

education for adults



Adult, Community  
and Further Education Board  
**Annual Report 2008 - 2009**



Adult, Community and  
Further Education



October 2009

**The Hon. Jacinta Allan, MP**

Minister for Skills and Workforce Participation

Level 36

121 Exhibition Street

Melbourne VIC 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 2009, as required by the *Financial Management Act 1994* and the *Education and Training Reform Act 2006*.

The injection of \$316 million by the Victorian Government into the adult community and further education sector through the *Securing Jobs for Your Future – Skills for Victoria* package has been a highlight this year for the ACFE Board. Since its release in August 2008 *Securing Jobs for Your Future – Skills for Victoria* has become a focal point for the ACFE Board due to the significant role ACE and ACFE play in implementation. The ACFE Board has focused on preparing ACE organisations and strengthening their capabilities so that they can successfully transition into the new skills environment and expand the participation of our priority learners in adult community education.

Adult community and further education continued to successfully deliver a range of programs during the year that have contributed to the skills development of people previously disadvantaged in the labour market and for those who have yet to complete Year 12 or an equivalent qualification. The release of *A Stronger ACFE – Delivering Skills for Victoria* will enhance our ability to deliver these programs as we move into the new skills system.

In 2008, approximately 52,000 learners participated in programs funded through the ACFE Board. This equated to approximately 38 per cent of all learners in ACE. The delivery of adult literacy and numeracy programs by ACE organisations constituted 36.8 per cent of the total number of student contact hours funded by the Victorian Government, through the ACFE Board.

The exciting outcomes that this report outlines demonstrate the diverse and widespread successes that have been achieved over the last 12 months through the partnerships the ACFE Board has with Regional Councils, ACE organisations and our key stakeholders. The Board is looking forward to building on these successes and supporting the Government realise the vision contained in *Securing Jobs for Your Future – Skills for Victoria* and *A Stronger ACFE – Delivering Skills for Victoria*.

On behalf of the Board, thank you for your generous support of the Board and the sector in the course of the year.

Yours sincerely



**Adrian Nye**

Acting Chairperson

Adult, Community and Further Education Board



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# At a glance

Throughout 2008-09 the Adult, Community and Further Education (ACFE) Board has focussed on key strategies to enhance participation in adult community education across Victoria and strengthen the sustainability of community-based adult education organisations.

2008-09 marked the final year of the 2004 Ministerial Statement *Future Directions for Adult Community Education in Victoria*. Adult community and further education continued to successfully deliver a range of programs that have contributed to the skills development of people previously disadvantaged in the labour market and for those who have yet to complete Year 12 or an equivalent qualification.

## Profile

The Victorian Government provides funding through the ACFE Board for training delivery by Adult Community Education (ACE) organisations, and two Adult Education Institutions (AEIs) – the Centre for Adult Education (CAE) and Adult Multicultural Education Services (AMES).

ACE organisations:

- are community owned and managed, and operate on a not-for-profit basis
- focus on local communities and are often the only place people can go for adult learning in rural areas
- cooperate in strategic areas of business to capitalise on opportunities and deliver outcomes beyond the reach of any one ACE organisation.

ACE can reach out successfully to people who may not otherwise pursue a pathway to education and training. ACE organisations take an informal and friendly, adult-focused approach to learning.

Adult community and further education offers learning that is:

- focused on learners, flexible and innovates to meet individual and business needs
- tailored to the learners' circumstances whether that be through delivery at the workplace or after work hours, or facilitated by relevant support
- responsive to business needs for training programs that deliver the skills required for current and emerging markets, when and where business needs them
- particularly suited to working with micro and small businesses, and reaching home-based businesses.



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 funding allocation.

There are four ACFE program categories.

**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 AELs, which are government-funded through the ACFE Board. Further Education programs are also delivered in TAFE institutions and private Registered Training Organisations.

# Highlights

## ACE programs and learners

Individuals and communities have benefited from the collective effort of ACE organisations in contributing to knowledge and skills development across Victoria.

The Victorian Government, through the ACFE Board, recognises the value and significance of the ACE sector in education and training, and emphasises the necessity for a community-wide effort to build knowledge, skills and attributes across Victoria.

