



education for adults

Adult, Community and Further
Education Board Annual Report

2007 - 2008



Adult, Community and
Further Education

October 2008

The Hon, Jacinta Allan MP
Minister for Skills and Workforce Participation
Level 36
121 Exhibition Street
Melbourne 3000

Dear Minister,

On behalf of the Adult, Community and Further Education (ACFE) Board, I am pleased to submit the ACFE Board's annual report for the year ending 30 June 2008, as required by the *Financial Management Act 1994* and the *Education and Training Reform Act 2006*.

Over the last 12 months the ACFE Board has focussed on key strategies designed to further enhance participation in adult community education (ACE) across Victoria. We have also worked to strengthen the contribution that community-based adult education organisations make to skills and community development.

Over the past 12 months we have continued to build on the 2004 Ministerial Statement, *Future Directions for Adult Community Education in Victoria*, in expanding the role of the ACE sector, responding to the specific needs of learners and building the sustainability of ACE provision across Victoria.

A key strength of ACE is its success in engaging 'hard to reach' learners or those who are seeking to re-connect with learning.

- In 2007, 44% of ACFE Board funded learners did not hold a year 12 or equivalent qualification.
- The delivery of adult literacy and numeracy programs constituted 36.6% of the total number of ACFE Board funded student contact hours delivered by ACE providers.

To ensure that the sector can continue to deliver in these areas, the ACFE Board has continued to undertake initiatives which enhance the sustainability of ACE provision. The *ACE Business Models* program significantly raised the skills and improved the business knowledge and practices of ACE organisations. Funding for new and updated technology and equipment was provided to ACE organisations, which built on and supported the capacity of the ACE learning environments.

The ACFE Board, ACFE Regional Councils, ACE organisations and other key stakeholders have continued to work together over the last 12 months to achieve the diverse and exciting outcomes for adult education that are outlined in this report. The Board will continue to pursue these objectives in the coming year sensitive to the recently announced Government initiatives for the sector and skills development in Victoria.

Yours sincerely,



Adrian Nye
Acting Chairperson

Adult, Community and Further Education Board

Contents

At a glance	6
Highlights	7
Summary of financial results	9
Adult, Community and Further Education Board	10
Establishment	10
Roles	10
ACFE Board and Committee Meetings	10
Governance arrangements	11
Members	12
ACFE Central and Regional Offices	16
Regional Councils of Adult, Community and Further Education	18
Composition	18
Members of Regional Councils of ACFE	18
Delivery and participation	21
Funded delivery	21
Total reported ACE provision	21
The year in review	25
Broadening the role of ACE	25
Recognise specific groups of learners	28
Enhance the sustainability of ACE provision	29
Investing in ACE	30
ACFE Regional Councils' highlights	31
Governance	34
Administration of funds	35
State and Commonwealth appropriated funds	35
Other grant funding distributed to the ACE sector	35
Financial report	36
Appendices	60
Appendix 1: Allocation of Government funds administered by Regional Councils	61
Appendix 2: Publications	70
Appendix 3: Freedom of information	71
Appendix 4: <i>Whistleblowers Protection Act 2001</i>	73
Appendix 5: Other statutory reporting requirements	74
Appendix 6: Disclosure index	76
Acronyms and abbreviations	78

At a glance

Throughout 2007/08 the Adult, Community and Further Education (ACFE) Board has focussed on key strategies designed to further enhance participation in adult community education across Victoria and strengthen the contribution that community-based adult education (ACE) organisations make to education and training.

These initiatives build on the 2004 Ministerial Statement *Future Directions for Adult Community Education in Victoria* in expanding the role of ACE, responding to specific learner groups and building sustainable improvements in ACE provision through investment in adult community education.

Profile

Through the ACFE Board, the Government provides funding for training delivery to community-based not-for-profit organisations registered with the ACFE Board, known as Adult Community Education (ACE) organisations, and two large Adult Education Institutions (AEIs) – the Centre for Adult Education (CAE) and Adult Multicultural Education Services (AMES).

ACE organisations are governed by voluntary committees of management, whose members are drawn from the local community. They include small operations with a particular education focus such as basic literacy, as well as larger, more complex organisations offering programs ranging from basic education to diploma level qualifications.

A strong community focus and diversity in the size and scope of organisations are fundamental to the ACE sector's capacity to respond to the needs of learners and contribute to a range of economic and social benefits for communities across Victoria.

ACE organisations provide a unique, community-based context for learning, with a genuine focus on meeting the needs of individuals and the flexibility to help them achieve their education and training goals. This orientation is well suited to the particular needs of adult learners of all ages who wish to undertake programs that assist them to gain qualifications and employment.

Victorians seeking basic skills or who have no previous educational qualifications continue to be a priority for the ACFE Board and this is reflected in decisions around funding allocation.

The ACFE program categories are:

- Adult Literacy and Numeracy - training for adults in literacy and numeracy skills including teaching English to people from culturally and linguistically diverse backgrounds, for example English as a Second Language (ESL).
- Employment Skills - training in basic skills to support work or further learning, such as communications, teamwork, problem solving and job search skills.
- VCE and VCAL - Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) for post-compulsory learners.
- Vocational Education – training that assists people gain skills required for specific occupations to start work, go back to work or change jobs.

This annual report is concerned primarily with ACFE programs provided by ACE organisations and AEIs, which are government-funded through the ACFE Board. Further Education programs are also delivered in TAFE institutions and private Registered Training Organisations.

Highlights

Operational change

Wide ranging operational changes took place during the 2007-08 financial year.

- Machinery of government changes in August 2007 placed ACFE, along with the majority of other areas of the former Department for Victorian Communities (DVC), in the newly created Department of Planning and Community Development (DPCD). The ACFE Board and its operational arm are located in the Community Development group, one of five divisions within DPCD.
- The ACFE Board was provided with an opportunity to strengthen and influence the community development focus and direction of the Department by bringing the ACE platform and its agenda around skill development into the Department's planning and operational sphere.
- All corporate functions moved to DVC on 1 July 2007. Effective transition of business processes to the systems in place in DVC and then to DPCD over the 2007-08 financial year has been a significant task.
- The transition of staff in ACFE Regional Offices from employment by individual Regional Councils to positions within the Victorian Public Service occurred on 1 July 2007.

ACE programs and learners

Individuals and communities have benefited from the collective effort of Adult Community Education (ACE) providers in contributing to knowledge and skills development across Victoria.

The Ministerial Statement, *Future Directions for Adult Community Education in Victoria*, recognises the value and significance of the ACE sector in education and training, and emphasises the necessity of a community-wide effort to build knowledge, skills and attributes across Victoria.

The Statement identifies priority learners as those learners with no basic skills and those with no previous qualifications. Recognised learner groups within this

priority include Koories, men aged over 45 years, people with a disability, people from culturally and linguistically diverse backgrounds and people aged over 55 years. During the year ACFE has continued to respond to the needs of these learners.

In 2007, ACE organisations and Adult Education Institutions (AEIs) reported:

- Total delivery to approximately 126,800 learners (all funding sources including non-Vocational Education and Training (VET) activity).
- Approximately 48,300 learners participated in ACFE Board funded programs – approximately 38% of all learners.
- Fee for service activity (including non-VET activity) generated 4.2 million student contact hours (SCH).
- Activity funded by Skills Victoria (formally the Office of Training and Tertiary Education) stood at 1.3 million SCH.
- Funds allocated by the ACFE Board supported 5.96 million SCH of activity.

The statistical information provided by ACE organisations and AEIs indicates the following characteristics of learners in ACFE Board funded programs.

- A greater proportion of the community in non-metropolitan regions is likely to be learning in ACFE Board funded programs. In 2007, approximately 27% of Victoria's population lived in non-metropolitan regions, however 46% of learners in ACFE Board funded programs lived in these regions.
- 21,223 learners (44%) in ACFE Board funded programs had low basic skills (i.e. less than a Year 12 or equivalent qualification). Of these learners, 38% reported a previous educational level of Year 9 or below.
- Approximately 40.5% of learners in ACFE Board funded programs in metropolitan regions had low basic skills. In non-metropolitan regions, this group comprised 48% of learners.



Research study

Economic Benefit of Investment in ACE

Evidence of the contribution of ACE to the achievement of Victorian government policy objectives was profiled through an independent evaluation of the economic benefits of ACE. This study confirmed that ACE contributes positively to a number of Government priority areas including:

- Education and training and skills development;
- Community strengthening;
- Regional development;
- Civic participation.

Importantly, benefits were shown to be widely distributed across Victoria and included increased wages, contribution to gross State product and favourable social outcomes. These benefits, relative to government investments in the ACE sector to date, present an important analysis of outcomes from the investment.

State Equipment Grant

Strategy 12 of *A Fairer Victoria – Building on Our Commitment* focuses on building stronger communities. In line with this focus, the Victorian Government announced the allocation of \$4 million over the 2007-08 and 2008-09 financial years to support the equipment needs of ACE providers. Grants of up to \$5,000 were available to ACE providers in one or more of the following categories:

- Teaching equipment;
- Communications and computer equipment or software related to teaching or learning;
- Equipment for learners with special needs;
- Minor works (equipment);
- Administrative equipment to support and improve the management of the organisation's provision of ACFE Board funded programs to priority learners.

In 2007, 337 ACE providers accessed State Equipment Grants.

Summary of financial results

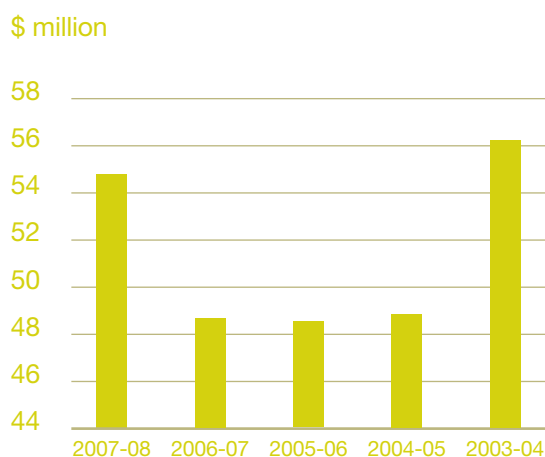
Financial performance

The table provides summary information from the Adult, Community and Further Education Board's financial reports for the 2007-08 financial year, with comparative data for the previous four years.

	2007-08 \$ million	2006-07 \$ million	2005-06 \$ million	2004-05 \$ million	2003-04 \$ million
Operating revenue					
Revenue from State Government	39.3	33.8	34.8	35.1	34.0
Other revenue	15.5	14.9	13.8	13.7	22.2
Total operating revenue	54.8	48.7	48.6	48.8	56.2
Operating expenses	55.4	49.3	50.1	51.4	47.8
Operating surplus/(deficit)	(0.6)	(0.6)	(1.5)	(2.6)	8.4
Total assets	22.3	17.7	18.0	19.7	22.5
Total liabilities	0.4	0.3	0.1	0.3	0.4
Net cash inflow/(outflow)	(0.6)	(0.6)	(1.5)	(2.2)	3.6

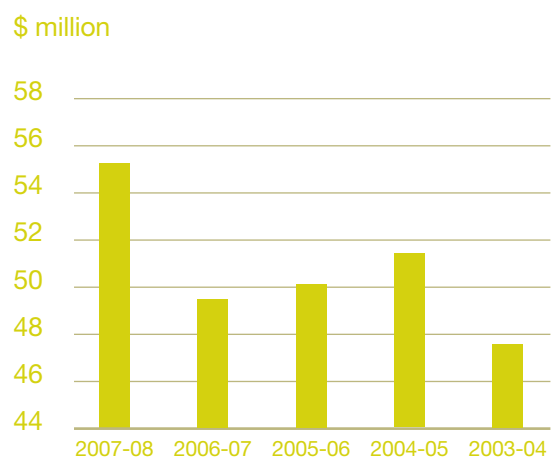
Revenue

Total revenue increased by \$6.1 million between 2006-07 and 2007-08.



Expenses

Expenses increased by \$6.1 million between 2006-07 and 2007-08.



Adult, Community and Further Education Board

The ACFE Board's role in improving the planning and governance of adult, community and further education strengthens the capacity of the sector to provide adult learning in community settings.

Establishment

The Adult, Community and Further Education (ACFE) Board is a statutory authority under the Education and Training Reform Act 2006. It supports the development of adult, community and further education in Victoria. The ACFE Board fosters collaborative planning in the ACE sector to ensure that the learning needs of adults are identified and met.

Roles

The ACFE Board's role is to plan and promote adult learning, allocate resources, develop policies, and advise the Minister for Skills and Workforce Participation on matters related to ACFE.

ACFE programs support learners to return to study, improve their literacy and numeracy skills, gain a qualification, broaden their employment options or learn new skills.

Through the ACFE Board, the Victorian Government provides funding to community-based organisations, known as Adult Community Education (ACE) providers, and two Adult Education Institutions (AEIs) for delivery of education and training programs to people over school-leaving age. The Centre for Adult Education (CAE) and Adult Multicultural Education Services (AMES) are the two AEIs.

ACE providers deliver education and training to a broad range of Victorians – young people, older people, people with a disability, people from diverse cultural backgrounds – with a special focus on people who have had limited previous access to education.

The ACFE Board works jointly with the Victorian Skills Commission, which is responsible for further education in TAFE Institutes, to plan for the overall direction and delivery of further education in Victoria.

The ACFE Board also works with the Victorian Registration and Qualifications Authority, which has responsibility for accrediting programs and registering organisations delivering nationally accredited qualifications.

The Chairperson of the ACFE Board was a member of the Board of the Victorian Skills Commission in 2007-08.

ACFE Board and Committee Meetings

The ACFE Board met seven times during the financial year 2007-08. In addition it held a planning workshop which established the key directions for the next 12 months.

The Chairperson of the ACFE Board gave presentations and participated in a number of events organised by Regional Councils of ACFE, ACE organisations, the CAE and AMES.

