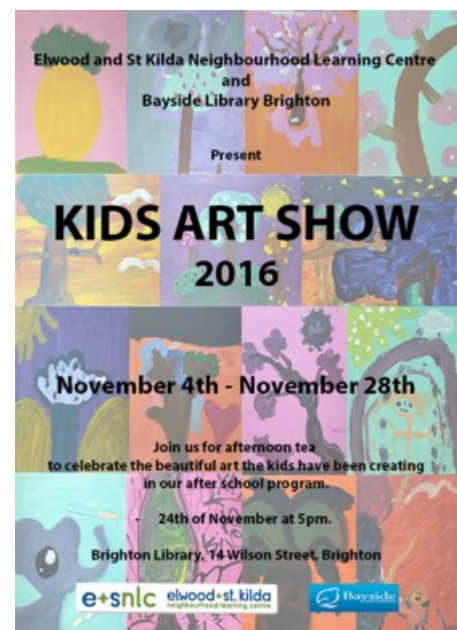
imagined themselves as a tree, considering their strengths, roots, surrounding environment, what lives in or grows from their branches and why; this was a peaceful enquiry into self-awareness and a beautiful theme to base an exhibition on.

### **Lendlease working bee**

In September we were very fortunate to have a team of nineteen volunteers - staff from Lendlease – come and spend a day working on beautifying our front yard and back room. By the end of the day they had created a mosaic birdbath, street number and letterbox, spruced up our external noticeboard, painted the back room and installed solar lighting. This all happened around our regular programs and the house was packed to the rafters and buzzing!



Take a break art works at Brighton Library



Roomers group November 2016



Wendy Butler at the Roomers workshop





## Occasional Care Report 2016

### Jody O'Connor, Annamaria Dowling & Carlee Hutton



There's never a dull moment in the childcare room, things can and do change every week. There's a constant stream of new children beginning and others leaving us. This is due to the nature of Occasional Care. Many children move on to long day care and kindergartens. You will find children very busy at play, together and individually. We also have a seemingly constant stream of visitors in our room. They may be staff of the house or prospective new families. We have children from many different cultural backgrounds.

We provide care for children in a relaxed small group. We believe this is a beneficial for the children as this is often the children's first experience of being separated from their parents. Most children settle fairly quickly after a couple of sessions. Others take more time, as all children are individuals and therefore react differently. The maximum number of children we can care for on one day is seven. However, unless there is a volunteer working with us, we can care for no more than five children.



Currently we have no regular volunteers working with us. Many thanks to Susan Burke who volunteered with us last year and still pops in occasionally which is much appreciated. Thank you also to Ant Bridgeman who worked on Wednesdays as a volunteer for several years up to the end of last year. He is now studying Child Care to allow him to find paid work! This is a great example of where volunteering at the house can take you.



We have children of parents studying in our English classes but also Members of the community use the service. Some families have a permanent or regular booking while others use the service casually. Currently we have had more community members using the service. Recently we have changed to charging families per session rather than per hour as in the past. Therefore all are paying for four hours care.

Our Occasional Child Care service is an important part of the house, as it allows parents to bring their children when they attend classes.

The presence of children in our neighbourhood house helps to make it feel like a home.

*Jody O'Connor  
Carlee Hutton*



**Elwood and St Kilda Neighbourhood Learning Centre Incorporated**  
**Incorporated Associations Registration Number A00052287**  
**ABN 22 616 363 473**