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

In 2008, ACE organisations and AElS reported:

- total delivery to approximately 137,352 learners (all funding sources including non-Vocational Education and Training (VET) activity)
- approximately 52,000 learners participated in programs funded through the ACFE Board – approximately 38 per cent of all learners in ACE
- fee for service activity (including non-VET activity) generated 3.95 million student contact hours (SCH)
- activity funded through Skills Victoria stood at 1.2 million SCH
- funds allocated by the Victorian Government through the ACFE Board supported 5.91 million SCH.

In 2008, of the ACE learners enrolled in ACFE Board funded programs:

- 71.66 per cent of learners were female and 28.04 per cent were male
- 1.4 per cent of learners identified as Indigenous
- 21 per cent of learners were from a culturally and linguistically diverse community.

## A Stronger ACFE – Delivering Skills for Victoria

In August 2008 the Victorian Government released the \$316 million *Securing Jobs for Your Future – Skills for Victoria* package. It set in place the most fundamental reform of Victoria's skills sector in decades and the biggest single investment ever made in the sector.

To strengthen ACFE's place in the skills agenda the Minister for Skills and Workforce Participation launched the Government's \$15.4 million *A Stronger ACFE – Delivering Skills for Victoria* policy in June 2009.

*A Stronger ACFE* commits the Victorian Government to four key areas of action.

1. Maximising access to quality ACE services and programs
2. Promoting the ACE sector
3. Supporting sustainable ACE organisations and a sustainable sector
4. Positioning ACE as a partner in achieving solutions to wider problems through community-based learning

## ACFE Capacity Initiatives – Strengthening the ACE Sector

In 2008, \$2.55 million was secured for eight ACFE Capacity Initiatives to implement an integrated set of strategies focused on strengthening and preparing the ACE sector for the changes to the Victorian Skills system.

The ACFE Capacity Initiatives support ACE organisations to:

- operate effectively within a contestable environment
- extend their reach to people with low skills who have not previously participated in education and employment
- provide a quality training service.



# Summary of financial results

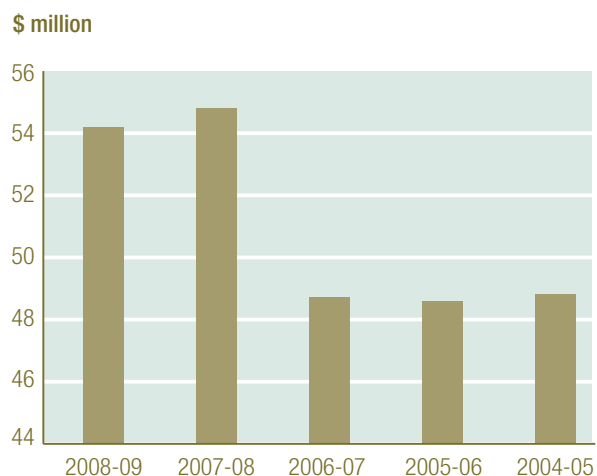
## Financial performance

The table below provides summary information from the Adult, Community and Further Education Board's financial reports for the 2008-09 financial year, with comparative data for the previous four years.

	2008-09 \$ million	2007-08 \$ million	2006-07 \$ million	2005-06 \$ million	2004-05 \$ million
Operating revenue					
Revenue from State Government	38.4	39.3	33.8	34.8	35.1
Other revenue	15.8	15.5	14.9	13.8	13.7
Total operating revenue	54.2	54.8	48.7	48.6	48.8
Operating expenses	53.4	55.4	49.3	50.1	51.4
Operating surplus/(deficit)	0.8	(0.6)	(0.6)	(1.5)	(2.6)
Total assets	26.8	22.3	17.7	18.0	19.7
Total liabilities	4.1	0.4	0.3	0.1	0.3
Net cash inflow/(outflow)	0.8	(0.6)	(0.6)	(1.5)	(2.2)

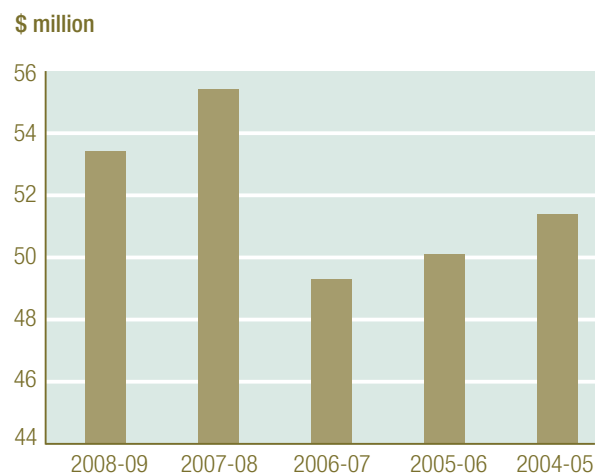
## Revenue

Total revenue in 2008-09 decreased by \$0.6 million compared with 2007-08.