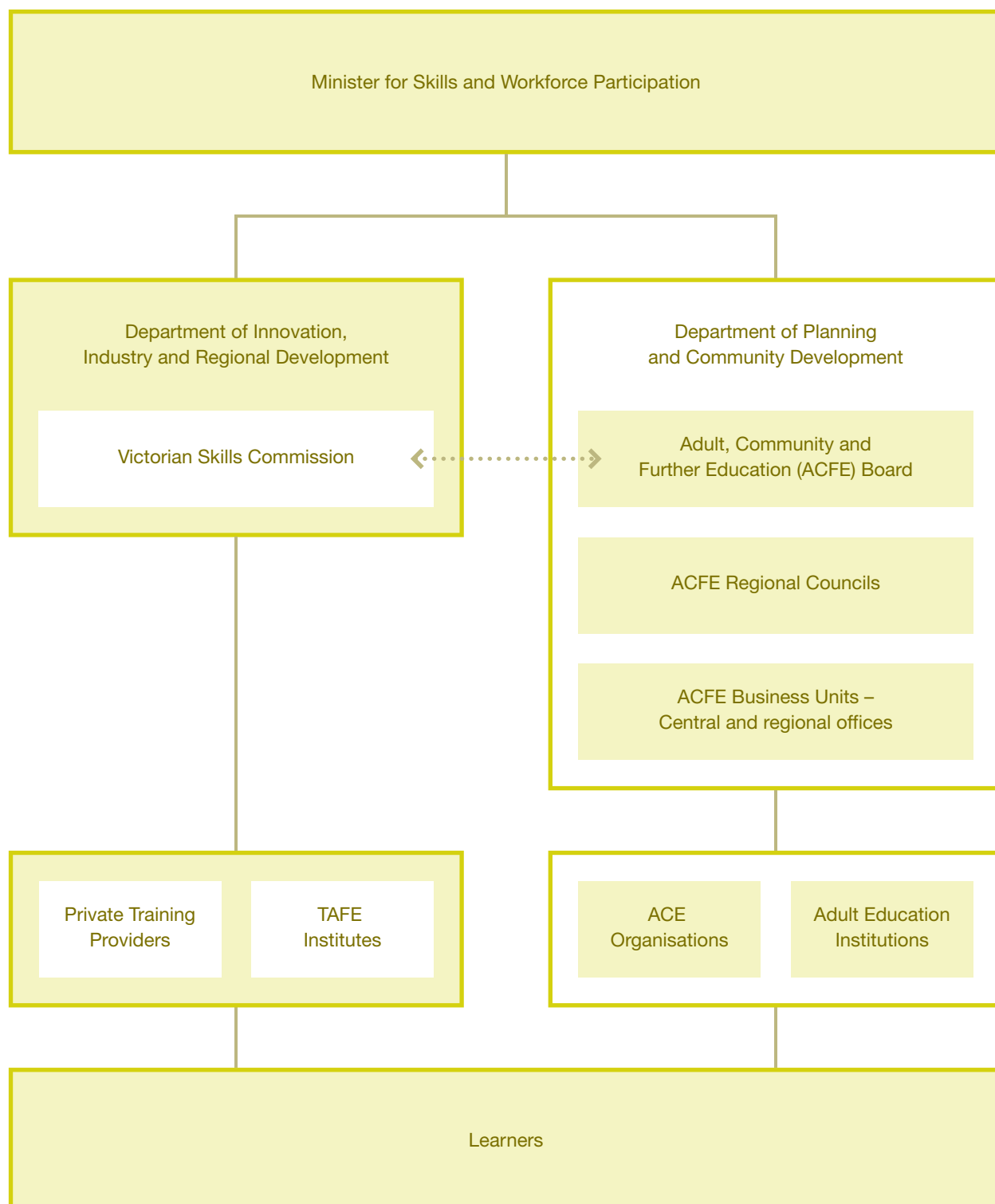
In 2007-08, the ACFE Board operated an Audit Committee. The members of this committee were:

- Jonathan Thomas from Moore Stephens HF
(Chairperson from October 2007)
- Lynne Wannan
- Warren Stooke
- Kylie Whittard *(from December 2007)*
- Gary Neat *(from April 2008)*
- Lesley Wood *(to September 2007)*

Governance arrangements

The diagram on page 11 describes the governance relationships and accountabilities of the ACFE Board.

Governance arrangements



◀.....▶ Communication

— Reporting

Members

The ACFE Board has 12 members, including a Chairperson and Deputy Chairperson. Members of the Board are appointed by the Governor-in-Council on the recommendation of the Minister for Skills and Workforce Participation. The composition of the ACFE Board reflects the breadth and diversity of adult education in the community and its links with government, industry and community sector activity.



Chairperson
Ms Lynne Wannan

Ms Lynne Wannan was first appointed as Chairperson in 2003 and reappointed in 2006 for a further three year term. Ms Wannan is a social policy analyst and has extensive senior management experience in local government, the private sector and in state government. She has a strong and diverse history in her voluntary roles and as an advocate for social policy reform. Ms Wannan has worked in the community and health services industry for the past 20 years. She has advised government at both the state and national levels. Ms Wannan was a founding member of the Western Institute, the inaugural Deputy Chancellor of Victoria University of Technology and convenor of the Victorian Women's Consultative Council.

Ms Wannan attended all ACFE Board Meetings during the 2007-08 financial year.



Mr Warren Stooke

Mr Warren Stooke is the Principal of a specialist labour relations consultancy. He has represented the oil industry on the peak council of the Australian Chamber of Commerce and Industry, the Victorian Employers' Chamber of Commerce and Industry, and the International Employers' Association at the International Labour Organisation in Geneva. Mr Stooke was a member of the Board of Governors of the National Institute of Labour Studies and former Group Industrial Relations Manager of Shell Australia.

Mr Stooke attended six of the ACFE Board meetings during the 2007-08 financial year.



Mr Bill Forrest

Mr Bill Forrest is the Chief Executive Officer of Nillumbik Shire Council. He has extensive experience in local government policy development and in the operation of labour market programs. Mr Forrest has had involvement in local community grants programs, and support for Neighbourhood Houses.

Mr Forrest was reappointed to the ACFE Board in December 2007. Mr Forrest attended three of the ACFE Board meetings during the 2007-08 financial year.



Mr Adrian Nye

Mr Adrian Nye was appointed to the ACFE Board in December 2007.

Mr Nye is a self employed consultant. He has a long standing interest in community based education and extensive local government experience. Mr Nye is a former Councillor of the City of Brunswick. Mr Nye is the President of the Metropolitan Fire and Emergency Services Board, and has extensive governance and community stakeholder experience. Mr Nye has received a Centenary Medal for his contribution to Public Management.

Mr Nye attended two of the ACFE Board meetings held since his appointment.



Ms Virginia Fenelon

Ms Virginia Fenelon is Director of the Institute for Professional and Organisational Learning at the University of Ballarat. Her previous roles at the University have included Head of TAFE Development and leadership of further education programs at the University of Ballarat and the SMB TAFE between 1995 and 2002. Ms Fenelon has held a variety of other teaching and leadership positions in both secondary schools and TAFE and is a former member of the Grampians Regional Council of ACFE.

Ms Fenelon was reappointed to the ACFE Board in December 2007. Ms Fenelon attended six of the ACFE Board meetings during the 2007-08 financial year.

Current ACFE Board members as at 30 June 2008



Mr Gary Neat

Mr Gary Neat is Chairman of the ADSPAN Group of Companies and the former National President of the Australian Institute of Management. He is one of Australia's leading executive coaches. Mr Neat is a Chevening Scholar and holds a Masters Degree in International Management. Mr Neat has consulted on strategy to most of Australia's universities and has also advised Governments on schools, training and international students. Mr Neat has represented Australia on Asia's major business body and has chaired a number of national organisations.

Mr Neat attended five of the ACFE Board meetings during the 2007-08 financial year.



Ms Kylie Whittard

Ms Kylie Whittard is Director, Marketing and Business Development at Zoos Victoria. She is responsible for admissions, marketing, catering and fundraising and was formerly General Manager of Marketing at Melbourne Business School at the University of Melbourne. She holds an MBA from the University of Melbourne. Ms Whittard has extensive experience as a strategic management consultant, advising corporations, government and education institutions on strategic planning, marketing and brand management. She is currently on the Board of the Victorian Art Deco Society.

Ms Whittard attended three of the ACFE Board meetings during the 2007-08 financial year.



Mr Elias Tsigaras

Mr Elias Tsigaras is Deputy Director of the New Hope Migrant and Refugee Centre and the New Hope Foundation Inc. He oversees the delivery of the New Hope Foundation's refugee settlement program in the Western Metropolitan Region of Melbourne and employment, education and training programs across the organisation. Mr Tsigaras has over 10 years experience in an ACE organisation and has established relationships with various ACFE Regional Councils. Mr Tsigaras is a former secondary school teacher.

Mr Tsigaras was reappointed to the ACFE Board in December 2007. Mr Tsigaras attended four of the ACFE Board meetings during the 2007-08 financial year.



Ms Mez Woodward

Ms Mez Woodward was appointed to the ACFE Board in December 2007.

Ms Woodward is the Managing Director of the Futures Factory, a Castlemaine based business with a core theme of creating sustainable futures for businesses, communities and individuals. She has extensive experience in human resource practice and is involved in regional and community initiatives focused on the needs of young people and newly arrived migrants and refugees.

Ms Woodward attended three of the ACFE Board meetings held since her appointment.



Mr Philip Cooper

Mr Philip Cooper is the Chief Executive Officer of the Aborigines Advancement League Inc. He has a background in working for the Koorie community in education, employment, family violence, police liaison, courts, children, women, youth and men's issues. Mr Cooper is on the Aboriginal Advisory Committee of the City of Yarra, is a Committee Member of the City of Melbourne and the City of Darebin and is a Board member of the Koorie Diabetes Services. Mr Cooper has formerly held positions with the Victorian Aboriginal Legal Service, the Victorian Aboriginal Child Care Agency, the Aboriginal Employment and Training Branch and the Ballarat and District Aboriginal Cooperative.

Mr Cooper attended two of the ACFE Board meetings during the 2007-08 financial year.



Ms Sandy Forbes

Ms Forbes is General Manager of ACFE and attends ACFE Board meetings in this capacity.

There are currently two vacancies on the ACFE Board.

During the financial year the following members completed their term on the ACFE Board:

- Lesley Wood (*to September 2007*)
- Cam Nguyen (*to October 2007*)
- Margaret Wagstaff (*to October 2007*)

ACFE Central and Regional Offices

The work of the ACFE Board is supported by the ACFE Central Office and nine Regional Offices. These offices support the planning, policy and resource allocation roles of the ACFE Board. They also support the operations of the nine ACFE Regional Councils and ACE organisations in meeting the Government's goals and targets for adult learning and community building. ACFE central and regional office staff are part of the Department of Planning and Community Development (DPCD).

Regional Council staff became Victorian Public Sector employees on 1 July 2007. The transition provided an opportunity to link the services of ACFE in the delivery of education services with the sector.

The transition has achieved positive outcomes, in particular it has:

- Improved the integration of functions within ACFE
- Increased opportunities for staff development and skill enhancement.

The ACFE Central office underwent structural changes from the middle of 2007. The former two teams of Board Support and Major Projects, and Community and Stakeholder Relations were re-aligned to become three teams:

1. Board Support and Policy
2. Learner Outcomes
3. Program and Resource Management.

Senior ACFE Staff

Central Office

General Manager: Sandy Forbes

Board Support and Policy

Acting Manager (*to December 2007*): Verna Kearney

Manager (*from December 2007*): Verna Kearney

Learner Outcomes

Manager: Eric McClellan

Program and Resource Management

Acting Manager (*to December 2007*): Kerrie McEvoy

Manager (*from December 2007*): Kerrie McEvoy

Level 10, 1 Spring Street, Melbourne, 3000

GPO Box 2392, Melbourne, 3000

Telephone: 03 9208 3733

Facsimile: 03 9208 3147

Barwon South West Region

Regional Manager: Georgina Ryder

6-8 Moorabool Street, Geelong, 3220

(PO Box 1046, Geelong, 3220)

Telephone: 03 5215 6002

Facsimile: 03 5215 6099

Email: acfebsw@dpcd.vic.gov.au

Eastern Metropolitan Region

Acting Regional Manager:

Sue Olney (*to November 2007*)

Acting Regional Manager:

Anne Burgoyne (*from November 2007*)

Rear, 1st Floor, 25 Ringwood Street, Ringwood, 3134

Telephone: 03 9879 4000

Facsimile: 03 9879 4066

Email: acfeemr@dpcd.vic.gov.au

Gippsland Region

Regional Manager: Walter Aich

Cnr Haigh & Kirk Streets, Moe, 3825
(PO Box 923, Moe, 3825)
Telephone: 03 5127 6000
Facsimile: 03 5127 8715
Email: acfegip@dpcd.vic.gov.au

Grampians Region

Regional Manager: Ruth Barnes

Office 3, Level 2, Central Square,
18 Armstrong Street, South Ballarat, 3350
(PO Box 70, Ballarat, 3353)
Telephone: 03 5327 2821
Facsimile: 03 5327 2830
Email: acfegr@dpcd.vic.gov.au

Hume Region

Regional Manager: Ross Tinkler

13 Lowry Place, Benalla, 3672
Telephone: 03 5762 4655
Facsimile: 03 5762 5397
Email: acfehume@dpcd.vic.gov.au

Loddon Mallee Region

Regional Manager: Erica Rosat

Havlin Street East, Bendigo, 3550
(Box 2409, Bendigo Mail Centre, 3554)
Telephone: 03 5442 4300
Facsimile: 03 5442 4913
Email: acfelcm@dpcd.vic.gov.au

Northern Metropolitan Region

Regional Manager: Julie Hebert

29 Sydney, Road, Coburg, 3058
(PO Box 123, Moreland, 3058)
Telephone: 03 9384 0226
Facsimile: 03 9384 1225
Email: acfenmr@dpcd.vic.gov.au

Southern Metropolitan Region

Regional Manager: Robyn Downie

133 Nepean Hwy, Seaford, 3198
(PO Box 62, Seaford, 3198)
Telephone: 03 9786 9466
Facsimile: 03 9786 9165
Email: acfesmr@dpcd.vic.gov.au

Western Metropolitan Region

Regional Manager: Bronwyn Hughes

29 Cobden Street, North Melbourne, 3051
Telephone: 03 9326 7647
Facsimile: 03 9326 9202
Email: acfewmr@dpcd.vic.gov.au

Workforce Data

The Department of Planning and Community Development manages matters relating to staffing, workforce data, the application of merit and equity principles and occupational health and safety. (See the DPCD Annual Report 2007-08.)

Environmental impacts

Throughout the year, the ACFE offices complied with the office based environmental performance improvement initiatives and requirements of the Department of Planning and Community Development. (See the DPCD Annual Report 2007-08.)

Regional Councils of Adult, Community and Further Education

The nine Regional Councils of ACFE provide expertise and local knowledge about adult education needs, advise the ACFE Board on regional priorities and implement plans and policies that promote and support adult education provision.

The Regional Councils of ACFE are responsible for recommending funding allocations to be made to ACE organisations in their regions, in line with the priorities and guidelines established by the ACFE Board.

Composition

Each Regional Council has nine voluntary members who are appointed by the Minister for Skills and Workforce Participation. Two additional members may be coopted. Together the members:

- Represent the interests and views of users and providers of adult education in the region, including the interests of TAFE Institutes;
- Reflect the diversity of the community in the region.

At least half the members also have substantial knowledge of, or experience in, the provision of adult, community and further education. Significant expertise, time and effort are contributed by the members to the Regional Councils.