**FINANCIAL REPORT**  
**FOR THE YEAR ENDED**  
**31 DEC 2016**

# Profit and Loss Statement

Created: 01/05/2017 12:44 PM

## Profit & Loss [With Last Year]

January 2016 To December 2016

ESNLC

87 Tennyson St  
Elwood VIC 3184

ABN: 22 616 363 473

Email: accounts@esnlc.com.au

	This Year	% of Sales	Last Year	LY % of Sales
<b>Income</b>				
<b>Grants</b>				
Grants (CWealth) Capital				
DoIRD SCP0000583	\$6,755.00	2.3%	\$0.00	0.0%
Grants (State) Op-Recurrent				
DET ACFE	\$99,186.80	33.8%	\$72,647.00	23.6%
DET RTO (Skills for Victoria)	\$3,710.00	1.3%	\$0.00	0.0%
DHHS Coordination	\$55,843.22	19.0%	\$52,919.61	17.2%
Grants (Local) Op-Recurrent				
CoPP Roomers Service Agreement	\$11,689.50	4.0%	\$0.00	0.0%
Grants (Local) Op-NonRecurrent				
Galiamble Income (SIP160240)	\$1,302.06	0.4%	\$0.00	0.0%
Cert Party Income (PS0240)	\$850.00	0.3%	\$0.00	0.0%
Seniors Festival Income(SF051)	\$700.00	0.2%	\$0.00	0.0%
Have a Go Income(ACGP2016/015)	\$1,342.24	0.5%	\$0.00	0.0%
Volunteer Eval Income (PS0270)	\$10.55	0.0%	\$0.00	0.0%
<b>Total Grants</b>	<b>\$181,389.37</b>	<b>61.7%</b>	<b>\$125,566.61</b>	<b>40.8%</b>
<b>Fundraising – Gifts</b>				
Donations received				
Donations - General	\$142.21	0.0%	\$747.00	0.2%
Donations - Roomers	\$355.00	0.1%	\$819.55	0.3%
<b>Total Fundraising – Gifts</b>	<b>\$497.21</b>	<b>0.2%</b>	<b>\$1,566.55</b>	<b>0.5%</b>
<b>Fundraising - Contributions</b>				
Contributions (Members)				
Membership fees	\$74.73	0.0%	\$167.00	0.1%
<b>Total Fundraising - Contributions</b>	<b>\$74.73</b>	<b>0.0%</b>	<b>\$167.00</b>	<b>0.1%</b>
<b>Trading/Operating Activities</b>				
Fees and Charges - Restricted				
Child Care	\$20,768.30	7.1%	\$17,443.50	5.7%
Student Fees	\$23,898.40	8.1%	\$25,544.00	8.3%
Fees and Charges -Unrestricted				
Rental Income	\$37,259.37	12.7%	\$46,487.50	15.1%
Computer Access	\$5,242.85	1.8%	\$3,543.54	1.2%
Yoga Classes Income	\$14,551.80	5.0%	\$16,236.50	5.3%
Sewing Machine Hire	\$2.50	0.0%	\$0.00	0.0%
Other Fees and Charges	\$4,163.01	1.4%	\$550.00	0.2%
Debt Forgiveness (Studio 106)	\$4,210.82	1.4%	\$0.00	0.0%
<b>Total Trading/Operating Activities</b>	<b>\$110,097.05</b>	<b>37.5%</b>	<b>\$109,805.04</b>	<b>35.7%</b>
<b>Other Income</b>				
Interest - Unrestricted	\$1,725.85	0.6%	\$0.00	0.0%
Grants CVN	\$0.00	0.0%	\$1,250.00	0.4%
Grants Roomers	\$0.00	0.0%	\$47,334.64	15.4%
Grants Programs	\$0.00	0.0%	\$21,914.10	7.1%
<b>Total Income</b>	<b>\$293,784.21</b>	<b>100.0%</b>	<b>\$307,603.94</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>\$293,784.21</b>	<b>100.0%</b>	<b>\$307,603.94</b>	<b>100.0%</b>
<b>Expenses</b>				
<b>General</b>				
Accounting Fees	\$350.00	0.1%	\$2,224.17	0.7%
Advertising & Promotion	\$610.81	0.2%	\$2,917.70	0.9%

This report includes Year-End Adjustments.

To be read in conjunction with Audit Report to Members dated 1st May 2017.