## Expenses

Expenses in 2008-09 decreased by \$2 million compared with 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 and learn new skills.

Through the ACFE Board, the Victorian Government provides funding to community-based organisations, known as Adult Community Education (ACE) organisations, 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 organisations 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 Acting Chairperson of the ACFE Board was a member of the Victorian Skills Commission in 2008-09.

## ACFE Board and Committee Meetings

The ACFE Board met six times during the financial year 2008-09. In addition it held a planning workshop which established the key directions for the next 12 months.

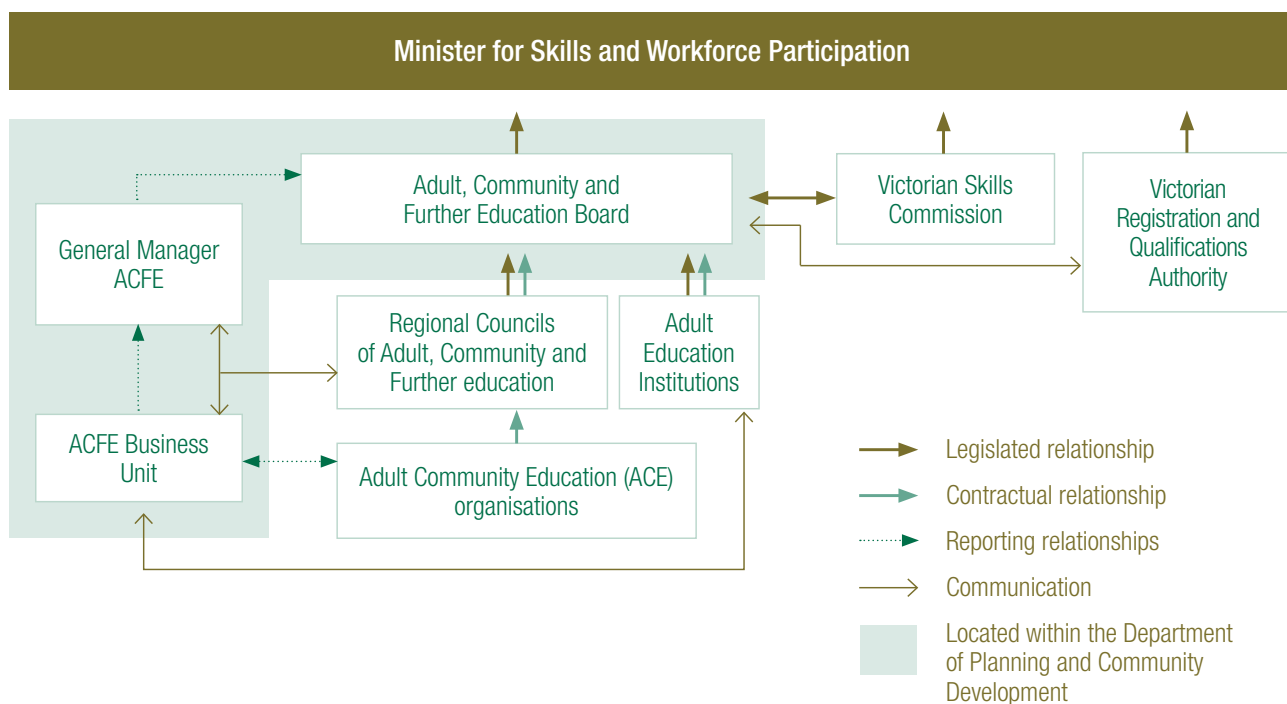
The Acting Chairperson of the ACFE Board gave presentations and participated in a number of events organised by Regional Councils of ACFE, ACE organisations, the CAE and AMES.