Members of Regional Councils

Barwon South Western Region

Christine Balaam (*from May 2008*)

Beverley Brown (*from May 2008*)

Jennifer Dalton (*to March 2008*)

Christine Denmead

Robert Graham (*Chairperson to February 2008*)

Bruce Jeans

Jill Parker (*Chairperson from February 2008*)

Elaine Robb

Jan Rockliff (*to March 2008*)

Les Wiseman (*coopted member*)

Kwong Wong (*Deputy Chairperson*)

Eastern Metropolitan Region

Anne Burgoyne *(to November 2007)*
Helen Croxford *(from May 2008)*
Pamela Caven *(to March 2008)*
Dennis Denman *(Chairperson from December 2007)*
Warwick Dilley *(to March 2008)*
Helen Falconer *(from May 2008)*
Jenny Fuge *(coopted member to May 2008)*
Robyn Matthews *(Deputy Chairperson and member to November 2007)*
Gavin Melles *(from May 2008)*
Penny Morison *(Deputy Chairperson from November 2007)*
Michaela-Dana Pelevaniuc *(from May 2008)*
Sandra Poppins *(Chairperson to December 2007, member to March 2008)*
Roland Tan *(to January 2008)*
Kimbra White *(to March 2008)*

Gippsland Region

Deborah Brown *(Chairperson)*
Kathleen Earle *(to March 2008)*
Raymond Ferres *(to March 2008)*
Karen Fleisher *(coopted to May 2008, Ministerial Appointment from May 2008)*
Greg Gebhart *(Deputy Chairperson)*
Cheryl Glowrey *(from May 2008)*
Glenda McPherson
Graham Paynter *(to March 2008)*
Katherine Rutter *(to March 2008)*
Greg Twite *(from May 2008)*
Stephen Walsh *(coopted member to June 2008)*
Peter Whitley
Howard Williams *(to March 2008)*
Elizabeth Wright *(from May 2008)*

Grampians Region

Kathleen Brannigan
Annette Foley *(to March 2008)*
Barry Golding *(from May 2008)*
Angela Hunt *(from May 2008)*
Dorothy Lucardie *(from May 2008)*
Marion Matthews
Phillip Morrison
Keith Peters *(Deputy Chairperson)*
Elizabeth Reynolds
Amanda Stewart *(Chairperson)*
Rachelle Tippet *(to February 2008)*
Di Trotter *(coopted member to October 2007)*

Hume Region

Xue (Sue) Chen
Margaret Craik *(coopted member to May 2008)*
Nigel Divito
Herma Duthie
Rene Laan *(to March 2008)*
Michael Lacey
Robyn Machin *(from May 2008)*
Mary McGillian *(Chairperson)*
David Nichols *(Deputy Chairperson and member to April 2008)*
Danny O'Donoghue
Helen Young

Loddon Mallee Region

Miranda Bain *(to March 2008)*
Derek Bowman *(from May 2008)*
Lynette Breen *(from May 2008)*
Grant Dreher *(from May 2008)*
Frances Ford *(Deputy Chairperson)*
Ian Hardie
Selvi Kannan *(to March 2008)*
Gillian Schoenborn *(to March 2008)*
Gwen Smith *(Chairperson)*
Sharon Trounson
Patricia Walsh
Carol Williams *(to May 2008)*

Northern Metropolitan Region

Joseph Argiro
Gerard Grant *(Chairperson)*
Derek Kosbab
Madeleine Laming *(from May 2008)*
Vanessa Little *(to March 2008)*
Jacinta Lucas *(to January 2008)*
Michael McQuillen *(from May 2008)*
Anthony O'Brien *(from May 2008)*
Greg Waddell *(Deputy Chairperson)*
John Wakefield
Heather Weaver
Leone Wheeler *(to March 2008)*

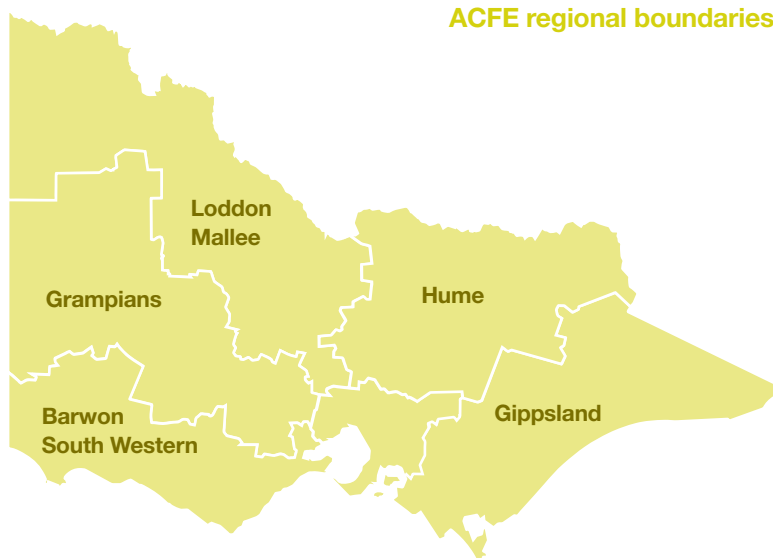
Southern Metropolitan Region

Anne Catanese
Ron Crosling
Louisa Ellum (*coopted member to May 2008*)
Tracey Fenton (*Chairperson until February 2008, Deputy Chairperson from February 2008*)
Jenni King
Leanne Malcolm (*Deputy Chairperson to February 2008, Chairperson from February 2008*)
Angela Stathopoulos (*from July 2007*)
Lisa Thomas
Tracey Trueman
Joanne Wilkinson

Western Metropolitan Region

Michelle Beveridge (*Deputy Chairperson from February 2008*)
Michael Halls
Deborah Lane
Theresa Lyford (*to March 2008*)
Marilla Mason (*Chairperson*)
Susan Oldham (*Deputy Chairperson to February 2008*)
Diane Parslow (*from May 2008*)
Carol Roche (*to December 2007*)
Lynn Wallace-Clancy (*to December 2007*)
Alison Wilson

ACFE regional boundaries - regional



ACFE regional boundaries - metropolitan



Delivery and participation

The Adult, Community and Further Education (ACFE) Board encourages participation in ACFE programs through policies that recognise, respond to and affirm the diversity of Victoria's population. Performance agreements for the delivery of education programs and services and the collection of statistics are based on the calendar year. The delivery and participation information in this section therefore relates to 2007.

Funded delivery

ACFE Board funded education and training programs in community based adult education (ACE) organisations and Adult Education Institutions (AEIs) resulted in a reported delivery of 5,968,962 student contact hours and over 164,514 module enrolments during 2007.

Total reported ACE provision

Total reported provision (from all funding sources including fee-for-service activity) for ACE organisations and AEIs was 11,428,143 student contact hours in 2007.

Programs and organisations

The following graphs and tables provide information on the types of programs delivered, the organisations delivering them, and the variety and length of programs. The information is expressed in terms of module enrolments and student contact hours. Student contact hours are calculated by aggregating the module enrolment scheduled hours for each module enrolment. The measure excludes hours associated with credit transfer.

ACFE Board funded provision in ACE organisations and AEIs by ACFE Program categories, 2007 (%)

	Module enrolments	Student contact hours
Adult literacy and numeracy	24.99	36.60
Employment skills	18.64	15.74
VCE/VCAL	3.35	6.92
Vocational	53.02	40.75

Note:

VCE = Victorian Certificate of Education

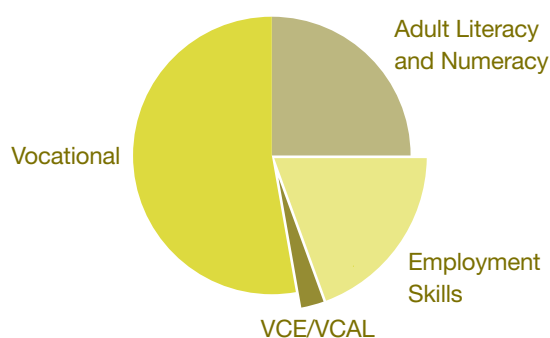
VCAL = Victorian Certificate of Applied Learning

ACFE Board funded provision of student contact hours by gender and ACFE program category for ACE organisations and AEIs, 2007 (%)

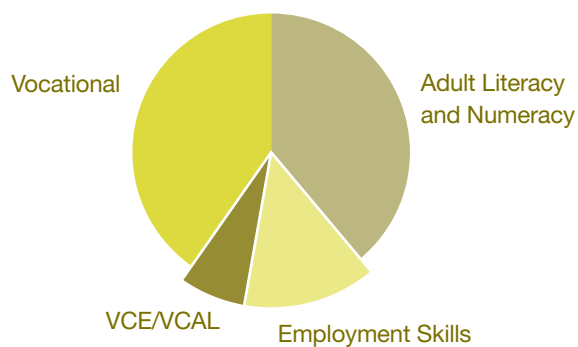
Gender	Adult literacy and numeracy	Employment skills	VCE/VCAL	Vocational	Total
Female	67.61	69.59	58.64	79.97	72.34
Male	32.08	30.33	41.36	19.95	27.50
Not stated	0.31	0.08	0.00	0.08	0.16

ACFE Board funded provision by ACE program category for ACE organisations and Adult Education Institutions, 2007

Module enrolments



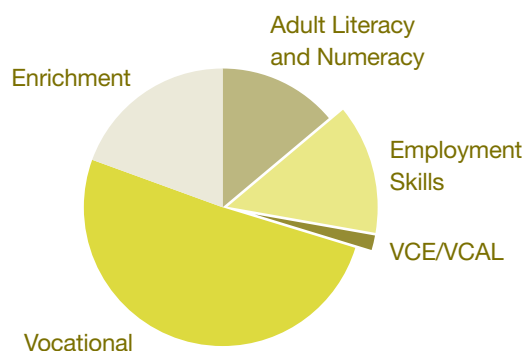
Student contact hours



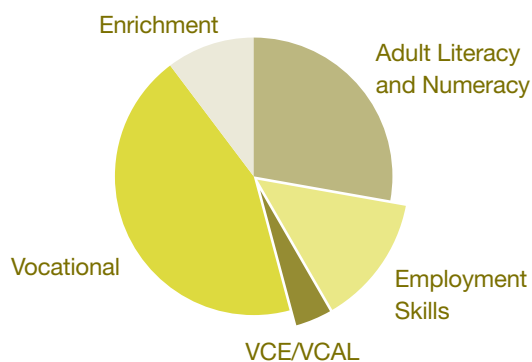
ACFE Board funded provision means provision using State and Commonwealth funds allocated by the ACFE Board.

Total reported provision for ACE organisations and Adult Education Institutions by ACE program category, 2007

Module enrolments



Student contact hours



Total reported provision is for all funding sources, including fee-for-service.

ACFE Board funded provision by ACE organisations and AEIs by region of delivery and ACE program category, 2007

	Adult Literacy and Numeracy		Employment Skills		VCE/VCAL		Vocational		Total	
	E	SCH	E	SCH	E	SCH	E	SCH	E	SCH
BSW	3,355	158,679	4,306	108,744	230	16,060	9,115	243,935	17,006	527,418
EM	3,981	212,750	6,013	154,435	589	46,417	8,512	211,798	19,095	625,400
GIP	2,390	135,773	2,326	84,276	368	20,844	9,284	231,068	14,368	471,961
GRA	2,069	82,349	2,154	64,271	189	11,340	7,855	208,622	12,267	366,582
HUM	1,947	107,371	2,858	70,376	323	23,216	11,451	262,685	16,579	463,648
LM	1,989	121,365	3,954	130,369	0	0	11,326	305,422	17,269	557,156
NM	5,323	352,874	2,661	93,920	235	17,507	7,609	227,467	15,828	691,768
SM	9,579	416,662	2,927	94,494	410	38,976	8,128	209,852	21,044	759,984
WM	5,549	335,624	1,330	63,034	296	28,020	3,241	105,739	10,416	532,417
AMES	219	11,686	857	38,250	0	0	3,145	132,672	4,221	182,608
CAE	4,716	249,212	1,272	37,143	2,868	210,477	7,563	293,137	16,419	789,969
All*	41,117	2,184,345	30,658	939,312	5,508	412,857	87,231	2,432,448	164,514	5,968,962
%	24.99	36.60	18.64	15.74	3.35	6.92	53.02	40.75	100.00	100.00

* Includes delivery outside of Victoria.

E = Module enrolments

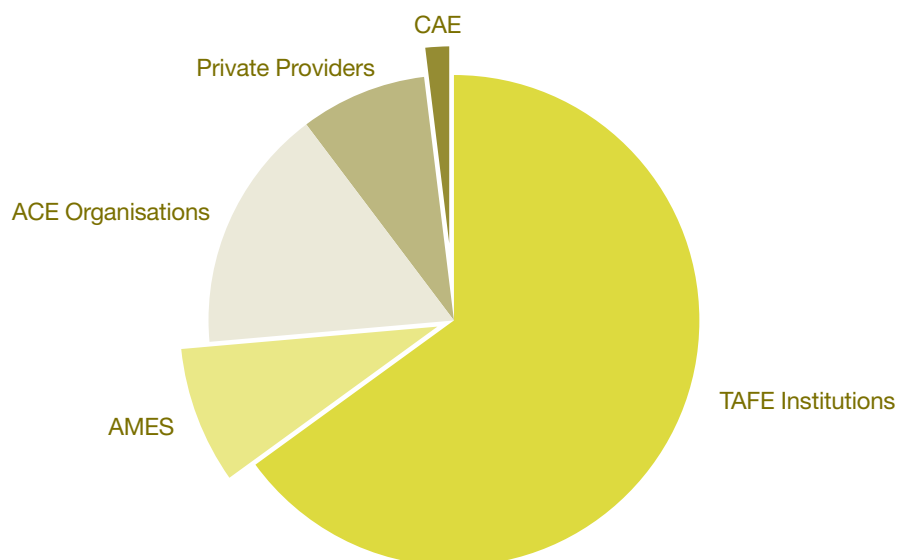
SCH = Student contact hours

The ACFE Regions are abbreviated as follows: Barwon South Western (BSW), Eastern Metropolitan (EM), Gippsland (GIP), Grampians (GRA), Hume (HUM), Loddon Mallee (LM), Northern Metropolitan (NM), Southern Metropolitan (SM), Western Metropolitan (WM).

AMES - Adult Multicultural Education Services

CAE - Centre for Adult Education

Total reported further education provision of SCH by organisation type, 2007



Total reported further education provision is for all funding sources including fee-for-service delivery.

Comprises Adult Literacy and Numeracy, Employment Skills and VCE/VCAL.

The AMES numbers include the Department of Immigration and Citizenship (DIAC).

Total reported provision by ACE organisations and Adult Education Institutions, 2007
(including fee-for-service programs)

	Module Enrolments	% of Total Enrolments	Student Contact Hours	% of Total Student Contact Hours
BSW	43,716	9.41	1,160,640	8.39
EM	55,427	11.93	1,455,620	10.52
GIP	23,072	4.97	740,827	5.35
GRA	23,619	5.08	623,636	4.51
HUM	32,280	6.95	852,276	6.16
LM	28,287	6.09	803,458	5.81
NM	29,731	6.40	1,085,473	7.85
SM	44,594	9.60	1,427,400	10.21
WM	27,586	5.94	919,255	10.32
AMES	11,337	2.44	336,468	2.43
AMES/DIAC	80,187	17.26	2,406,623	17.40
CAE	64,676	13.92	1,526,634	11.03
Total	464,594	100	13,834,766	100

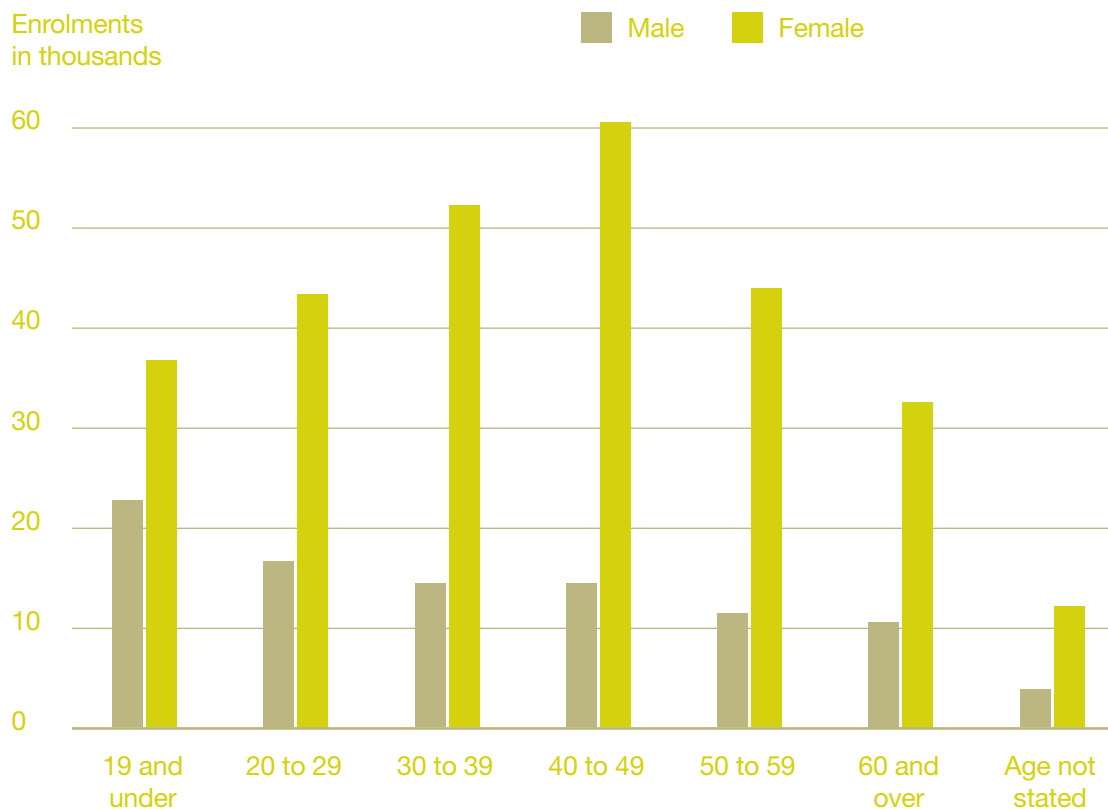
* Includes delivery outside Victoria.