## Profit and Loss Statement continued

Created: 01/05/2017 12:44 PM

### Profit & Loss [With Last Year]

January 2016 To December 2016

ESNLC

87 Tennyson St  
Elwood VIC 3184

ABN: 22 616 363 473

Email: accounts@esnlc.com.au

	This Year	% of Sales	Last Year	LY % of Sales
Assets Purchased <\$5,000				
Furniture and Fittings <\$5,000	\$271.82	0.1%	\$0.00	0.0%
Audit Fees	\$4,000.00	1.4%	\$1,800.00	0.6%
Bank Charges	\$94.51	0.0%	\$982.69	0.3%
Bad Debts	\$2,937.50	1.0%	\$1,030.00	0.3%
Client Support Consumables	\$347.42	0.1%	\$0.00	0.0%
Computer Expenses	\$2,183.59	0.7%	\$0.00	0.0%
Consultancy Fees	\$13,816.59	4.7%	\$20,470.50	6.7%
Credit Card Fees	\$846.73	0.3%	\$0.00	0.0%
Depreciation - Plant & Equip	\$4,430.96	1.5%	\$3,886.00	1.3%
Equipment Hire/Lease	\$3,120.00	1.1%	\$3,560.25	1.2%
Fees & Permits	\$3,227.02	1.1%	\$0.00	0.0%
Fundraising Expenses	\$207.04	0.1%	\$0.00	0.0%
Insurance - General	\$1,080.00	0.4%	\$1,279.01	0.4%
Legal Fees	\$0.00	0.0%	\$16.41	0.0%
Meeting Expenses	\$175.24	0.1%	\$0.00	0.0%
Membership Fees Paid	\$1,501.11	0.5%	\$898.18	0.3%
Postage, Freight and Courier	\$834.28	0.3%	\$479.49	0.2%
Printing & Stationery	\$2,621.34	0.9%	\$3,175.64	1.0%
Publications & Info Resources	\$10,342.50	3.5%	\$10,290.00	3.3%
Repairs & Maintenance	\$285.83	0.1%	\$0.00	0.0%
Staff Amenities	\$975.24	0.3%	\$757.77	0.2%
Sundry Expenses	\$870.00	0.3%	\$0.00	0.0%
Telephone & Internet Charges				
Telephone Charges	\$2,799.07	1.0%	\$2,460.19	0.8%
Internet Charges	\$545.39	0.2%	\$599.90	0.2%
Training & Development (Staff)	\$467.32	0.2%	\$1,032.02	0.3%
Travel & Accommodation	\$57.06	0.0%	\$0.00	0.0%
Utilities				
Gas	\$1,238.71	0.4%	\$1,221.21	0.4%
Electricity	\$2,864.90	1.0%	\$2,977.68	1.0%
Write off Expenses	\$0.00	0.0%	-\$1,350.00	(0.4)%
Other Costs				
ESNLC Program Expenses	\$1,658.21	0.6%	\$12,031.71	3.9%
<b>Total General</b>	<b>\$64,760.19</b>	<b>22.0%</b>	<b>\$72,740.52</b>	<b>23.6%</b>
Labour (Salaries & Wages)				
S&W Annual Leave Provision	\$6,330.37	2.2%	\$281.66	0.1%
S&W LSL Provision	\$132.62	0.0%	\$1,460.99	0.5%
S&W Recruitment Expense	\$330.00	0.1%	\$0.00	0.0%
S&W Superannuation	\$16,503.92	5.6%	\$17,570.27	5.7%
S&W Termination Payments	\$4,788.96	1.6%	\$0.00	0.0%
S&W Workers' Compensation	\$1,459.49	0.5%	\$3,379.33	1.1%
S&W Salaries & Wages	\$191,462.20	65.2%	\$193,306.33	62.8%
Contractor Staff	\$7,515.73	2.6%	\$0.00	0.0%
Agency Temp Staff	\$6,815.91	2.3%	\$0.00	0.0%
<b>Total Labour (Salaries &amp; Wages)</b>	<b>\$235,339.20</b>	<b>80.1%</b>	<b>\$215,998.58</b>	<b>70.2%</b>
Redundant Cost Accounts				
Roomers - General	\$0.00	0.0%	\$50.00	0.0%
Telephone 106	\$0.00	0.0%	\$48.19	0.0%
<b>Total Redundant Cost Accounts</b>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$98.19</b>	<b>0.0%</b>
<b>Total Expenses</b>	<b>\$300,099.39</b>	<b>102.1%</b>	<b>\$288,837.29</b>	<b>93.9%</b>

To be read in conjunction with Audit Report to members dated 12th May 2017

This report includes Year-End Adjustments.