In 2008-09, the ACFE Board operated an Audit Committee. The members of this committee were:

- Jonathon Thomas from Moore Stephens HF (*Chairperson*)
- Kylie Whittard
- Adrian Nye (*from August 2008*)
- Virginia Fenelon (*from February 2009*)
- Annelies Kamp (*from May 2009*)
- Warren Stooke (*to December 2008*)
- Gary Neat (*to December 2008*)

## Governance arrangements

The diagram below describes the governance relationships and accountabilities of the ACFE Board.



## ACFE Board Performance Agreements

The Victorian Government, through the ACFE Board, supported the education and training of more than 52,000 learners in 2008. This delivery was provided through performance agreements with Regional Councils of ACFE, the CAE and AMES and totalled 5,912,969 student contact hours of vocational education and training.

Through their performance agreements with Regional Councils of ACFE more than 47,273 learners were provided with 4,944,302 student contact hours of ACFE Board funded vocational education and training in 2008.

Through their performance agreements the CAE delivered 789,373 student contact hours to 3,680 students and AMES delivered 179,294 student contact hours to 1,080 students on behalf of the ACFE Board. Both AEs targeted key learner groups as part of their performance agreement with the ACFE Board

Regional Councils of ACFE successfully ran their annual conferences throughout the year. ACE organisations from across Victoria took up the opportunities offered by Regional Councils to network, showcase their successes and undertake professional development.

### GRAMPIANS REGIONAL COUNCIL OF ACFE

Grampians Regional Council held a very successful two day Regional Conference this year, attended by representatives from 24 ACE organisations.

Participants explored the new skills system and gained a better understanding of the opportunities a contestable funding environment offers.

## Audits

### ACFE Board Audits

The ACFE Board undertook the following audits during the year.

- PriceWaterhouseCoopers was engaged to audit the Victorian Skills Commission appropriation of Commonwealth Funding for the 2008 Commonwealth equipment program and Commonwealth operating program.
- An audit on the application of the Ministerial Directions relating to the fees and charges policy was undertaken. The audit was used to verify fee concession/exemption claims by an organisation to its share of the fee concession budget.
- An invalid enrolment audit of ACE organisations was undertaken to determine their compliance with external reporting requirements. The audit was also used to measure the effectiveness of ACE organisations' administrative and records management procedures to assure the integrity, accuracy and currency of records.

### Internal Audit Program

The Department of Planning and Community Development has developed the Strategic Internal Audit Plan 2007-2010. The ACFE Board is included in any internal audits undertaken 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 specific internal audits were carried out by the Department on behalf of the ACFE Board.

#### HUME REGIONAL COUNCIL OF ACFE

Partnerships have been a key focus for the Hume Regional Council this year. The Council was funded to run the *Reframing the Future* project that enabled ACE organisations to develop partnerships with other ACE organisations and TAFE. The Council has also assisted with the development of a resource to support these partnerships.

## 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 to ACE organisations and AElS.

#### 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 AElS.

#### VSC Commonwealth appropriated funding

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

### Other grant funding distributed to the ACE sector

Other State and Commonwealth Government departments allocated the ACFE Board funding for non-recurrent initiatives. These included:

- *LearnScope* (Skills Victoria, DIIRD)
- Victorian Certificate of Applied Learning (Department of Education and Early Childhood Development)
- Adult Learner's Week (Commonwealth Department of Education, Employment and Workplace Relations).

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

## 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.

### Current ACFE Board members as at 30 June 2009

There are currently 3 vacancies on the ACFE Board.



Acting Chairperson  
**Mr Adrian Nye**

Mr Adrian Nye was appointed as Acting Chairperson from August 2008 following the resignation of Ms Lynne Wannan.

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 administration.



**Mr Robert Britten**

Mr Robert Britten was appointed to the ACFE Board in April 2009.

Mr Britten is a self-employed consultant and program manager. He has mostly recently worked with the Victorian Aboriginal Health Service (VAHS). He has had

significant involvement in Indigenous employment and education, and in strategic planning and management activities.



**Ms Virginia Fenelon**

Ms Virginia Fenelon is a self-employed education and training consultant. She has had extensive senior management experience in education through several roles at the School of Mines Industries, Ballarat (TAFE) and the University of

Ballarat. Ms Fenelon has held a variety of other teaching and leadership positions in both the secondary school and TAFE sectors. She was previously a member of the Grampians Regional Council of ACFE and has had an active role in many regional education boards and committees.