DIAC = Department of Immigration and Citizenship

Almost 88 per cent of provision by AMES is funded by other sources including the Commonwealth Government and is for short-term contracted delivery.

Fee-for-service and Enrichment programs are included.

Total reported provision of module enrolments by ACE organisations and AElS by age group and gender, 2007



The year in review

The implementation of the directions identified in the Ministerial Statement *Future Directions for Adult Community Education in Victoria* continued throughout the year. The ACFE Board continued to focus its attention on ensuring broad access to education and training and the sustainability of community education provision across Victoria. Investment in adult community education (ACE) was therefore targeted towards achieving these objectives.

Broadening the role of adult community education

Community Learning Partnerships

Community Learning Partnerships (CLPs) continue to be a key strategy to broaden the role of ACE in communities. They are effective mechanisms through which ACE organisations contribute their expertise, networks, knowledge and skills to developing the skills, economy and social fabric of their communities. In so doing, CLPs also contribute to the capacity of ACE organisations to meet the output targets for Government-funded student contact hours of vocational education training (VET) activity, provided through ACE organisations. Partnerships include other education and community sector organisations, local government, local and regional businesses and various government agencies and departments. Through these partnerships communities are able to leverage the investment that is made to support them and achieve significant and sustainable outcomes. In September 2007, \$908,436 was allocated to 25 partnerships in diverse locations across Victoria.

While each of the 25 partnerships had a unique set of partners, the most frequently represented included:

- Other education providers such as TAFE institutions
- Community organisations including ethnic community groups and disability services
- Community-based agencies such as community health services
- Local government
- Local industry and business

Partner organisation contributed a total of \$1,144,450 in cash and in-kind support to the 25 CLPs taking the total value of all projects to in excess of \$2 million.

Crucial to the success of CLPs, is the use of the ACFE Board's *Measuring Impact* project evaluation and monitoring toolkit. All projects receive training and ongoing support to apply *Measuring Impact*, thereby identifying the impact of their activities on the communities and learners with which they are engaged. In the course of the year the toolkit has been revised and updated and opportunities to apply it to other ACE and community sector activity explored.

Research

In 2007-08 the ACFE Board continued to implement *Putting Research to Work: ACE Research Strategy 2005-07*. This strategy supports an evidence based approach to policy development and improved practice by ACE providers in achieving learner outcomes and the policy directions set out in the Ministerial Statement.

Promotion of ACE Longitudinal Study Findings

The Board continued to realise its investment in research, encouraging its use in addressing government goals and improving practice. A program promoting the findings from the ACE Longitudinal Study ran throughout 2007 and culminated in a Ministerial launch in November 2007. The study demonstrated that ACE:

- Provides a platform for further study – offering encouragement, laying a foundation and assisting with entry to new and higher level courses, both within and beyond the ACE sector.
- Creates connections with work – building employment related skills for workers and strongly supporting acquisition of jobs for unemployed people.
- Expands involvement in leisure activities, particularly for people who are not in the labour force.
- Strengthens understanding of Australian culture and values, particularly for LBOTE people.
- Builds communication, social and life management skills, particularly for unemployed people.

Economic Benefit of Investment in ACE

The ACFE Board commissioned The Allen Consulting Group to undertake research to investigate and measure the economic benefits of ACE.

The *Economic Benefit of Investment in ACE* study was finalised in April 2008. It provides analysis that demonstrates the contribution of ACE to the achievement of Government policy objectives as well as to economies and communities across Victoria.

The report:

- Profiles ACE in Victoria, outlining:
 - its distinguishing features and strengths
 - the dimensions and nature of provision
 - the learners serviced by ACE providers.
- Explores the role of ACE in achieving Victorian Government policy objectives relating to:
 - education and training
 - community strengthening
 - regional development
 - civic participation
 - a range of social policy imperatives.
- Sets out the nature and extent of investment in ACE provision.
- Demonstrates the extent and distributed nature of the economic benefits demonstrably attributable to ACE.

The study affirms the Government's commitment to the ACE sector by articulating the extent of the benefit generated. Benefits include increased wages, contribution to gross State product and favourable social outcomes.

Circles of Professional Practice

The ACFE Board commissioned Dr John McIntyre to undertake an evaluation of the Circles of Professional Research Practice initiative. The evaluation assessed the participants' experience, identified the outcomes, benefits and impact of the initiative and explored their effectiveness as an approach to research-based innovation and organisational change.

In October 2007 the ACFE Board accepted the evaluation report *ENGAGEMENT, KNOWLEDGE, CAPABILITY: Connecting Research to Policy and Practice*. The evaluation found that the Circles of Professional Research Practice achieved a range of outcomes that are highly congruent with the strategic directions of the Ministerial Statement and that they assisted ACE organisations to become more sustainable and perform a broader community development role.

Springboard Demonstration Projects

The *Springboard* projects commenced in 2007. They enable selected ACE providers that participated in a Circle of Professional Research Practice to extend their projects by:

- Implementing developed strategies in their 2008 program delivery.
- Refining, documenting and showcasing outcomes.

Five *Springboard* projects are underway in 2008. They are seeking to demonstrate the effective interplay of policy, research and practice to produce outcomes for specified under-served learner groups such as people in rural areas and growth corridors, men over 45 and unemployed people. A final report is due in December 2008.

Communications

Adult Learners' Week

Activities across Victoria celebrating Adult Learners' Week were supported by ACFE as part of the ACFE Board's strategy to increase community awareness of the role of ACE in providing learning and skill development opportunities.

This support included the provision of promotional materials for use by organisations, advertising in metropolitan and regional newspapers and access to grants. The grants supported in excess of 200 events and the participation of more than 10,000 Victorians. Events included open days and free classes, launches of educational resources, forums and festivals, displays, awards and educational excursions.

2007 Victorian Adult Community Education Awards

The 2007 Victorian ACE awards were announced at a presentation luncheon on 14 August 2007, which was attended by approximately 140 people, including the Minister for Skills and Workforce Participation, the Hon Jacinta Allan, MP. The awards recognise outstanding achievement by organisations and individuals in a number of categories. In 2007 prize money totalling \$44,000 was awarded.

Winners of ACE Awards 2007 were:

- Outstanding ACE Learner
Mr Joshua Gibbens (Preston Reservoir Adult and Community Education)
- Outstanding ACE Teacher/Tutor
Ms Debra Vallely (Preston Reservoir Adult and Community Education)
- Innovation in ACE Learning
Partners of Tomorrow program
(Springvale Community Centre)
- Outstanding ACE Organisation
Diamond Valley Learning Centre
- Outstanding ACE Koorie Achievement
Mirrimbeena Aboriginal Education Group
- Best outcomes from research by an ACE organisation
Workforce Plus
- Excellence in non-accredited teaching and learning
Ms Gayle Harrison from Yackandandah Community Education Network

ACFE Board website

The ACFE Board's website is a key component of its communication strategy. In the course of 2007 the website was revised and modernised in line with ACFE's consolidation into the Department of Planning and Community Development. The redesigned site's look is also aligned with the new branding adopted by the ACFE Board during the year.

Recognise specific groups of learners

The ACFE Board has a number of strategies underway to identify effective ACE pedagogies to:

- Meet the needs of specific and particularly under-represented groups
- Identify best practice models that lead to improved learning outcomes
- Disseminate these initiatives in ACE and beyond.

Learners with a disability

ACE organisations delivered training to 7,700 learners with a disability in 2007. In early 2008 the ACFE Board provided a support grant to the ACE Disability Network. Through this grant, the ACE Disability Network provided assistance, professional development and resource training for the ACE sector to enable providers to be more responsive to the diverse needs of learners with a disability.

In June 2008 the ACFE Board adopted the *Disability Strategy 2008-10: Participation and outcomes for learners with a disability in ACE*. A key strategy is to fund the ACE Disability Network to provide a state-wide capability building service focussed on learner outcomes throughout 2008-09.

Wurreker

Wurreker is the central strategy for Koorie vocational education and training in Victoria. Wurreker is a partnership between the Koorie community and the vocational education and training (VET) sector. The strategy supports innovative partnerships and pathways that lead to positive training and employment outcomes for Koorie people. Regional Councils of ACFE and the CAE have Wurreker implementation plans in place to improve Koorie participation in VET through ACE.

In 2007, over 600 ACE learners identified as Koorie.

Offender Education and Training in ACE

The *Offender Education and Training in ACE* program (2005-2007) was a partnership project between ACFE and Corrections Victoria. The aim was to pilot innovative approaches in ACE to offender education and training for people on community based orders.

The *ACEtrax* resource kit was developed to document the benefits and learning from the pilot. The kit was launched by the Minister for Skills and Workforce participation, the Hon Jacinta Allan MP, at the Australasian Corrections Education Association (ACEA) conference in October 2007.

The resource kit contains a step by step guide to planning and running an education and training program or service for people on community based orders.

Youth

The ACFE Youth Strategy and Youth Initiatives focused on the achievements of Year 12 or equivalent by young learners. In 2007, 7,300 ACE learners were aged between 16 and 24 years.

Implementation of the second year of *Youth Guarantee in ACE* was undertaken by 45 providers, including the CAE and AMES. This initiative offers a guaranteed place for young people who have not completed a Year 12 or equivalent qualification.

The 38 *Youth Pathways Program* providers and the 30 *VCAL in ACE* providers continued to support the improvement of outcomes for young learners and the achievement of their Year 12 or equivalent qualification.

Enhance the sustainability of ACE provision

Sustainable ACE Businesses

During the later part of 2007 the ACE Business Models program was delivered in five metropolitan and regional locations to 122 staff from Adult Community Education (ACE) providers. The ACE Business Models program has been significant in raising skills and improving the business knowledge and practices of ACE organisations. Outcomes have included improved viability, better budget management and program costing, stronger governance and increased accountability compliance.

The level of interest in the ACE Business Models program led to an independent expansion of the program in partnership with RMIT, which has seen 100 staff from ACE organisations commence a customised Community Business Management Program that will lead to the Diploma in Business Management.

A publication entitled *The changing face of community business* was released by the ACFE Board in August 2007. It reports on and analyses the findings of a survey of ACE organisations conducted in late 2006, to which 103 organisations responded. The survey gathered information on the range of services provided by organisations, financial turnover, the levels of volunteers, and staff qualifications.

The publication also includes additional information and trend analysis gained through the delivery of the ACE Business Models program.

LearnScope

The *LearnScope* program funded 11 successful team based projects throughout Victoria that aimed to improve access to flexible learning environments by learners. An independent survey of people studying with organisations involved in *LearnScope* clearly demonstrated the positive impact of the projects on ACE learners.

Curriculum

The ACFE Board's *Curriculum Strategy for Adult, Community and Further Education* is designed to provide curriculum arrangements that assist the ACFE Board, its partners and stakeholders in meeting the goals of the Ministerial Statement. It provides an integrated approach to accredited and non-accredited program delivery in the ACE sector.

Victoria University, as the General Studies and Further Education Curriculum Maintenance Manager (CMM), advises the ACFE Board on further education matters. A streamlined framework of further education qualifications has been developed to promote pathways and options for the full range of potential learners, with a clear focus on learner outcomes.

In 2007 the CMM undertook a course design capability building project and reviewed the Certificate in General Education for Adults (CGEA) Implementation Guide.

In addition, the CAE prepared case studies on effective course planning using the *A-Frame – An ACE Framework for Non-accredited Learning (2005)*. The A-Frame is being used with Victorian Aboriginal Education Association Inc (VAEAI), indigenous providers and ACFE regions to engage and create pathways for Koorie learners. The CAE has been commissioned to refine the A-Frame to enhance and document learners' employability skills.

The CAE has also established a community of practice to improve ACE provider capability in the design and delivery of adult literacy and numeracy programs and services.

Investing in ACE

State Equipment Grants

The Victorian Government is providing \$4 million over two years (2007-08 and 2008-09) to better support and build the capability of ACE learning environments. This funding provides new and updated technology and equipment to 337 ACE providers throughout Victoria including the CAE and AMES.

Specifically, the State Equipment Grant supported ACE providers to purchase:

- Teaching equipment
- Communications and computer equipment or software related to teaching or learning
- Equipment for learners with special needs
- Minor works (equipment)
- Administrative equipment to support and improve the management of the organisation's provision of ACFE Board funded programs to priority learners.

Fees and concessions reimbursement

The payment of \$2.2 million to ACE organisations and AEIs in 2007 acknowledges the fees forgone in 2006 when ACE organisations and AEIs provided access to learners under concession arrangements.



ACFE Regional Councils' highlights

Barwon South Western Region

- Forty three participants from ACE and external organisations participated in the 2007 Regional Showcase held at the Geelong Conference Centre. The showcase focus for 2007 was *Diversity in ACE*, which explored the following themes:
 - The diversity in delivery of training
 - The types of learners ACE seeks to target
 - The range and types of ACE organisations delivering in the Barwon South West Region
 - Marketing to our targeted audience.
- A DVD of the day was produced.
- Regional partnerships were further extended with Local Government, local business and industry and other stakeholders through Community Learning Partnerships. In the Barwon South Western Region, these partnerships worked with communities to address:
 - The effects of declining industries, such as dairy
 - Emerging skill shortages in the rural areas of the Barwon South Western Region.
- The Regional Council supported ACE organisations and staff to pursue further personal development and training through its Professional Organisational Development (POD) initiative. POD initiatives included trainer skills development and management development opportunities.

Eastern Metropolitan Region

- The Eastern Metropolitan Regional Council and ACE organisations in the Eastern Metropolitan Region were actively involved in promoting opportunities for priority learner groups through Community Learning Partnerships (CLPs). Five new CLPs were initiated in September 2007 exploring the following issues:
 - Environmental sustainability education
 - Indigenous heritage
 - Community leadership
 - Generic employability skills
 - Exhibition skills for young people.
- A second round of *Mentoring and Peer Support* projects was implemented based on the overwhelming success of the 2006 projects. Eight organisations addressed issues including:
 - Victorian Certificate of Applied Learning (VCAL) provision
 - Inclusion of people with special needs in ACE
 - Change management
 - Financial reporting.
- Participating organisations shared skills, knowledge and resources to sustain and broaden ACE provision in the region.
- The Eastern Metropolitan Regional Council supported the development of an e-learning network through the implementation of the 2007 *LearnScope* project. Eight organisations from across the region participated in e-learning professional development sessions. These sessions allowed organisations to gain skills and knowledge in the development of e-learning programs and tools. Many of the participating organisations are embedding e-learning as part of their standard teaching practices.

Gippsland Region

- Gippsland Region's *Bridging Learning Communities* project was completed during the year. The project, funded jointly by the Gippsland Regional Council and a national *Reframing the Future* grant, had a specific focus on initiating and delivering accredited programs to learners in small and/or isolated communities. Project participants developed and enhanced their understanding of:

- Curriculum delivery
- Managing partnerships
- Exploring different models for blended delivery of learning programs to learners located in different and diverse locations.

As a direct result of these efforts, a number of formal delivery partnerships now form a part of the 2008 training delivery plans.

- One hundred and six members of the ACE community participated in the Gippsland annual Regional Conference, *ACE – future pathways*. The conference brought together people from all aspects of the community and provided an opportunity to profile the impact community education has had on individual learners and the community as a whole.
- Gippsland ACE providers were offered a professional development program delivered by the Gippsland Regional Council. This program included interactive workshops that covered:
 - Evidence based planning
 - Applying the A-Frame Curriculum Framework to pre-accredited learning programs
 - Developing organisational strategic plans and identifying community needs.