## Profit and Loss Statement continued

Created: 01/05/2017 12:44 PM

### Profit & Loss [With Last Year]

January 2016 To December 2016

ESNLC

87 Tennyson St  
Elwood VIC 3184

ABN: 22 616 363 473

Email: accounts@esnlc.com.au

	This Year	% of Sales	Last Year	LY % of Sales
Operating Profit	-\$6,315.18	(2.1)%	\$18,766.65	6.1%
Use 4-5000s instead				
Interest Income	\$0.00	0.0%	\$2,319.11	0.8%
Other Expenses				
Use 6-0445 instead	\$0.00	0.0%	\$2.33	0.0%
Net Profit/(Loss)	-\$6,315.18	(2.1)%	\$21,083.43	6.9%

To be read in conjunction with Audit Report to members dated 1st May 2017

This report includes Year-End Adjustments.

Page 3 of 3

## Consolidated Statement of Changes in Equity

Elwood St Kilda Neighbourhood Learning Centre Inc

### Consolidated Statement of Changes in Equity

For the year ended 31 December 2016

	Reserves \$'000	Retained Earnings \$'000	Total Equity \$'000
Balance at 1 January 2016	-	117,442	117,442
Profit for the year	-	6,315	6,315
Other comprehensive income	-	-	-
Total comprehensive income for the year	-	6,315	6,315
Balance as at 31 December 2016	0	111,127	111,127

To be read in conjunction with Audit Report to Members dated 12th May 2017

# Balance Sheet 2016

Created: 01/05/2017 12:49 PM

## Balance Sheet [Last Year Analysis]

December 2016

ESNLC

87 Tennyson St  
Elwood VIC 3184

ABN: 22 616 363 473

Email: accounts@esnlc.com.au

	This Year	Last Year	\$ Difference	% Difference
<b>Assets</b>				
<b>Current Assets</b>				
Cash at Bank - Unrestricted				
Bendigo Bank x0758	\$68,239.11	\$50,782.28	\$17,456.83	34.4%
ANZ 2635-94226	\$417.77	\$127.15	\$290.62	228.6%
ANZ 2635-93717	\$0.00	\$217.42	-\$217.42	(100.0)%
Bendigo Term Deposit One x3161	\$73,004.22	\$72,058.72	\$945.50	1.3%
CBA	\$0.00	\$870.00	-\$870.00	(100.0)%
<b>Total Cash at Bank - Unrestricted</b>	<b>\$141,661.10</b>	<b>\$124,055.57</b>	<b>\$17,605.53</b>	<b>14.2%</b>
Petty Cash	\$100.55	\$475.76	-\$375.21	(78.9)%
<b>Cash Floats</b>				
Float - Childcare	\$50.00	\$50.00	\$0.00	0.0%
Float - Computer Access	\$50.00	\$50.00	\$0.00	0.0%
Float - Student Fees	\$30.00	\$30.00	\$0.00	0.0%
Float - Yoga	\$32.00	\$32.00	\$0.00	0.0%
Undeposited funds	\$0.00	\$139.99	-\$139.99	(100.0)%
Deposits Paid	\$354.90	\$354.90	\$0.00	0.0%
Prepayments	\$2,104.46	\$1,080.00	\$1,024.46	94.9%
Accrued Income	\$780.35	\$0.00	\$780.35	NA
Accounts Receivable	\$155.00	\$1,602.50	-\$1,447.50	(90.3)%
Other Debtors	\$200.74	\$200.74	\$0.00	0.0%
<b>Total Current Assets</b>	<b>\$145,519.10</b>	<b>\$128,071.46</b>	<b>\$17,447.64</b>	<b>13.6%</b>
<b>Non-Current Assets</b>				
<b>Plant and Equipment</b>				
Furniture & Fixtures	\$38,926.41	\$38,926.41	\$0.00	0.0%
Office Equipment	\$43,040.39	\$35,662.21	\$7,378.18	20.7%
Less: Acc. Depn on Plant & Eq	-\$71,131.62	-\$66,700.66	-\$4,430.96	(6.6)%
<b>Total Plant and Equipment</b>	<b>\$10,835.18</b>	<b>\$7,887.96</b>	<b>\$2,947.22</b>	<b>37.4%</b>
<b>Other Non-Current Assets</b>				
RTO Licence	\$6,777.61	\$9,440.17	-\$2,662.56	(28.2)%
<b>Total Non-Current Assets</b>	<b>\$6,777.61</b>	<b>\$9,440.17</b>	<b>-\$2,662.56</b>	<b>(28.2)%</b>
<b>Total Assets</b>	<b>\$163,131.89</b>	<b>\$145,399.59</b>	<b>\$17,732.30</b>	<b>12.2%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Creditors	\$2,889.26	\$4,492.61	-\$1,603.35	(35.7)%
Accrued Expenses	\$7,000.00	\$3,000.00	\$4,000.00	133.3%
GST Payable	\$448.99	\$0.00	\$448.99	NA
Less GST Receivable	-\$107.66	-\$769.00	\$661.34	86.0%
Employee Benefits/Provisions				
Provision for Annual Leave	\$8,019.93	\$5,413.30	\$2,606.63	48.2%
Provn for Long Service Leave	\$5,053.85	\$12,186.11	-\$7,132.26	(58.5)%
<b>Total Employee Benefits/Provisions</b>	<b>\$13,073.78</b>	<b>\$17,599.41</b>	<b>-\$4,525.63</b>	<b>(25.7)%</b>
PAYG Withholding Payable	\$5,551.52	\$1,622.00	\$3,929.52	242.3%
Superannuation Payable	\$1,562.25	\$0.00	\$1,562.25	NA
<b>Grants Received in Advance: NR</b>				
CoPP Community Dinners(PS0300)	\$1,000.00	\$0.00	\$1,000.00	NA
CoPP Galiamble (SIP160240)	\$3,697.94	\$0.00	\$3,697.94	NA
CoPP Volunteer Eval (PS0270)	\$990.41	\$0.00	\$990.41	NA
CoPP Vol Expo (CSG201600059)	\$5,000.00	\$0.00	\$5,000.00	NA
CoPP Certificate Party(PS0240)	\$150.00	\$0.00	\$150.00	NA
CoPP Toyota Fund (TCF16024)	\$1,000.00	\$0.00	\$1,000.00	NA