**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.



### **Dr Annelies Kamp**

Dr Annelies Kamp was appointed to the ACFE Board in April 2009.

Dr Kamp is the Strategy and Development Manager, Community Services with Mission Australia and was previously Research and Policy Manager for

Brotherhood of St Laurence, with a focus on social inclusion through education. She has extensive background in the management and funding of post compulsory education, industry training and the ACE sector in New Zealand. She currently holds an Adjunct Research Fellowship with Monash University.



### **Ms Bernadette O'Connor**

Ms Bernadette O'Connor was appointed to the ACFE Board in September 2008.

Ms O'Connor is the Chief Executive Officer of Education Centre Gippsland. She has worked in the not-for-

profit education, training and employment sector for over 25 years. She has extensive experience working with local communities and industries in project management and governance, post compulsory education and training, VET, employment services, capacity building and lifelong learning, disability services and small business. She is currently the Chair of Community Colleges Victoria and of Southern Gippsland Learning Communities. She was previously a director on the Jobs Futures Board.



### **Ms Laurel Sutton**

Ms Laurel Sutton was appointed to the ACFE Board in September 2008.

Ms Sutton is a Project Manager with Victoria Police focussing on the area of knowledge sharing, continuous improvement and innovation. She has a

background working clinically in mental health and in health services management, and significant experience on boards of governance both in government and the community sector.



### **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.



### **Ms Mez Woodward**

Ms Mez 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 Sandy Forbes

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

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

- **Lynne Wannan** (to August 2008)
- **Phillip Cooper** (to August 2008)
- **Warren Stooke** (to February 2009)
- **Gary Neat** (to February 2009)
- **Kylie Whittard** (to June 2009)

Board Member	Meeting Attendance
Adrian Nye	6/6
Robert Britten	2/2
Virginia Fenelon	6/6
Bill Forrest	5/6
Annelies Kamp	2/2
Gary Neat	3/4
Bernadette O'Connor	5/5
Warren Stooke	4/4
Laurel Sutton	4/5
Elias Tsigaras	2/6
Kylie Whittard	5/5
Mez Woodward	6/6

## ACFE Business Unit

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

In early 2009 Jacinta Allan, MP, Minister for Skills and Workforce Participation announced that the Northern and Western Metropolitan Regions of ACFE would merge to form one region. This merge meant that the regional structure of ACFE would align with the structure which the Department of Planning and Community Development operates under. The North Western Metropolitan Regional Council was officially established on 29 June 2009.

### Senior ACFE Staff

General Manager: **Sandy Forbes**

#### Board Support and Policy:

Manager (to July 2008): **Verna Kearney**

Acting Manager (from July 2008 to October 2008): **Chris Gartner**

Acting Manager (from October 2008 to February 2009): **Jane Dewildt**

Manager (from February 2009): **Jane Dewildt**

#### Learner Outcomes:

Manager (to July 2008): **Eric McClellan**

Acting Manager (from July 2008 to November 2008): **Verna Kearney**

Manager (from November 2008): **Verna Kearney**

#### Program and Resource Management:

Manager: **Kerrie McEvoy**

Level 10, 1 Spring Street, Melbourne, 3000  
Ph: 03 9208 3733 | Fax: 03 9208 3147

#### Barwon South West Region

Regional Manager: **Georgina Ryder**

6-8 Moorabool Street, Geelong, 3220  
Ph: 03 5215 6002 | Fax: 03 5215 6099  
Email: acfebsw@dpcd.vic.gov.au

#### Eastern Metropolitan Region

Acting Regional Manager: **Anne Burgoyne**

Rear, 1st Floor, 25 Ringwood Street, Ringwood, 3134  
Ph: 03 9879 4000 | Fax: 03 9879 4066  
Email: acfeemr@dpcd.vic.gov.au

#### Gippsland Region

Regional Manager: **Walter Aich**

Cnr Haigh & Kirk Streets, Moe, 3825  
Ph: 03 5127 6000 | Fax: 03 5127 8715  
Email: acfegip@dpcd.vic.gov.au