Grampians Region

- Fifty one delegates representing 28 ACE organisations attended the annual Grampians Regional Conference, which focussed on innovation and change. The themes explored at this year's conference included:
 - Thinking for a change
 - Understanding and accommodating learning disabilities
 - Assistive technologies
 - VET sector
 - Changing community businesses
 - Marketing and branding adult education
 - Business viability.

- Six ACE organisations participated in the *Grampians Certificate in General Education for Adults (CGEA)* project. This project offered providers an opportunity to:
 - Develop and share resources
 - Moderate CGEA tasks and assessments
 - Support the professional development of CGEA teachers and coordinators.

An online group to support the delivery of the CGEA in ACE in the Grampians region was also established. This resource supports communication between teachers and acts as a repository of the documentation gathered to support the delivery and assessment of the redeveloped CGEA.

- Twenty eight participants representing 16 ACE organisations participated in the Grampians *A-Frame* project. This initiative has allowed ACE organisations to:
 - Gain a detailed understanding of the A-Frame
 - Receive support in working with the A-Frame
 - Share curriculum developed using the A-Frame.

Hume Region

- Ten ACE organisations in the Hume Region had direct involvement with the Goulburn Ovens Skills Store. The Skills Store was established through partnerships with Goulburn Ovens Institute of TAFE and has had operational support from a number of organisations in the Goulburn Valley. The achievement of the ACE-TAFE partnerships behind the Goulburn Ovens Skills Store has since supported Wodonga Institute of TAFE's successful bid to secure the Wodonga Skills Store.
- The *Continuous Improvement* project resulted in a strong network of ACE organisations working together to identify how best to respond to Hume's emerging skills needs. A number of partnerships among different ACE providers, neighbourhood houses and TAFE institutions have come out of this project and will continue in 2008. The project also resulted in the implementation of the AQTF Essential Standards and was part of the Commonwealth Government's *Reframing the Future* program.
- The needs of small businesses in isolated parts of the Hume Region were addressed in the *Reframing the Future Skill Sets* project. Participating ACE organisations were provided with a greater understanding of the current skills environment and developed partnerships between ACE, business, industry and job networks. Additional training opportunities, skills shortages and issues facing local communities, such as drought, were also identified as part of the project.

Loddon Mallee Region

- Ongoing support was provided to the five existing ACE Clusters in the Loddon Mallee Region. This support gave providers a purchasing advantage, extended partnerships and assisted with incorporating on-line technology into teaching practises.
- SKYPE on-line communication was introduced and promoted to ACE providers across the Loddon Mallee region to allow for better and cheaper communication capabilities. Each provider was provided with a headset with microphone, and 65% of providers are now using SKYPE on a regular basis.
- The Loddon Mallee Region was able to use ZING technology during the year to assist with team building and group work exercises. This implementation was made possible by working closely with other local Department of Planning and Community Development staff.

Northern Metropolitan Region

- The Northern Metropolitan Regional Council significantly addressed under representation in priority learner groups in all Local Government Areas through regular dialogue with ACE organisations and business and industry stakeholders. Quarterly Local Government Area consultations were conducted to address issues around contract management and to share good practice.
- ACE organisations in the Northern Metropolitan Region showcased examples of effective partnerships, innovative VCAL practices and strategic and promotional success stories. These examples demonstrated the depth and breadth of provision by organisations and the successful outcomes achieved as a result of strategic thinking.
- Consultation was undertaken to identify the professional development needs of ACE organisations. In response to the research, forums were developed and presented for managers in the region. The focus of professional development was on:
 - Market segmentation
 - Competing in the market place
 - Best practice engagement between not-for-profit organisations and business and industry.

Southern Metropolitan Region

- Ten ACE organisations from across Victoria participated in a *Blended Delivery* project. Known as *Access ACE*, the project was designed to encourage the uptake of alternative delivery models by ACE organisations and improve the overall capacity of ACE organisations to deliver greater variety of programs to individuals and small groups of learners. A final 'lessons learned' publication was presented to the ACFE Board in June 2008.
- ACE organisations in the Southern Metropolitan Region participated in the 2007 *LearnScope* project. There were 11 successful team projects, which had a strong emphasis on the life based learning capability development model. ACE organisations were encouraged to focus on specific learner groups and courses that would most benefit from e-learning implementation support. Project teams had access to a mentor who supported the delivery implementation phase, particularly offering assistance around technology required to deliver the e-learning component courses. The project had a strong emphasis on learning outcomes.
- Six ACE organisations from across the Southern Metropolitan Region participated in the *Sharing ACE Wisdom* project. These organisations were invited to identify 'productive problems' that they wished to work on resolving using an action research approach. The participating organisations prepared final reports and shared their learning at an end of year forum.

Western Metropolitan Region

- The Western Metropolitan Region's relationship with Victoria University (VU) was consolidated through a series of formally scheduled meetings and reciprocal visits between providers and VU staff. This has resulted in greater access to Further Education opportunities for ACE learners in the west of Melbourne.
- The Western Metropolitan Regional Council commissioned the development of a promotional kit which demonstrates the benefits that Western Region ACE organisations offer to their communities. These kits were distributed to 200 people across the region including Local Government officers and business representatives.

Governance

ACFE Board Performance Agreements

Through performance agreements with Regional Councils of ACFE, the CAE and AMES, the ACFE Board funded the delivery of a total of 5,968,962 student contact hours of vocational education and training to 48,300 learners.

Performance Agreements with Regional Councils of ACFE

In 2007, Regional Councils refined their evidence based purchasing model. This was done to ensure that the delivery of ACFE Board funded learning through ACE organisations was focused on government priorities, especially the skill development of adults with low educational achievement.

Through their agreements with Regional Councils the ACFE Board supported the education and training of more than 44,400 learners in 2007. 4,996,385 student contact hours of vocational education and training were delivered.

Performance Agreements with Adult Education Institutions

In 2007 the CAE and AMES targeted their training programs to meet the learning needs of the ACFE Board's priority learner groups.

In 2007 the CAE delivered 789,969 student contact hours to 3,150 students funded by the ACFE Board, and AMES delivered 182,608 student contact hours to 780 students.

Audits

ACFE Board Audits

The ACFE Board did not undertake any internal or special audits during the year.

Internal Audit Program

The Department of Planning and Community Development has developed the Strategic Internal Audit Plan 2007 - 2010. The ACFE Board participates in any internal audits identified by the Department. The ACFE Board also provides its internal audit plan for consideration of and inclusion in the wider Departmental Plan.

During the year no internal audits were carried out by the Department on behalf of the ACFE Board.

Administration of funds

State and Commonwealth appropriated funding

State appropriated funding

State recurrent funds for program delivery, delivery support, works and services, Community Learning Partnerships, fee concessions and program support were allocated through the ACFE Board and Regional Councils of ACFE to ACE organisations and the Adult Education Institutions (AEIs).

Victorian Skills Commission

The ACFE Board and the Victorian Skills Commission (VSC) entered into a Memorandum of Understanding (MOU). The MOU allocates funds appropriated to Skills Victoria, Department of Innovation, Industry and Regional Development (DIIRD) to the ACFE Board.

VSC State appropriated funding

These funds support the Youth Pathways Program (YPP), VCE in ACE, and Guaranteed Place in TAFE for Young People pilot programs (Youth Guarantee) by ACE organisations and AEIs.

VSC Commonwealth appropriated funding

These funds support program delivery and equipment purchases by ACE organisations and the AEIs.

Other grant funding distributed to the ACE sector

Other Victorian Government departments allocated the ACFE Board funding for non-recurrent initiatives.

These included:

- *LearnScope* (Skills Victoria, Department of Innovation, Industry and Regional Development)
- Victorian Certificate of Applied Learning (Department of Education and Early Childhood Development)

These initiatives are described in the body of the Annual Report.

Financial report

Auditor-General's report	37
Accountable Officer's declaration	39
Statement of financial performance	40
Statement of cash flows	44
Notes to the financial statements	45



Victorian Auditor-General's Office

INDEPENDENT AUDITOR'S REPORT

To the Members, Adult Community and Further Education Board

The Financial Report

The accompanying financial report for the year ended 30 June 2008 of Adult Community and Further Education Board which comprises the operating statement, balance sheet, statement of changes in equity, cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the accountable officer's declaration has been audited.

The Board Members' Responsibility for the Financial Report

The Board Members of Adult Community and Further Education Board are responsible for the preparation and the fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the financial reporting requirements of the *Financial Management Act 1994*. This responsibility includes:

- establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed 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 audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to internal control relevant to the entity's preparation and fair presentation of the financial report 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 the accounting policies used, and the reasonableness of accounting estimates made by the Board Members, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

1

Level 24, 35 Collins Street, Melbourne Vic. 3000

Telephone 61 3 8601 7000 Facsimile 61 3 8601 7010 Email comments@audit.vic.gov.au Website www.audit.vic.gov.au

Auditing in the Public Interest

VAGO

Victorian Auditor-General's Office

Independent Auditor's Report (continued)

Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial statements published in both the annual report and on the website of Adult Community and Further Education Board for the year ended 30 June 2008. The Board Members of Adult Community and Further Education Board are responsible for the integrity of the web site. I have not been engaged to report on the integrity of the website. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on Adult Community and Further Education Board website.

Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

Auditor's Opinion

In my opinion, the financial report presents fairly, in all material respects, the financial position of Adult Community and Further Education Board as at 30 June 2008 and its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations), and the financial reporting requirements of the *Financial Management Act 1994*.

MELBOURNE
29 September 2008



D D R Pearson
Auditor-General



Adult, Community and
Further Education

Accountable Officer's Declaration

We certify that the accompanying Financial Statements for the Adult, Community and Further Education Board have been prepared in accordance with Standing Direction 4.2 of the Directions of the Minister for Finance under the Financial Management Act 1994, applicable Financial Reporting Directions, Australian Accounting Standards and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the operating statement, balance sheet, statement of changes in equity, cash flow statement and notes to and forming part of the financial statements, presents fairly the financial transactions during the year ended 30 June 2008 and financial position of the Adult, Community and Further Education Board at 30 June 2008.

We are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

Ms Sandy Forbes
Accountable Officer
Adult, Community and Further Education Board

Date: 29 / 9 / 2008

Mr Adrian Nye
Chairperson
Adult, Community and Further Education Board

Date: 29 / 9 / 2008

Adult, Community and Further Education Board

Level 10, 1 Spring Street, Melbourne Victoria 3000 GPO Box 2392, Melbourne Victoria 3001
Telephone: (03) 9208 3733 Facsimile: (03) 9208 3147 Email: acfe@dpcd.vic.gov.au Website: www.acfe.vic.gov.au

Financial Report
For the financial year ended 30 June 2008

Contents	Page
Operating Statement	2
Balance Sheet	3
Statement of Changes in Equity	4
Cash Flow Statement	5
Notes to the financial statements	6
Accountable Officer's Declaration	21

This financial report covers the Adult, Community and Further Education (ACFE) Board as an individual entity

The principal address is:

Adult, Community and Further Education Board
Level 10
1 Spring Street
Melbourne VIC 3000

Operating Statement

for the financial year ended 30 June 2008

	Note	2008 \$'000	2007 \$'000
Revenue			
State Government Grants	2	34,142	33,820
Grants from other Victorian Government Departments	2	5,221	-
Grants from the Commonwealth	2	15,165	14,743
Other revenue	2	305	140
Total revenue		54,833	48,703
Expenses			
Administrative expenses		(183)	(3,045)
Other corporate expenses		(152)	(1,652)
Grants	3	(54,862)	(44,397)
Depreciation and amortisation	3	(246)	(206)
Total expenses		(55,443)	(49,300)
Net result for the financial year		(610)	(597)

The above Operating Statement should be read in conjunction with the accompanying notes.

Balance Sheet
as at 30 June 2008

	Note	2008 \$'000	2007 \$'000
Current assets			
Cash and cash equivalents		2,260	0
Receivables	4	554	2,293
Total current assets		2,814	2,293
Non-current assets			
Property, plant and equipment	5	19,492	15,385
Total non-current assets		19,492	15,385
Total assets		22,306	17,678
Current liabilities			
Payables		406	297
Total liabilities		406	297
Net assets		21,900	17,381
Equity			
Reserves	7a	13,975	9,629
Contribution by owners	7b	1,565	782
Accumulated surplus	7c	6,360	6,970
Total equity		21,900	17,381

The above Balance Sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity
for the financial year ended 30 June 2008

	Note	2008 \$'000	2007 \$'000
Total equity at beginning of financial year		17,381	17,978
Revaluation increment taken to equity	5	4,346	-
Net result for the period		(610)	(597)
Total recognised income and expense for the financial year		21,117	17,381
Contribution from Government	7b	783	-
Total equity at end of financial year		21,900	17,381

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Cash Flow Statement

for the financial year ended 30 June 2008

	Note	2008 \$'000	2007 \$'000
Cash flows from operating activities			
Receipts			
State Government Grants	2	34,142	33,820
Grants from Other Victorian Government Departments	2	4,669	0
Grants from Commonwealth agencies	2	15,165	14,990
Other Revenue	2	305	140
Revenue recovered through State Administration Unit (SAU) Account		2,291	-
GST recovered from the ATO		-	4,607
Payments			
Suppliers and employees		(226)	(4,657)
Grants	3	(54,862)	(48,834)
GST paid to the ATO		-	(22)
Net cash provided by/(used in) operating activities		1,484	44
Cash flows from investing activities			
Capital Contribution by Government		783	0
Proceeds for disposal of assets		0	15
Payments for plant & equipment		(7)	-
Net cash provided by/(used in) investing activities		776	15
Net increase/(decrease) in cash held		2,260	59
Cash and cash equivalents at the beginning of the financial year		0	2,232
The State Administration Unit (SAU) has been recognised as a receivable and bringing the account to zero.		0	(2,291)
Cash and cash equivalents at the end of the financial year		2,260	0

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

Notes to the financial statements

Note 1 Summary of significant accounting policies

Statement of compliance

This general purpose financial report has been prepared on an accrual basis in accordance with the *Financial Management Act 1994*, Australian Accounting Standards and Urgent Issues Group Interpretations.

Basis of preparation

The financial report has been prepared on the basis of historical cost, except for the revaluation of certain non-current assets and financial instruments. Cost is based on the fair values of the consideration given in exchange for assets.

In the preparation of the financial report management is required to make judgments, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstance, the results of which form the basis of making the judgments. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

Judgments made by management in the application of Accounting Standards that have significant effects on the financial statements and estimates with a risk of material adjustments in the next year are disclosed throughout the notes in the financial statements.

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

The accounting policies set out below have been applied in preparing the financial statements for the year ended 30 June 2008 and the comparative information presented in these financial statements for the year ended 30 June 2007.

(a) Reporting entity

The Adult, Community and Further Education (ACFE) Board established under the *Adult, Community and Further Education Act 1991* continues in operation under and subject to the *Education and Training Reform Act 2006*. The ACFE Board reports separately to Parliament through the Minister for Skills and Workforce Participation.

The financial statements include all activities of the ACFE Board for the year ended 30 June 2008.

(b) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand, cash in banks and short-term deposits, which are readily convertible to cash on hand and are subject to an insignificant risk of changes in value, net of outstanding cheques yet to be presented by the ACFE Board's suppliers and creditors.

(c) Rounding of amounts

Amounts in the financial report have been rounded to the nearest thousand dollars.

(d) Acquisitions of assets

The cost method of accounting is used for all acquisitions of assets. Cost is measured as the fair value of the assets given up or liabilities undertaken at the date of acquisition plus incidental costs directly attributable to the acquisition.

Assets acquired at no cost, or for nominal consideration, are initially recognized at their fair value at the date of acquisition.