To be read in conjunction with Audit Report to members dated 1st May 2017

This report includes Year-End Adjustments.

Page 1 of 2

## Balance Sheet continued

Created: 01/05/2017 12:49 PM

### Balance Sheet [Last Year Analysis]

December 2016

ESNLC

87 Tennyson St  
Elwood VIC 3184

ABN: 22 616 363 473

Email: accounts@esnlc.com.au

	This Year	Last Year	\$ Difference	% Difference
BCC Have a Go (ACGP2016/015)	\$3,657.76	\$0.00	\$3,657.76	NA
CoPP Div & Ageing (DA161736)	\$800.00	\$0.00	\$800.00	NA
CoPP Rmr Lights Up (CDF2016-5)	\$6,000.00	\$0.00	\$6,000.00	NA
Other Current Liabilities	-\$791.98	\$1,929.77	-\$2,721.75	(141.0)%
<b>Total Current Liabilities</b>	<b>\$51,922.27</b>	<b>\$27,874.79</b>	<b>\$24,047.48</b>	<b>86.3%</b>
<b>Total Liabilities</b>	<b>\$51,922.27</b>	<b>\$27,874.79</b>	<b>\$24,047.48</b>	<b>86.3%</b>
<b>Net Assets</b>	<b>\$111,209.62</b>	<b>\$117,524.80</b>	<b>-\$6,315.18</b>	<b>(5.4)%</b>
Equity				
Retained Earnings	\$117,442.80	\$96,359.37	\$21,083.43	21.9%
Current Year Surplus/Deficit	-\$6,315.18	\$21,083.43	-\$27,398.61	(130.0)%
Historical Balancing	\$82.00	\$82.00	\$0.00	0.0%
<b>Total Equity</b>	<b>\$111,209.62</b>	<b>\$117,524.80</b>	<b>-\$6,315.18</b>	<b>(5.4)%</b>

To be read in conjunction with Audit Report to members dated 1st May 2017

This report includes Year-End Adjustments.