#### Grampians Region

Regional Manager: **Ruth Barnes**

111 Armstrong Street North, Ballarat, 3350  
Ph: 03 5327 2821 | Fax: 03 5327 2830  
Email: acfegr@dpcd.vic.gov.au

#### Hume Region

Regional Manager: **Ross Tinkler**

13 Lowry Place, Benalla, 3672  
Ph: 03 5762 4655 | Fax: 03 5762 5397  
Email: acfehume@dpcd.vic.gov.au

#### Loddon Mallee Region

Regional Manager: **Erica Rosat**

Havlin Street East, Bendigo, 3550  
Ph: 03 5442 4300 | Fax: 03 5442 4913  
Email: acfelcm@dpcd.vic.gov.au

#### Northern Metropolitan Region

Regional Manager: **Julie Hebert**

Acting Regional Manager (July 2008 – January 2009):  
**Susanne O'Brien**

#### Southern Metropolitan Region

Regional Manager: **Robyn Downie**

133 Nepean Hwy, Seaford, 3198  
Ph: 03 9786 9466 | Fax: 03 9786 9165  
Email: acfesmr@dpcd.vic.gov.au

#### Western Metropolitan Region

Regional Manager: **Bronwyn Hughes**

(to September 2008)

Acting Regional Manager: **Cheryl Wilkinson**  
(from September 2008 to 29 June 2009)

#### North Western Metropolitan Region

Regional Manager: **Julie Hebert** (from 29 June 2009)

Level 8, 55 Collins Street, Melbourne, 3000  
Ph: 03 9651 7002 | Fax: 03 9651 7269



## Workforce Data

DPCD manages matters relating to staffing, workforce data, the application of merit and equity principles and occupational health and safety (see the DPCD Annual Report 2008-09).

## Environmental impacts

Throughout the year, ACFE offices complied with the office based environmental performance improvement initiatives and requirements of DPCD (see the DPCD Annual Report 2008-09).



# Regional Councils of Adult, Community and Further Education

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.

Regional Councils of ACFE are responsible for recommending the funding allocations 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.

Regional Councils have utilised the concept of a World Café to enhance the professional development forums for ACE organisations. Representatives from 60 ACE organisations attended the *Circe De Reform* World Café forum organised by the Eastern Metropolitan Regional Council.

### LODDON MALLEE REGIONAL COUNCIL OF ACFE

The Loddon Mallee Regional Council carried out a regional road show this year to assist ACE organisations to understand the 2009 ACFE Purchasing Package. Workshops in data management and the *A-frame* were also run in Mildura, Echuca and Castlemaine with excellent results.

## Members of Regional Councils

### Barwon South Western Region

Christine Balaam (to January 2009)  
Beverley Brown  
Christine Denmead  
Robert Graham (to February 2009)  
Bruce Jeans  
Julie Neeson (coopted member to March 2009, member from March 2009)  
Jill Parker (Chairperson)  
Elaine Robb (to February 2009)  
Kwong Wong (Deputy Chairperson)

### Eastern Metropolitan Region

Helen Croxford  
Dennis Denman (Chairperson)  
Helen Falconer  
Judy Flanagan  
Gavin Melles  
Penny Morison (Deputy Chairperson)  
Michaela-Dana Pelevaniuc  
Philip Warner (from March 2009)

### Gippsland Region

Deborah Brown (Chairperson)  
Karen Fleischer  
Greg Gebhart (Deputy Chairperson and member to April 2009)  
Cheryl Glowrey  
Christine Maxfield (from March 2009)  
Glenda McPherson (to January 2009)  
Greg Twite  
Peter Whitley  
Elizabeth Wright