Where settlement of any part of cash consideration is deferred, the amounts payable in the future are discounted to their present value as at the date of the acquisition. The discount rate used is the incremental borrowing rate, being the rate at which a similar borrowing could be obtained from an independent financier under comparable terms and conditions.

(e) Revenue recognition

Grants over which ACFE Board gains control during a reporting period are recognised as revenues of that reporting period consistent with Australian Accounting Standards AASB 118 'Revenue' and AASB 1004 "Contributions" and other relevant accounting concepts and pronouncements. 'Control' arises on the earlier event of receipt or notification of eligibility for grants by relevant authorities. Revenue also includes minor amounts for services provided and recognised as they are earned. Interest revenue is recognised on a time proportionate basis and takes into account the effective yield on the financial asset.

(f) Depreciation of property, plant and equipment

Depreciation is calculated on a straight line basis to write off the net cost or re-valued amount of each item of property, plant and equipment (excluding land) over its expected useful life to its estimated residual value. Estimates of remaining useful lives are reviewed at least annually. The expected useful lives are as follows:

	2008	2007
	Years	Years
Buildings	40-60	40-60
Computers and peripherals	3	3
Office equipment and furniture	5 - 10	5 - 10

(g) Revaluation of non-current assets

Subsequent to the initial recognition as assets, non-current physical assets, other than plant and equipment, are measured at fair value in accordance with FRD103B. Plant and equipment are measured at cost. Revaluations are made with sufficient regularity to ensure that the carrying amount of each asset does not differ materially from its fair value at the reporting date. Revaluations are assessed annually and supplemented by independent assessments, at least every five years. Revaluations are conducted in accordance with the Victorian Government Policy - *Revaluation of Non-Current Physical Assets*.

Revaluation increments are credited directly to the asset revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in net result, the increment is recognised immediately as revenue in the net result.

Revaluation decrements are recognised immediately as expenses in the net result, except that, to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve.

Revaluation increments and decrements are offset against one another within a class of non-current assets.

Land and buildings were revalued, effective 30 June 2008, by an independent valuer.

(h) Receivables

Receivables consist predominantly of debts in relation to goods and services, accrued investment income and GST input tax credits receivable.

Receivables are recognised initially at fair value and subsequently measured at amortised cost, using the effective interest method, less impairment.

A provision for doubtful receivables is made when there is objective evidence that the debts will not be collected. Bad debts are written-off when identified.

(i) Leased non-current assets

At reporting date:

- No assets subject to a finance lease were held;
- No incentives had been received on entering into operating leases; and
- No surplus leased space existed under non-cancellable operating leases.

Operating lease payments are recognised as an expense on a straight-line basis over the estimated useful life, except where another systematic basis is more representative of the time pattern in which economic benefits from the lease assets are consumed.

(j) Non-current assets constructed by the ACFE Board

There were no assets being constructed by ACFE Board at the reporting date.

(k) Intangible assets/ inventories

ACFE Board has no significant intangible assets or inventories at the reporting date.

Intangible assets are initially recognised at cost.

(l) Payables

These amounts represent liabilities for goods and services provided to ACFE Board prior to the end of the financial year. The liabilities are unsecured and are usually paid within 30 days of recognition.

m) Contributions by owners

Additions to net assets which have been designated as contributions by owners are recognised as contributed capital. Other transfers that are in the nature of contributions or distributions have also been designated as contributions by owners.

Transfers of net assets arising from administrative restructuring are treated as distributions to or contributions by owners.

(n) Employee benefits

All employees of the ACFE Board are employees of the Department of Planning and Community Development (formerly the Department of Victorian Communities) and the ACFE Board reimburses the Department for all employee entitlements including superannuation, long service and annual leave entitlements (including on-costs). The costs are classified as administrative expenses in the operating statement.

(o) Goods and services tax (GST)

Revenues, 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 taxation authority, it is recognised as part of the cost of acquisition of an asset or as part of an item of expense; or
- for receivables and payables which are recognised inclusive of GST.

The net amount of GST recoverable from or payable to the taxation authority (ATO) is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a gross basis. 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.

(p) New accounting standards and interpretations

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2008 reporting period. The Department of Treasury and Finance assesses the impact of these new standards and advises the departments and other entities of their applicability and early adoption where applicable.

As at 30 June 2008, a number of standards and interpretations applicable to ACFE Board had been issued but were not mandatory for financial years ending 30 June 2008. The Board has not, and does not intend to adopt these standards early.

	2008	2007
Note 2 Revenue	\$' 000	\$' 000
Revenue from operating activities		
Grants revenue		
State Government grants	34,142	33,820
Grants from other Victorian Government Departments	5,221	-
Total State Government grants	39,363	33,820
Grants from Commonwealth Government Departments	-	125
Grants from other Commonwealth agencies	15,165	14,618
Total Commonwealth Government grants	15,165	14,743
Total grants revenue	54,528	49,180
Other revenue	305	140
Total revenue from ordinary activities	54,833	48,703
	2008	2007
Note 3 Expenses from ordinary activities	\$' 000	\$' 000
Result from ordinary activities includes the following expenses		
Rental expense relating to operating leases		
Minimum lease payments	6	191
Total rental expense relating to operating leases	6	191
Depreciation		
Buildings	241	196
Computers and peripheral equipment	3	-
Office furniture and equipment	2	9
Total depreciation	246	205
Amortisation		
Leasehold improvements	-	1
Total amortisation	-	1
Total depreciation and amortisation	246	206
Grants		
Payments to ACE organisations	43,065	34,394
Payments to Adult Education Institutes	10,866	9,826
Payments to other organisations	931	177
Total Grants	54,862	44,397

	2008	2007
	\$' 000	\$' 000
Note 4 Receivables		
Trade debtors	-	2
Amounts owing from Victorian Government	554	2,291
Total receivables	554	2,293

	2008	2007
	\$' 000	\$' 000
Note 5 Property, plant & equipment		
Land and buildings		
Land at 2004 valuation	-	5,709
Land at 2008 valuation	8,693	-
	8,693	5,709
Buildings at 2004 valuation	-	10,293
Less: Accumulated depreciation	-	(625)
Buildings at 2008 valuation	10,789	
Less: Accumulated depreciation	-	-
	10,789	9,668
Total land and buildings	19,482	15,377
Computers and peripheral equipment		
Computers and peripheral equipment at cost	1,291	1,284
Less: Accumulated depreciation	(1,287)	(1,284)
	4	-
Office equipment and furniture at cost	304	304
Assets written off as part or transfer to DPCD*	(288)	-
Less: Accumulated depreciation	(10)	(296)
	6	8
Total property, plant and equipment	19,492	15,385

* Assets costing \$288,000 fully depreciated and not carried over with the move to DPCD.

Reconciliation	Land	Buildings	Computers & peripheral equipment	Office equipment & furniture	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
2008					
Carrying amount at start of the year	5,709	9,668	-	8	15,385
Additions	-	-	7	-	7
Disposals	-	-	-	-	-
Revaluation increments	2,984	1,362	-	-	4,346
Depreciation and amortisation	-	(241)	(3)	(2)	(246)
Carrying amount at end of year	8,693	10,789	4	6	19,492

Reconciliations	Land	Buildings	Leasehold Improvements	Computers & peripheral equipment	Office equipment & furniture	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
2007						
Carrying amount at start of the year	5,709	9,865	17	-	16	15,607
Additions	-	-	-	-	-	-
Disposals	-	-	(16)	-	-	(16)
Revaluation increments	-	-	-	-	-	-
Depreciation and amortisation	-	(197)	(1)	-	(8)	(206)
Carrying amount at end of year	5,709	9,668	-	-	8	15,385

Note 6 Payables	2008 \$' 000	2007 \$' 000
Trade creditors	406	297
Total payables	406	297

	2008	2007
	\$' 000	\$' 000
Note 7 Equity and movements in equity		
(a) Reserves		
Asset revaluation reserve		
Balance at beginning of financial year	9,629	9,629
Increments during the year – Buildings	1,362	-
Increments during the year – Land	2,984	-
Balance at end of financial year	13,975	9,629
(b) Contributions by the State as owner		
Balance at beginning of financial year	782	782
Contribution from Government	783	-
Balance at end of financial year	1,565	782
(c) Accumulated surplus		
Balance at beginning of financial year	6,970	7,567
Net Result for the period	(610)	(597)
Balance at end of financial year	6,360	6,970

Note 8 Financial Instruments

(a) Accounting Policy, terms and conditions

**Recognised
financial
instruments****Accounting Policy**

**Financial
assets**

**Cash and cash
equivalents**

Cash on hand and at bank and money market call account are valued at face value.

Interest is recognised as it accrues.

Investments and bills are valued at cost.
Investments are held to maximise interest returns of surplus cash.
Interest revenues are recognised as they accrue.

Receivables

Receivables are recognized at fair value, being the amount receivable, which is reduced for any impairment.

Collectibility of overdue accounts is assessed on an ongoing basis.

Financial Liabilities

Payables

Liabilities are recognised for amounts to be paid in the future for goods and services provided to Council as at balance date whether or not invoices have been received.

(b) Interest rate risk

The exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

2008

Fixed interest maturing in:

	Floating interest rate \$'000	1 year or less \$'000	Over 1 to 5 years \$'000	More than 5 years \$'000	Non-interest bearing \$'000	Total \$'000
Financial assets						
Cash and cash equivalents	-	-	-	-	2,260	2,260
Receivables	-	-	-	-	554	554
Total financial assets	-	-	-	-	2,814	2,814
Weighted average interest rate	n/a					
Financial liabilities						
Payables	-	-	-	-	406	406
Total financial liabilities	-	-	-	-	406	406
Weighted average interest rate	n/a					
Net financial assets	-	-	-	-	2,408	2,408

2007

Fixed interest maturing in:

	Floating interest rate \$'000	1 year or less \$'000	Over 1 to 5 years \$'000	More than 5 years \$'000	Non-interest bearing \$'000	Total \$'000
Financial assets						
Cash and cash equivalents	-	-	-	-	2,291	2,291
Receivables	-	-	-	-	2	2
Total financial assets	-	-	-	-	2,293	2,293
Weighted average interest rate	n/a					
Financial liabilities						
Payables	-	-	-	-	297	297
Total financial liabilities	-	-	-	-	297	297
Weighted average interest rate	n/a					
Net financial assets	-	-	-	-	1,996	1,996

(c) Net fair values

The aggregate net fair values of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

Financial Instruments	Total carrying amount as per Balance Sheet		Aggregate net fair value	
	2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000
Financial assets				
Cash and cash equivalents	2,260	-	2,260	-
Other financial assets	-	-	-	-
Trade and other receivables	554	2,293	554	2,293
Other assets	-	-	-	-
Total financial assets	2,814	2,293	2,814	2,293
Financial liabilities				
Trade and other payables	406	297	406	297
Trust funds and deposits	-	-	-	-
Interest-bearing loans and borrowings	-	-	-	-
Total financial liabilities	406	297	406	297

(d) Credit risk

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is as detailed above.

(e) Risks and mitigation

The risks associated with the financial instruments and the policies for minimising these risks are detailed below.

Market risk

Market risk is the risk that the fair value or future cash flows of the financial instruments will fluctuate because of changes in market prices.

The ACFE Board's exposures to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk. Components of market risk exposure are discussed below.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities. The interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which expose the ACFE Board to fair value interest rate risk.

The ACFE Board's exposure to interest rate risk is minimized as the Board does not hold investments or interest bearing liabilities as at 30 June 2008 (2007 - \$Nil.).

Cash is not held on interest bearing deposit and therefore is not subject to interest rate fluctuations.

Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause a financial loss. The ACFE Board has exposure to credit risk on all financial assets included in the Balance Sheet.

Cash and cash equivalent balances and receivables are mainly balances with the Victorian State Government, there are no other material balances. Credit risk is therefore minimal. Ongoing credit evaluation is performed on the financial condition of customers and, where appropriate, an allowance for doubtful debts is raised.

The Board may also be subject to credit risk for transactions which are not included in the balance sheet, such as when the Board provides a guarantee for another party. Details of the contingent liabilities are disclosed in note 13.

Liquidity risk

The Board's exposure to liquidity risk is deemed insignificant because no grant allocation or other commitment is entered into without the appropriate funding to meet the obligation having been secured by the ACFE Board.

(f) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the ACFE Board believes the following movements are 'reasonably possible' over the next 12 months (base rates are sourced from Federal Bank of Australia):

A parallel shift of +2% and -1% in market interest rates (AUD) from year-end rates of 7%.

As at the 30 June 2008, there would be no impact on the Board from these rate movements, as the Board does not hold any balances which attract interest (2007 - \$Nil).

Note 9 Responsible Persons

In accordance with the Ministerial Directions issued by the Minister for Finance under the *Financial Management Act 1994*, the following disclosures are made regarding responsible persons for the reporting period for the categories shown:

(a) Responsible Persons

Responsible Minister

Ms Jacinta Allan MP	1 July 2007 to 30 June 2008
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ACFE Board Members

Ms Lynne Wannan (Chair)	1 July 2007 to 30 June 2008
Ms Virginia Fenelon	1 July 2007 to 30 June 2008
Mr Warren Stooke	1 July 2007 to 30 June 2008
Ms Kylie Whittard	1 July 2007 to 30 June 2008
Mr Gary Neat	1 July 2007 to 30 June 2008
Mr Bill Forrest	1 July 2007 to 30 June 2008
Mr Elias Tsigaras	1 July 2007 to 30 June 2008
Mr Phillip Cooper	1 July 2007 to 30 June 2008
Mr Adrian Nye	11 December 2007 to 30 June 2008
Ms Mez Woodward	11 December 2007 to 30 June 2008
Ms Margaret Wagstaff	1 July 2007 to 11 October 2007
Ms Cam Nguyen	1 July 2007 to 11 October 2007
Ms Leslie Wood	1 July 2007 to 27 September 2007

Accountable Officer

Ms Sandy Forbes	1 July 2007 to 30 June 2008
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(b) Remuneration of Responsible persons

ACFE Board Members

The remuneration received or receivable by members of the ACFE Board as members of the Board totalled \$44,195 (2007 - \$54,794).

The number of members of the ACFE Board with remuneration/emolument that fell within the following bands was:

Band	2008	2007
\$0 - \$9,999	13	10
\$30,000 - \$39,999	1	1

Accountable Officer's remuneration

The accountable officer's remuneration was paid by the Department of Planning and Community Development and is included in the Department's Financial Report for the financial year ended 30 June 2008.

(c) Retirement benefits of responsible persons

There were no retirement benefits made by the reporting entity in connection with retirement of responsible persons of the reporting entity.

(d) Other transactions of responsible persons and their related entities

During the reporting period, no responsible person received or became entitled to receive any benefit (other than remuneration disclosed in the financial report) from a contract between ACFE Board and that responsible person or firm or company of which that responsible person is a member or has a substantial interest.

Other related transactions and loans requiring disclosure under the Directions of the Minister for Finance have been considered and there are no matters to report.

The following is noted, although it is not considered to be a responsible party transaction for the purposes of the Financial Reporting Directions under the *Financial Management Act 1994*. Any transactions or issues that involve parties listed below are dealt with on normal commercial terms and conditions and without reference to the Board members concerned.

Mr Adrian Nye is Chairman of the Victorian Managed Insurance Authority which provides insurance, on its normal terms and conditions to the ACFE Board. He is also an occasional associate consultant to HLB Mann Judd. HLB Mann Judd has provided contract services to the ACFE Board on normal terms and conditions.

Note 10 Remuneration of Executives

There were no executive officers (other than the Accountable Officer) to be reported for the accounting period.

Note 11 Remuneration of Auditors

The remuneration paid or payable to the Victorian Auditor General's Office for auditing the financial report was \$17,100 (2007 - \$15,800).