Page 2 of 2



## Consolidated Statement of Cash Flows

Elwood St Kilda Neighbourhood Learning Centre Inc

### Consolidated Statement of Cash Flows

12 months ended 31 December 2016	2016	2015
<b>Operating Services</b>		
Donations and appeals	497	1,567
Bequests	-	-
Government grants	181,389	70,499
Client contributions	-	-
Fees income	72,838	63,319
Rent income	37,259	46,488
Interest income	1,726	2,319
Other income	75	126,520
Payments to clients, suppliers and employees	- 299,828	- 292,932
<b>Net cash provided by / (used in) investing activities</b>	<b>- 6,044</b>	<b>17,780</b>
<b>Investing activities</b>		
Purchase of property, plant and equipment	- 272	-
Proceeds from disposals of property, plant and equipment	-	-
Purchase of RTO licence	- 6,778	- 9,440
Proceeds from disposals of AFS investments	-	-
<b>Net cash provided by / (used in) investing activities</b>	<b>- 7,050</b>	<b>- 9,440</b>
<b>Financing activities</b>		
Proceeds from bank loans	-	-
Repayment of bank loans	-	-
<b>Net cash provided by / (used in) financing activities</b>	<b>-</b>	<b>-</b>
<b>Net change in cash and cash equivalents</b>	<b>- 13,094</b>	<b>8,340</b>
cash and cash equivalents, beginning of year	125,106	116,766
<b>Cash and cash equivalents, end of year</b>	<b>112,012</b>	<b>125,106</b>

To be read in conjunction with Audit Report to members dated 12 May 2017.

# Notes to Financial Statements

## ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC Notes to the Financial Statements For the Year ended 31st December 2016

---

### 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The Financial Statements cover ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC as an individual entity. ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC is an Association incorporated in VICTORIA under the Associations Incorporation Reform Act 2012.

#### **Basis of Preparation**

The Financial Statements are general purpose Financial Statements prepared in accordance with Accounting Standards, Australian Accounting Interpretations and the Associations Incorporation Act 1981.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in Financial Statements containing relevant and reliable information about transactions, events and conditions. Compliance with Australian Accounting Standards ensures that the Financial Statements and Notes also comply with International Reporting Standards as issued by the IASB. Material accounting policies adopted in the preparation of these Financial Statements are presented below and have been consistently applied unless otherwise stated.

The Financial Statements have been prepared on an accruals basis and are based on historical costs, modified where applicable, by the measurement at fair value of selected non-current Assets, financial Assets and financial Liabilities.

The Financial Statements were authorised for issue by the Members of the Association.

#### **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and Bank overdrafts. Bank overdrafts are shown within borrowings in current Liabilities on the Statement of Financial Position.

#### **Provisions**

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

# Notes to Financial Statements

## ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC Notes to the Financial Statements For the Year ended 31st December 2016

---

### Employee Benefits

Provision is made for the Association's liability for Employee benefits arising from services rendered by Employees at the end of the reporting period.. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

Employee benefits payable later than one year have been measured at the current nominal value.

Superannuation contributions are made by the Association to Employee Superannuation Funds and are charged as expenses when incurred.

Long Service Leave is recognised once an Employee reaches six years of service.

Sick Leave and Time in Lieu are not recognised in the accounts.

### Accounting Policies

#### 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 losses.

Freehold land and buildings are measured on a cost basis.

#### **Plant and Equipment**

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment.

In the event the carrying value of Plant and Equipment is greater than the estimated recoverable amount, the carrying value is written down immediately to the estimated recoverable amount. A formal assessment of the recoverable amount is made when impairment indicators are present.

Repairs and maintenance are charged to the Income Statement during the Financial period in which they are incurred.

#### **Depreciation**

The Depreciation method and useful life used for items of Property, Plant and Equipment reflects the pattern in which their future economic benefits are expected to be consumed by the Association.

Depreciation commences from the time the Asset is held ready for use. The Depreciation method and useful life of Assets is reviewed annually to ensure they are still appropriate.

## Notes to Financial Statements continued

### ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC Notes to the Financial Statements For the Year ended 31st December 2016

---

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of the reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued Assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

#### **Financial Instruments**

##### **Recognition and Initial Measurement**

Financial Assets and financial Liabilities are recognised when the entity becomes a party to the contractual provisions of the instrument. For financial Assets, this is equivalent to the date that the Association commits itself to either purchase or sell the Asset (ie Trade date accounting adopted).