### Grampians Region

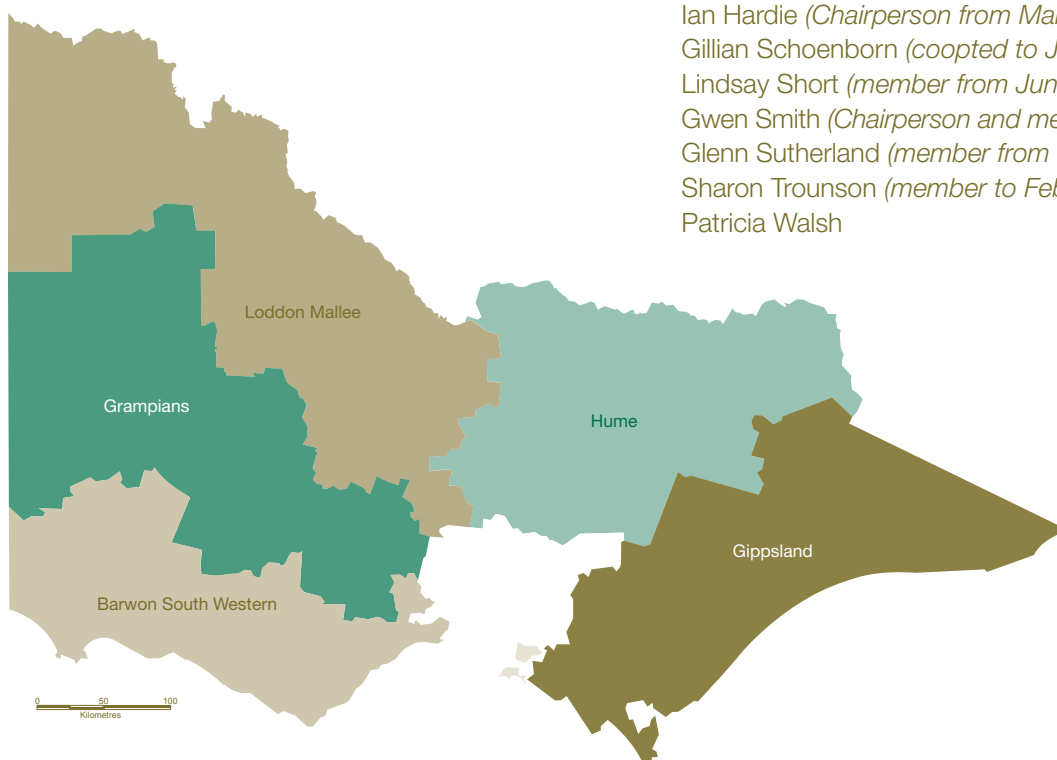
Kathleen Brannigan (member to February 2009)  
Jennifer Dalton (member from June 2009)  
Barry Golding  
Angela Hunt  
Dorothy Lucardie (Chairperson from January 2009)  
Marion Matthews  
Dorothy McLaren (member from March 2009)  
Phillip Morrison (member to January 2009)  
Keith Peters (coopted member to February 2009, member from June 2009 and Deputy Chairperson)  
Elizabeth Reynolds (member to February 2009)  
Jeff Rigby (member from March 2009)  
Amanda Stewart (Chairperson and member to January 2009)

### Hume Region

Linda Bennett (coopted member to May 2009)  
Xue (Sue) Chen (member to April 2009)  
Margaret Craik (member from March 2009)  
Nigel Divito  
Herma Duthie  
Michael Lacey (member to January 2009)  
Robyn Machin  
Mary McGillian (Chairperson to October 2008, member to April 2009)  
Danny O'Donoghue (member to January 2009)  
Leonard Redfern (member from March 2009)  
Helen Young (Chairperson from October 2008)

### Loddon Mallee Region

Derek Bowman  
Lynette Breen  
Grant Dreher  
Frances Ford (Deputy Chairperson)  
Max Gaynor (member from March 2009)  
Ian Hardie (Chairperson from March 2009)  
Gillian Schoenborn (coopted to June 2009)  
Lindsay Short (member from June 2009)  
Gwen Smith (Chairperson and member to February 2009)  
Glenn Sutherland (member from March 2009)  
Sharon Trounson (member to February 2009)  
Patricia Walsh





**Northern Metropolitan Region – ceased operation on 29 June 2009**

Joseph Argiro (*member to January 2009*)  
 Gerard Grant (*Chairperson*)  
 Derek Kosbab (*member to January 2009*)  
 Madeleine Laming  
 Michael McQuillen  
 Anthony O’Brien  
 Greg Waddell (*Deputy Chairperson and member to February 2009*)  
 John Wakefield  
 Heather Weaver (*member to January 2009*)