Note 12 Reconciliation of net result for the reporting period to net cash flow from operating activities

	2008	2007
	\$'000	\$'000
Net result for the reporting period	(610)	(597)
Non-cash movements		
Depreciation and amortisation	246	206
Movement in Assets and Liabilities		
Increase in payables	109	209
(Increase)/decrease in receivables	1,739	226
Net cash (outflow)/inflow from operating activities	1,484	44

Note 13 Contingent liabilities and contingent assets

As at June 30, 2008 the ACFE Board had no knowledge of any contingent liabilities or contingent assets (2007 - Nil).

Note 14 Restructuring of administrative arrangement

In December 2006, the State Government issued an administrative order restructuring certain of its activities via machinery of government changes. This included the transfer of the Adult, Community and Further Education Board from the Department of Education and Training to the Department of Planning and Community Development and the Financial Management transferred on 1 July 2007.

Note 15 Events occurring after reporting date

ACFE Board is not aware of any event subsequent to reporting date that will have a material effect on its operations over subsequent years.

Appendices

Appendix 1:	Allocation of government funds administered by Regional Councils of ACFE	61
Appendix 2:	Publications	70
Appendix 3:	Freedom of Information	71
Appendix 4:	Whistleblowers Protection Act 2001	73
Appendix 5:	Other statutory reporting requirements	74
Appendix 6:	Disclosure index	76

Appendix 1: Allocation of government funds administered by Regional Councils

Barwon South Western Region

Anglesea and District Community House Inc	\$19,665
BAYSA Ltd	\$249,771
Bellarine Living and Learning Centre Inc	\$28,330
Cloverdale Community Centre Inc	\$32,054
Colac Adult and Community Education Inc	\$370,486
Corangamite District Adult Education Group Inc	\$185,324
CREATE (Geelong) Inc	\$647,381
Geelong Adult Training and Education Inc	\$1,007,611
Geelong Ethnic Communities Council	\$402,893
Gunditjmara Aboriginal Cooperative	\$9,403
Karingal Inc	\$54,197
Lara Community Centre Inc	\$24,275
Ocean Grove Neighbourhood Centre Inc	\$56,021
Old Courthouse Community Centre Inc	\$68,761
Otway Health and Community Service	\$20,965
Pathways - Rehabilitation and Support Services Inc	\$20,861
Port Fairy Community Group Inc	\$26,405
Portland Workskills Inc	\$152,384
Queenscliffe and District Neighbourhood House Inc	\$15,839
Rosewall Neighbourhood Centre Inc	\$47,294
Simpson and District Community Centre Inc	\$34,804
South West Victorian SEAL Inc	\$249,903
Southern Grampians Adult Education Inc	\$326,378
Springdale Neighbourhood Centre Inc	\$38,796
Vines Road Community Centre Inc	\$34,462
Wathaurong Aboriginal Cooperative	\$7,960
Winchelsea Community House Inc	\$94,984
Worn Gundidj Aboriginal Cooperative	\$5,500
YWCA of Victoria Inc	\$22,409
Totals	\$4,255,116

Eastern Metropolitan Region

Alamein Neighbourhood and Learning Centre Inc	\$134,645
Anglicare Victoria - Dixon House	\$101,103
Arrabri Community House - Maroondah City Council	\$71,518
Australian Greek Welfare Society Ltd	\$38,290
Australian Polish Community Services	\$12,086
Belgrave South Community House Inc	\$36,248
Central Ringwood Community Centre Inc	\$58,428
Child and Family Care Network Inc	\$190,366
Clota Cottage Neighbourhood House Inc	\$100,487
Coonara Community House Inc	\$155,147
Donvale Living and Learning Centre	\$300,462
EDAR	\$35,850
Emerald Community House	\$6,312
Glen Park Community Centre Inc	\$61,469
Hawthorn Community Education Project Inc	\$52,917
Hawthorn Community House	\$128,428
Healesville Living and Learning Centre	\$128,962
Japara Neighbourhood House Inc	\$30,759
K.Y.M Employment Services Inc	\$134,267
Kew Neighbourhood Learning Centre Inc	\$107,221
Knoxbrooke Inc	\$47,787
Melba Support Services Inc	\$28,449
Mitcham Community House	\$63,290
Morrison House Inc	\$407,897
Mountain District Women's Cooperative Ltd	\$307,127
Mulgrave Neighbourhood House Inc	\$155,413
New Hope Migrant and Refugee Centre Inc	\$33,841
North Ringwood Community House Inc	\$100,469
Orana Neighbourhood House	\$45,333
Outer Eastern Literacy Program Inc	\$82,262
Park Orchards Learning Centre Inc	\$77,924
Selby Community House	\$23,328
The Avenue Neighbourhood House Inc	\$101,613
The Basin Community House	\$52,543
The Onemda Association Inc	\$52,528
Training Focus	\$62,994
Upper Yarra Community House Inc	\$513,163
Vermont South Community House Inc	\$78,022
Waverley Adult Literacy Program Inc	\$98,344
Waverley Community Learning Centre Inc	\$79,760
Wavlink Inc	\$45,082
Yarrunga Community Centre	\$50,958
Yooralla - Community Learning and Living Centre	\$8,460
Totals	\$4,401,552

Gippsland Region

Adult Community Education Sale Inc	\$306,581
Art Resource Collective Inc (ARC)	\$18,425
Bass Coast Adult Education Centre Inc	\$120,700
Benambra Neighbourhood House Inc	\$18,438
Bendoc Progress Association Inc	\$14,615
Berry Street Victoria	\$37,420
Bnym Indigenous Designs Inc	\$14,615
Briagolong Community House Inc	\$16,687
Buchan Neighbourhood House	\$28,631
Churchill Neighbourhood Centre Inc	\$27,452
Community Centre Swifts Creek Inc	\$36,032
Community College East Gippsland Inc	\$515,386
Cooinda Hill Inc	\$18,730
Corinella and District Community Centre Inc	\$44,806
Education Centre Gippsland	\$550,782
Foster and District Community House and Learning Centre Inc	\$45,651
Gippsland Accommodation and Rehabilitation Support Service	\$114,398
Gippsland Employment Skills Training	\$218,912
Gormandale Community House and Learning Centre	\$45,013
Heyfield Community Resource Centre Inc	\$49,905
I-GAIN Quality Learning Inc	\$452,579
Inverloch Community House Inc	\$19,146
Lakes Entrance Neighbourhood House Inc	\$19,129
Leongatha Community House	\$27,341
Mallacoota District Health and Support Service Inc	\$20,747
Milpara Community House Inc	\$45,121
Moe Life Skills Centre	\$49,515
Moe Neighbourhood House	\$32,837
Morwell Neighbourhood House and Learning Centre Inc	\$49,289
Noweyung Ltd	\$24,068
Orbost Neighbourhood House (auspiced by Orbost Regional Health)	\$18,942
Orbost Telecentre Inc	\$21,106
Paynesville Neighbourhood Centre Inc	\$32,997
Phillip Island Community and Learning Centre Inc	\$44,491
Ramahyuck District Aboriginal Corporation	\$18,949
Rosedale Neighbourhood House	\$41,906
Sale Neighbourhood House	\$24,162
Traralgon Neighbourhood Learning House Inc	\$83,105
Warragul Community House	\$61,309
Work Focus Inc	\$28,212
Yarram Community Learning Centre Inc	\$49,572
Totals	\$3,407,702

Grampians Region

Ararat Community House and Adult Learning Centre	\$55,219
Bacchus Marsh Adult Education Centre Inc	\$195,092
Ballan and District Community House and Adult Education Centre	\$29,271
Ballarat Community Development Centre	\$354,988
Ballarat East Community House	\$81,693
Ballarat North Salvation Army Community House	\$23,714
Beaufort Community House and Learning Centre Inc	\$28,074
Beulah Historic and Learning Group	\$25,418
BRACE Education Training and Employment Ltd	\$554,069
Clunes Neighbourhood House (auspiced by Hepburn Health Service)	\$15,095
Clunes Neighbourhood House Inc	\$6,950
Creswick Adult Learning Centre and Neighbourhood House	\$31,792
Darley Neighbourhood House and Learning Centre Inc	\$32,527
Daylesford Neighbourhood Centre Inc	\$226,858
Delacombe Community House (auspiced by Child and Family Services)	\$18,209
Gateway BEET	\$51,659
Haddon and District Community House	\$16,339
Highlands Support Services Inc	\$27,514
Horsham Community House	\$20,980
Jeparit Community Education Group	\$9,033
Learning and Information Network Kaniva Inc	\$16,113
Meredith Community House	\$20,201
Nhill Neighbourhood House Learning Centre Inc	\$26,999
On Track Learning Wimmera Inc	\$188,433
Rainbow Community Learning Group Inc	\$19,785
Shared Learning and Activities Murtoa	\$17,753
St Arnaud Community Resource Centre Inc	\$52,190
St Arnaud Neighbourhood House	\$15,641
Stawell Neighbourhood House Inc	\$21,422
Trentham Neighbourhood Centre	\$21,952
Warracknabeal Neighbourhood House and Learning Centre Inc	\$38,841
Wendouree West Community House and Learning Centre Inc	\$34,930
Wimmera Hub Inc	\$418,402
Totals	\$2,697,156

Hume Region

Albury Wodonga Volunteer Resource Bureau Inc	\$14,120
Bandiana Neighbourhood House	\$11,150
Baranduda Community Centre (auspiced by Wodonga City Council)	\$150
Beechworth Neighbourhood Centre	\$37,284
Berry Street Victoria	\$43,599
Birallee Park Neighbourhood House	\$21,372
Bright Adult Education Inc	\$46,573
Broadford Community Centre Inc	\$25,471
CEACA - Continuing Education and Arts Centre	\$131,185
Central Access Ltd	\$50,934
City of Wodonga - Felltimber Community Centre	\$14,265
Cobram Community House Inc	\$161,412
Continuing Education Centre (Albury-Wodonga) Ltd	\$594,347
Corryong Community Education Centre Inc	\$99,597
Corryong Neighbourhood House Inc	\$14,415
Euroa Community Education Centre Inc	\$201,254
Kilmore and District Community Group	\$16,674
King Valley Learning Exchange	\$19,460
Kinglake Ranges Neighbourhood House Inc	\$21,715
Kyabram Community and Learning Centre Inc	\$73,374
MACE Inc	\$130,278
Mooroopna Education and Activity Centre Inc	\$20,973
Mt Beauty Neighbourhood Centre	\$40,429
Nathalia District Community Association Inc	\$15,839
North Shepparton Community and Learning Centre Inc	\$121,234
Numurkah Community Learning Centre Inc	\$34,925
Open Door Neighbourhood House	\$18,656
Pangerang Community House Inc	\$21,160
Pyalong Neighbourhood House Inc	\$12,973
Seymour and District Community House Inc	\$37,495
Shepparton Access	\$31,041
Shepparton Adult and Community Education Inc	\$346,047
South Shepparton Community House	\$56,039
Tallangatta Community Education Centre Inc	\$25,048
Tatura Community House Inc	\$17,809
The Centre for Continuing Education Inc	\$1,026,469
Trudewind Neighbourhood House	\$33,583
Wallan and District Community Group Inc	\$16,607
Waminda Inc	\$19,671
Yackandandah Community Education Network	\$22,732
Yea Community Service Group Inc	\$16,008
YNH Services	\$60,079
Totals	\$3,723,446

Loddon Mallee Region

Bendigo Adult Literacy Group	\$164,532
Bendigo Neighbourhood House (auspiced by Anglicare)	\$38,081
Bendigo Regional Ethnic Communities Council Inc	\$18,002
Birchip Telecentre Inc	\$24,650
Boort Resource and Information Centre Inc	\$22,210
Campaspe College of Adult Education	\$353,281
Castlemaine and District Continuing Education Inc	\$162,644
Castlemaine Community House Inc	\$25,186
CentaVic Ethnic (ESL) Learning Inc	\$18,730
Cohuna Learning Centre Inc	\$17,753
Continuing Education Bendigo Inc	\$561,808
Donald Learning Group Inc	\$21,265
Echuca Neighbourhood House Inc	\$21,117
Future Connections Association Inc	\$287,008
Future Employment Opportunities Inc	\$118,287
Goldfields Employment and Learning Centre Inc	\$247,492
Inglewood Community Resource Centre Inc	\$9,244
Kangaroo Flat Community Group Inc	\$26,038
Kerang Learning Centre Inc	\$179,780
Kyabram Community and Learning Centre Inc	\$571,046
Kyneton Community and Learning Centre Inc	\$181,284
Lancefield Neighbourhood House Inc	\$18,135
Loddon Neighbourhood House Inc	\$52,384
Long Gully Neighbourhood Centre Inc	\$18,961
Macedon Ranges Further Education Centre	\$88,203
MADEC Ltd	\$695,415
Maldon Neighbourhood Centre Incorporated	\$19,147
Mclvor Health and Community Services	\$19,646
Mildura Aboriginal Corporation	\$39,164
Mirrimbeena Aboriginal Education Group Inc	\$54,730
Murray Adult Community Education Swan Hill Inc	\$203,864
Murray Human Services Inc	\$42,208
Northern Mallee Migrant Services Group Inc	\$19,730
Peter Harcourt Services Inc	\$24,287
Red Cliffs Community Resource Centre Inc	\$18,730
Robinvale Network House Inc	\$42,598
Rushworth Community House Inc	\$52,746
Tongala Community Activities Centre Inc	\$21,565
Tongala Dairy Industry Training Centre Inc	\$31,190
Woodend Neighbourhood Centre Inc	\$20,924
Wycheproof Community Resource Centre	\$30,443
Totals	\$4,583,508

Northern Metropolitan Region

Aboriginal Community Elders Services (ACES)	\$12,420
Acacia Indochinese Community Support Association	\$22,474
Arts Project Australia Inc	\$28,742
Australian Greek Welfare Society Ltd	\$45,819
Australian Vietnamese Women's Association	\$97,103
Belgium Avenue Neighbourhood House Inc	\$26,455
Broadmeadows Employment Project Inc	\$406,179
Brotherhood of St Laurence	\$28,034
Brunswick Neighbourhood House Cooperative Ltd	\$146,368
Burnley Neighbourhood Centre Inc	\$21,926
Carlton Neighbourhood Learning Centre Inc	\$167,690
Carringbush Adult Education Inc	\$185,915
Craigieburn Education and Community Centre Inc	\$57,380
Diamond Creek Living and Learning Centre	\$42,710
Diamond Valley Learning Centre Inc	\$403,343
Djerriwarrh Employment and Education Services Inc	\$53,913
Finbar Neighbourhood House Inc	\$18,858
Fitzroy Learning Network Inc	\$70,358
Glenroy Neighbourhood Learning Centre Inc	\$362,774
Heidelberg Training and Resources Centre Inc	\$51,331
Holden St Neighbourhood House Inc	\$55,163
Homestead Community Centre (auspiced by Hume City Council)	\$20,501
Jika Jika Community Centre Inc	\$22,138
Kaleidoscope Neighbourhood House	\$15,839
Kurdish Association of Victoria Inc	\$31,115
Lalor Living and Learning Centre Inc	\$240,119
Macedon Ranges Further Education Centre	\$55,758
Meadow Heights Learning Shop Inc	\$236,607
Mental Illness Fellowship Victoria	\$45,133
Mill Park Community House	\$119,766
Moreland Adult Education Association Inc	\$252,313
Nillumbik Shire Council (Living and Learning Centre)	\$159,916
North Carlton Railway Station Neighbourhood House	\$23,434
Olympic Adult Education	\$287,191
Preston Neighbourhood House Inc	\$82,127
Preston Reservoir Adult Community Education Inc	\$457,635
Robinson Reserve Neighbourhood House Inc	\$37,638
Rosanna Fire Station Community House Inc	\$25,515
SPAN Community House Inc	\$45,588
Sussex Neighbourhood House Inc	\$94,870
Thornbury Women's Neighbourhood House Inc	\$142,738
Tullamarine Community House Inc	\$52,047
Victorian Vocational Rehabilitation Association	\$57,430
Watsonia Neighbourhood House Inc	\$18,878
YarraNet Inc	\$16,730
Yooralla - Community Learning and Living Centre	\$5,439
Totals	\$4,851,420