Financial instruments are initially measured at fair value plus transaction costs except where the instrument is classified 'at Fair Value through Profit or Loss', in which case transaction costs are expensed to Profit or Loss immediately.

#### **Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that are transferred to the Association, are classified as Finance leases.

Finance leases are capitalised by recording an Asset and a Liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over their estimated useful lives where it is likely that the Association will obtain ownership of the Asset or over the term of the lease.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a Liability and amortised on a straight-line basis over the life of the lease term.



## **Notes to Financial Statements continued**

### **ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC** **Notes to the Financial Statements** **For the Year ended 31st December 2016**

---

#### **Revenue and Other Income**

Revenue is measured at the fair value of the consideration received.

Interest revenue is recognised at amount received.

Revenue recognition relating to the provision of services is determined with reference to the stage of completion of the transaction at the end of the reporting period and where outcome of the contract can be estimated reliably. Stage of completion is determined with reference to the services performed to date as a percentage of total anticipated services to be performed. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent that related expenditure is recoverable.

Revenue not yet expended is shown as Funds in Advance under Other Liabilities.

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

#### **Trade and Other Payables**

Trade and other payables represent the Liabilities at the end of the reporting period for goods and services received by the Association that remain unpaid. The balance is recognised as a current Liability with the amounts normally paid within 30 days of recognition of liability.

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

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from or payable to, the ATO is included with other receivables or payables in the Statement of Financial Position.

#### **Comparative Figures**

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

## Statement by Members of the Committee

### ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC Statement by Members of the Committee


---


The Committee has determined that the Association is not a reporting entity and that this special purpose financial report should be in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee as set out in the accompanying financial statements:

1. Presents a true and fair view of the financial position of  
ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC  
as at 31/12/2016 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that  
ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC  
will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

  
.....  
President: Jane Touzeau

  
.....  
Treasurer: Stella Hughes

Dated: 3/5/2017

**ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC**  
**Independent Auditors' Report**  
**to the Members of**  
**ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC**

---

**Report on the Financial Report**

We have audited the accompanying financial report of ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC (the association), which comprises the statement of financial position as at 31st December 2016, the statement of comprehensive income, statement of changes in equity, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Associations Incorporation Reform Act 2012 and for such internal control as the committee determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

Independence

In conducting our Audit, we have complied with the relevant provisions of Australian Auditing Standards.

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

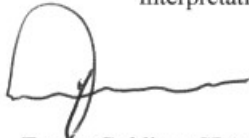
**ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC**  
**Independent Auditors' Report**  
**to the Members of**  
**ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC**

---

Opinion

In our opinion, the financial report of ELWOOD ST KILDA NEIGHBOURHOOD LEARNING CENTRE INC is in accordance with the Associations Incorporation Reform Act 2012, including:

- i. giving a true and fair view of the Association's financial position as at 31st December 2016 and of its performance for the year ended on that date; and
- ii. complying with Australian Accounting Standards (including Australian Accounting Interpretations).



Trevor Golding CPA AGIA  
Registered Company Auditor  
Keith Golding & Associates Pty Ltd  
264 St Kilda Road St Kilda Vic 3182

Dated this 1st day of May 2017



## Members

# 2016

Philippa	Armstrong	Ping Yiing	Lee
Juliette	Armstrong	Ryan	Lewis
William	Ashton	Jurgen	Lippmann
Vivien	Atkins	Eva	Manks
Ruth	Avery	Gary	March
Carmel	Barker	Millicent	Matthew
Delia	Bradshaw	Manuela	Mayer-Nitsche
Ant	Bridgeman	Helen	McDonald
Saskia	Butin	Neil	McLean
Christopher	Carter	Miriam	Mendes da Costa
Meni	Christophakis	Cate	Newman
Yana	Di Pietro	Mary	O'Brien
Penny	Digaletos	Jody	O'Connor
Paul	Fisher	Viv	Parry
Diane	Gabarit	Fenella	Peters
Peter	Gourlay	Lisa	Porter
Helen	Graber	Kate	Ross
Margaret	Griska	Joe	Sehee
Cesar	Gurman	Elizabeth	Sheild
Simon	Hall	Maree	Shefford
Mary	Hall	Phoebe	Sobkowiak
Paul	Harper	Gui	Steiner
Elizabeth	Hickman	Jane	Touzeau
Stella	Hughes	Chris	Tunnock
Simone	Jamieson	Terry	Volz
Stephen	Jones	Ross	Weetman
Eilis	Kelly	Len	Wittner
Altaf Allan	Khan	Lynne	Wittner
Mitsuki	Kon	Ellen	Yao
Nona	Keprak	Rosanna	Zuanetti

## 2016 Student Story

### THE ART OF LISTENING



This week at Elwood St Kilda Neighbourhood Learning Centre is Adult Learner's Week and the centre is buzzing with activity, celebrating 'Learning outside the Square'.