Southern Metropolitan Region

Australian Croatian Community Services	\$6,043
Australian Greek Welfare Society Ltd	\$36,601
Avocare Ltd	\$8,224
Belvedere Community Centre Inc	\$25,656
Blind Bight Community Centre	\$8,747
Caulfield South Community House	\$23,047
Cheltenham Community Centre Inc	\$122,326
Community One Inc	\$280,375
Cranbourne Community House	\$155,258
Dandenong Neighbourhood House	\$66,819
Dingley Village Neighbourhood Centre	\$85,970
Doveton Neighbourhood Learning Centre Inc	\$28,212
Eastwork Employment Inc	\$4,112
Elwood St Kilda Neighbourhood Learning Centre Inc	\$159,619
Emerald Community House	\$32,212
Endeavour Hills Uniting Care Neighbourhood Centre	\$32,157
Gawith Villa Inc	\$16,947
Glen Eira Adult Learning Centre Inc	\$149,347
Godfrey Street Community House	\$19,828
Hallam Community Centre Inc	\$25,620
Hampton Community Centre	\$20,553
Hampton Park Care Group Inc	\$52,610
Jan Wilson Community Centre	\$60,844
Karingal Neighbourhood House Inc	\$16,396
Keysborough Learning Centre	\$299,384
Langwarrin Community Centre Inc	\$68,775
Learn For Yourself Inc	\$65,119
Living and Learning Inc (Pakenham/Cardina)	\$151,182
Longbeach PLACE Inc	\$213,422
Lyrebird Community Centre	\$43,411
Merinda Park Community Centre	\$341,312
Moongala Women's Cooperative	\$30,123
Mordialloc Neighbourhood House	\$38,186
Mornington Community Contact Inc	\$72,514
Mount Eliza Village Neighbourhood Centre Inc	\$24,406
Narre Community Learning Centre	\$693,062
New Hope Migrant and Refugee Centre Inc	\$65,972
Ngwala Willumbong Cooperative Ltd	\$48,711
Noble Park Community Centre	\$19,614
Outlook (VIC) Inc	\$100,671
Peninsula Access Support and Training	\$59,992
Peninsula Adult Education and Literacy	\$83,204
Peninsula Training and Employment Program Inc	\$133,429
Port Melbourne Neighbourhood Centre Inc	\$63,176
Port Phillip Community Group	\$17,609
Prahran City Parish Mission	\$18,576
Prahran Neighbourhood House Inc	\$153,467
Rye Community House Inc	\$20,088
Sandybeach Community Cooperative Society Ltd	\$339,731
SkillsPlus Inc	\$221,662
Songlines Music Aboriginal Corporation	\$41,286
Sorrento Community House Inc	\$33,486

Southern Metropolitan Region (continued)

South Eastern Region Migrant Resource Centre Inc	\$38,604
Southern Mental Health Association Inc	\$8,535
Springvale Indo-Chinese Mutual Assistance Association	\$46,780
Springvale Learning and Activities Centre Inc	\$42,575
Springvale Neighbourhood House	\$279,063
St Kilda Youth Service Inc	\$43,885
Taskforce Community Agency	\$17,461
Upper Beaconsfield Community Centre Inc	\$115,572
Wellsprings For Women Inc	\$41,128
Yooralla - Community Learning and Living Centre	\$10,878
Totals	\$5,543,574

Western Metropolitan Region

Altona Meadows Community Centre Inc	\$23,017
Anglicare Victoria	\$18,786
Angliss Neighbourhood House Inc	\$85,348
Australian Croatian Community Services	\$18,686
Australian Greek Welfare Society Ltd	\$26,527
Australian Polish Community Services	\$32,554
Australian Romanian Community Welfare	\$19,870
Australian Vietnamese Women's Association	\$29,904
Community West Inc	\$271,469
Djerriwarrh Employment and Education Services Inc	\$307,767
Duke Street Community House Association Inc	\$150,508
Essendon Network for Employment and Training Inc	\$96,938
Flemington Neighbourhood House Inc	\$120,750
Flemington Reading and Writing Program Inc	\$184,035
Footscray Community Arts Centre Ltd	\$181,544
ISIS Primary Care	\$12,513
Kensington Women's Group Childcare Association Inc	\$119,162
Laverton Community Centre and Neighbourhood House Inc	\$81,435
Maribyrnong Community Centre	\$53,039
Melton South Community Centre Inc	\$39,767
North Melbourne Language and Literacy Inc	\$140,122
Outlets Cooperative Ltd	\$49,780
Quantin Binnah Community Centre Inc	\$20,506
South Kingsville Community Centre Inc	\$26,904
Spanish Latin American Welfare Centre (CELAS)	\$22,169
Sydenham Community Centre Inc	\$10,495
The Centre Connecting Community in North West Melbourne Inc	\$29,538
Vision Australia	\$17,325
Werribee Community Centre Inc	\$277,380
Western Bulldogs SpiritWest Services	\$279,333
Williamstown Community and Education Centre Inc	\$214,614
Wingate Avenue Community Centre Inc	\$74,404
Yarraville Community Centre Inc	\$236,332
Yooralla - Community Learning and Living Centre	\$56,755
Totals	\$3,329,276

Appendix 2: Publications

AccessACE: clever uses of ICT in ACE. Lessons learned in blended learning – a guide for managing and teaching (January 2008).

ENGAGEMENT, KNOWLEDGE, CAPABILITY Connecting Research to Policy and Practice Evaluation of the Circles of Professional Research Practice (October 2007).

The changing face of community business (August 2007).

Appendix 3: Freedom of information

Victoria's Freedom of Information Act 1982 (the Act) gives members of the public the right to apply for access to documents held by Ministers, Victorian Government departments, local councils, public hospitals, statutory authorities and most semi-government agencies.

Information required to be published is provided below except for information that is published elsewhere in this annual report.

The Act allows people to apply for access to all documents held by an agency. Documents include, but are not limited to: paper and electronic documents, maps, tapes and graphs.

The two main categories of information normally requested under the Act included individuals asking for their personal documents and documents relating to the activities of government.

The Act outlines general categories of information that are exempt. This includes information relating to the personal affairs of third parties, information provided in confidence, information that if released might endanger the lives or physical safety of individuals, cabinet documents, commercial-in-confidence information and internal working documents, the release of which would be contrary to the public interest.

Decisions are made under the Act by the secretary of the department, or in line with arrangements made by the secretary as required under sections 26 and 51 of the Act.

Applicants are to be notified of decisions as soon as practicable, but no later than 45 days after the day on which the request was received. It should be noted that certain documents are destroyed or transferred to the Public Record Office Victoria in accordance with the *Public Records Act 1973*.

Freedom of information arrangements

Access to records

All requests for access to records held by agencies are dealt with by the authorised officer. Applicants seeking access to documents held by agencies should try to specify the topic of interest rather than the file series in which the applicant considers that the document might exist. The authorised officer can help in specifying the topic.

Form of request for access

The FOI Act requires applicants to request access to documents in writing. No form of application is specified. A letter that clearly describes the document(s) sought is sufficient. The letter should specify that the application is a request made under the Freedom of Information Act 1982. The letter should not form part of a letter on another subject.

The applicant should provide the following information:

- Name
- Address
- Telephone number which can be used to contact the applicant during business hours
- Details of the document(s) requested
- Form of access required – copies of documents, inspection of file, or other (please specify).

Correction of personal information

Requests for correction or amendment of personal information in a document held by the agency must be made in writing. The requests should:

- Specify how and why the person making the request believes the information to be incorrect, incomplete, misleading or out of date.
- Specify the amendments that the person wishes to have made.

Fees and charges

An application fee is required unless evidence of hardship is provided. Applicants are advised that other charges may be made in accordance with the Freedom of Information (Access Charges) Regulations 2004. Details of the fee and access charges can be found at www.foi.vic.gov.au.

Appeals

An applicant may appeal against a decision made on a request for access to documents, against a decision made on a request for the amendment of records, or against the cost levied for allowing access to documents.

Information about the appropriate avenue of appeal will be conveyed to the applicant in the letter advising of the initial decision.

Freedom of Information request summary

No Freedom of Information requests were received during 2007-08.

Making a freedom of information request

A request must be made in writing and should be addressed to:

FOI Authorised Officer
Adult, Community and Further Education Board
GPO Box 2392
Melbourne VIC 3001

Telephone enquiries can be made on (03) 9208 3333

Requests can also be lodged online at:
www.foi.vic.gov.au

Appendix 4: Whistleblowers Protection Act 2001

Disclosures made under the *Whistleblowers Protection Act 2001* – 1 July 2007 - 30 June 2008

Types of Disclosure	Total
Disclosures made to the department	Nil
Disclosures referred by the department to the Ombudsman for determination as to whether they are public interest disclosures	Nil
Disclosed matters referred by the Ombudsman to the department	Nil
Disclosed matters referred by the department to the Ombudsman to investigate	Nil
Investigations of disclosed matters taken over by the Ombudsman	Nil
Requests made under section 74 to the Ombudsman to investigate disclosed matters	Nil
Disclosed matters that the department has declined to investigate during the year	Nil
Disclosed matters that were substantiated on investigation, and the action taken on completion of investigation	Nil
Any recommendations of the Ombudsman under the Act that relate to the department	Nil

To view the full procedure for making disclosures, please visit www.dpcd.vic.gov.au.

Appendix 5: Other statutory reporting requirements

I, Adrian Nye, Acting Chairperson, certify that the Adult, Community and Further Education Board is actively working towards developing risk management processes consistent with the Australian/New Zealand Risk Management Standards and internal control systems are being established which will enable the executive to understand, manage and satisfactorily control risk exposures. The Department of Planning and Community Development verifies this assurance and that the developing Risk Profile of the Adult, Community and Further Education Board has been critically reviewed within the last 12 months.



Adrian Nye
Acting Chairperson

Adult, Community and Further Education Board

Compliance with the *Building Act 1993*

The ACFE Board continues to monitor ACFE-owned buildings to ensure compliance with the building and maintenance provisions of the *Building Act 1993*. Non-ACFE owned buildings occupied by community-based adult education organisations are not included as these are community owned.

Consultancies and major contracts

There were no consultancies valued at over \$100,000 engaged by the ACFE Board. One consultant was engaged where the total fee payable was less than \$100,000. A total expenditure of \$80,875 was paid against this consultancy during the year. No contracts greater than \$10 million in value were entered into during 2007-08.

National Competition Policy

The ACFE Board has complied with the legislative requirements under the National Competition Policy.

Additional Information

Consistent with the requirements of the *Financial Management Act 1994*, ACFE has prepared material on the following topics. Details of this material are held by the General Manager of ACFE and are available to the public on request, subject to the *Freedom of Information Act 1982*.

Information retained by ACFE includes details (where applicable) of any:

- Declarations of pecuniary interests.
- Shares held by senior officers as nominee or held beneficially in a statutory authority or subsidiary.
- Changes in prices, fees, charge, rates and levies.
- Major external reviews.
- Major research and development activities.
- Overseas visits undertaken.
- Major promotional, public relations and marketing activities.
- Industrial relations issues.
- Major committees sponsored by the ACFE Board.

Enquiries regarding details of this information should be made to:

General Manager

Adult, Community and Further Education

GPO Box 2392

Melbourne Victoria 3001

Telephone: (03) 9208 3333

Occupational Health and Safety

The annual report for the Department of Planning and Community Development covers occupational health and safety matters and performance indicators concerning staff employed in the ACFE central and regional offices.



Appendix 6: Disclosure index

The annual report of the ACFE Board is prepared in accordance with the Financial Management Act 1994 and the Directions of the Minister for Finance. This index facilitates identification of the ACFE Board's compliance with the Directions of the Minister for Finance by listing references to disclosures in this financial report.

Legislation Requirement		Page
Ministerial directions		
Report of operations		
Charter and purpose		
FRD 22B	Manner of establishment and the relevant Ministers	10
FRD 22B	Objectives, functions, powers and duties	10
FRD 22B	Nature and range of services provided	10, 21
Management and structure		
FRD 22B	Organisational structure	11
FRD 22B	Names of board members	12
Financial and other information		
FRD 22B	Statement of workforce data and merit and equity	17
FRD 15B	Executive officer disclosures	n/a
FRD 22B	5 year summary of financial results	9
FRD 22B	Significant changes in financial position	9
FRD 22B	Operational and budgetary objectives and performance against objectives	30
FRD 22B	Major changes or factors affecting performance	21
FRD 22B	Subsequent events which will affect operations in future years	n/a
FRD 22B	Details of consultancies over \$100,000	74
FRD 22B	Details of consultancies under \$100,000	74
FRD 12A	Disclosure of major contracts	74
FRD 22B	Application and operation of Freedom of Information Act 1982	71-72
FRD 22B	Application and operation of the Whistleblowers Protection Act 2001	73
FRD 22B	Compliance with building and maintenance provisions of Building Act 1993	74
FRD 22B	Statement on National Competition Policy	74
FRD 22B	Occupational health and safety	75
FRD 10	Disclosure index	76-77
FRD 22B	Statement of availability of other information	75
FRD 25	Victorian Industry Participation Policy disclosures	n/a
FRD 24B	Reporting of office-based environmental disclosures	17

Legislation Requirement	Page
Financial Statements	
Financial statements required under Part 7 of the FMA	
SD 4.2(c) Compliance with Australian accounting standards and other authoritative pronouncements	45
SD 4.2(c) Compliance with Ministerial Directions	38-39
SD 4.2(d) Rounding of amounts	46
SD 4.2(c) Accountable officer's declaration	39
SD 4.2(f) Model Financial Report	n/a
SD 4.2(b) Statement of financial performance	40
SD 4.2(b) Statement of financial position	42
SD 4.2(b) Statement of cash flows during the year	44
Other disclosures in notes to the financial statements	
FRD 9A Department disclosure of administered assets and liabilities	n/a
FRD 11 Disclosure of ex-gratia payments	n/a
FRD 13 Disclosure of parliamentary appropriations	n/a
FRD 21A Responsible person and executive officer disclosures	57
Legislation	
Freedom of Information Act 1982	71-72
Building Act 1983	74
Whistleblowers Protection Act 2001	73
Victorian Industry Participation Policy Act 2003	n/a

Acronyms and abbreviations



ACE	Adult Community Education
ACEA	Australasian Corrections Education Association
ACFE	Adult, Community and Further Education
AMES	Australian Multicultural Education Service
AQTF	Australian Quality Training Framework
AEI	Adult Education Institution
CAE	Centre for Adult Education
CGEA	Certificate of General Education for Adults
CLP	Community Learning Partnership
CMM	Curriculum Maintenance Manager
DIIRD	Department of Innovation, Industry and Regional Development
DPCD	Department of Planning and Community Development
DVC	Department for Victorian Communities
ESL	English as a Second Language
FOI	Freedom of Information
LBOTE	Language background other than English
MOU	Memorandum of Understanding
POD	Professional Organisational Development
SCH	Student Contact Hour
VAEAI	Victorian Aboriginal Education Association Inc
VET	Vocational Education and Training
VCAL	Victorian Certificate of Applied Learning
VCE	Victorian Certificate of Education
VU	Victoria University
VSC	Victorian Skills Commission
YPP	Youth Pathways Program

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Adult, Community and Further Education (ACFE) Board

Level 10
1 Spring Street
Melbourne Victoria 3000

GPO Box 2392
Melbourne Victoria 3001

Telephone: (03) 9208 3333

Website: www.acfe.vic.gov.au



Department of Planning
and Community Development