The centre is all about community inclusion and empowering individuals to learn brand new skills, increase confidence and greatly improve their lives. We love to see our students re-engage with learning, meeting new friends and reach the stage where they are ready to head out into the workforce

once again.

One of our special events here at Elwood St Kilda Neighbourhood Learning Centre on Thursday 8<sup>th</sup> September is the Adult Learner Morning Tea where students from the both the ESL class and ARCS trainees get together to share delicious finger food then a fun activity called 'Speed Sharing'. To promote communication and active listening skills, the group sit around in a formal setting with each person having a partner and with a new topic provided each time. Every minute and a half, partners would then rotate and move onto the next person.



It was a laugh for all as some set questions were challenging, such as 'Why is the sky blue?'. Everyone was eagerly engaged in conversation and had the opportunity to practice their communication skills and get to know new people within the house.



During the next half of the activity, partners were then instructed to note down their partner's answers in writing.

This was like an experiment in active listening to find just how much information people really can retain from memory when engaging in conversation.

Fun was had by all and it was great to see two groups together communicating so well!

Thank you to the lovely Simone and Vivien for organising this activity promoting Adult Learners Week.

By Kristy September 2016

### RECEPTION VOLUNTEERS

Thursdays in the office of Elwood St Kilda Neighbourhood House are always filled with friendly smiles and loveliness thanks to two long term volunteers much loved at the house.

Fenella and Helen, both graduates of ESLNC's popular Reception and Customer Service course, have both loved coming in to run the front office. Both women successfully completed other computer courses at the centre and have been volunteering for over a year.

"It feels like we're like a little family here" Fenella tells me enthusiastically. "I have always felt like part of something important and have met so many great people. My goal in the beginning was to update my computer skills but I have gotten so much more out of being here". She has been with the centre long term and loves the connections she has made.



Both women enjoy the vibrant atmosphere of Elwood St Kilda Neighbourhood Learning Centre and look forward to coming each week. They assist with all administration tasks, help with community projects and practice all the skills they acquired in the ARCS course.

Helen, who has been volunteering in the office since 2013, found that her time in the office has greatly increased her work skills and personal confidence. She also agrees that Elwood St Kilda Neighbourhood

Learning Centre feels just like a family as it is a very warm and welcoming environment with much to offer.

As part of the Applied Reception and Customer Service course we run, students complete a certain number of hours per week getting practical experience in the front office which is invaluable when it comes to gaining employment experience.

Fenella and Helen also attend a job discussion group once a month together with other ARCS graduates to talk about their employment quests, exchange helpful tips and ideas, and offer support to each other.

"We have a great team of staff here at the centre and there is just so much to learn. We have built up so many skills and have all the updated computer knowledge we need to successfully run the office thanks to the courses we did here" Helen says with a smile.



Both women love it so much that they plan to continue their time here at Elwood St Kilda Neighbourhood Learning Centre.

By Kristy

Thursday 11<sup>th</sup> August 2016

## Partnerships

Partnerships: We are proud of our strong connections to community and the mutual support of our wonderful partners



## Sponsors and Funders

**ESNLC Inc** is proud to acknowledge the support of the following sponsors and funders, whose contribution to our organisation supports us in the delivery of our service to the Port Philip community, we take this opportunity to thank them for their generous support.

**Victorian Government** — Funding through the Department of Education and Training (DET) and Department of Human Service (DHS)

**City of Port Phillip** — Community Strengthening Grants Program, Service Agreements and Facilities Use

**Bayside City Council**— Supporting the 'Have a go' Art Therapy program

**Elwood Community Bendigo Bank**— Supporting continual improvements of equipment for the community