**Southern Metropolitan Region**

Jan Berrigan (*member from March 2009*)  
 Anne Catanese (*member to January 2009*)  
 Diane Casbolt (*member from March 2009*)  
 Ron Crosling (*member to January 2009*)  
 Tracey Fenton (*Deputy Chairperson and member to January 2009*)  
 David Greenwood (*member from June 2009*)  
 Jenni King (*member to January 2009*)  
 Leanne Malcolm (*Chairperson*)  
 Ann Mayer (*member from March 2009*)  
 Angela Stathopoulos  
 Lisa Thomas (*member to February 2009*)  
 Tracey Trueman (*member to January 2009*)  
 Joanne Wilkinson

**Western Metropolitan Region – ceased operation on 29 June 2009**

Michelle Beveridge (*Deputy Chairperson and member to January 2009*)  
 Michael Halls (*member to January 2009*)  
 Marilla Mason (*Chairperson and member to February 2009*)  
 Susan Oldham (*member to February 2009*)  
 Dianne Parslow  
 Alison Wilson (*member to January 2009*)

**North Western Metropolitan Region – commenced 29 June 2009**

Gerard Grant  
 Geoffrey Hanlon  
 Madeleine Laming  
 Marilla Mason  
 Carmel McCarthy  
 Judy McGannon  
 Jason Parker  
 Dianne Parslow  
 Susan Young

# Delivery and participation



The Victorian Government, through 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 2008.

## Funded delivery

The Victorian Government, through the ACFE Board, funded education and training programs in community-based adult education (ACE) organisations and Adult Education Institutions (AEIs) resulting in a reported delivery of 5,909,363 student contact hours and over 180,000 module enrolments during 2008.

## Total reported ACE provision

Total reported provision (from all funding sources including fee-for-service activity) for ACE organisations and AEIs was 11,075,706 student contact hours in 2008.

## 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. Unless otherwise identified the information is expressed in terms of student contact hours, excluding hours associated with credit transfer.

**Victorian Government funding, allocated by the ACFE Board, for the provision of student contact hours by gender and ACFE program category for ACE organisations and AEIs, 2008 (%).**

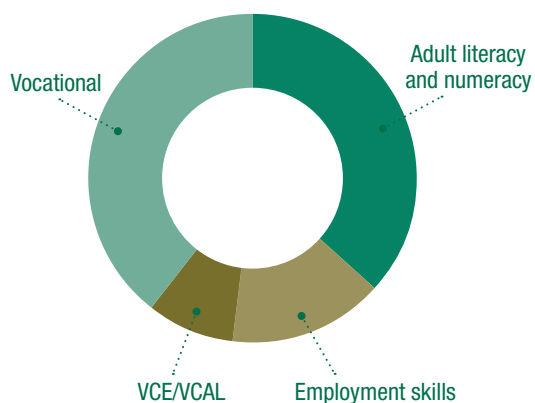
Gender	Adult literacy and numeracy	Employment skills	VCE/VCAL	Vocational	Total
Female	66.26	70.87	60.23	79.59	71.66
Male	33.25	28.96	39.77	20.18	28.05
Not stated	00.49	00.17	00.00	00.23	00.29

Victorian Government funding, allocated by the ACFE Board, for provision of student contact hours by ACE organisations and AElS by region and ACE program category, 2008.

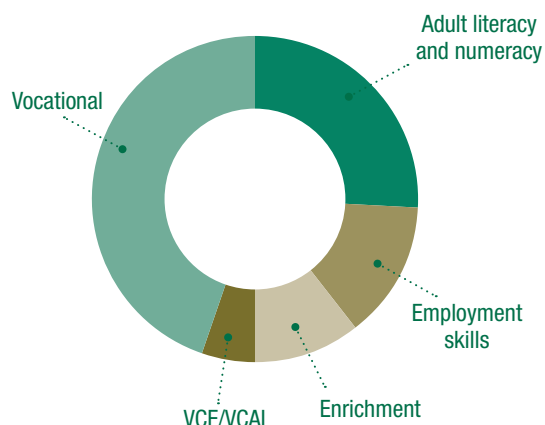
	Adult literacy and numeracy	Employment skills	VCE/VCAL	Vocational	Total
<b>BSW</b>	158,323	111,643	34,090	216,102	520,158
<b>EM</b>	225,207	148,308	59,735	200,535	633,785
<b>GIP</b>	104,058	96,427	28,188	221,517	450,190
<b>GRA</b>	58,516	47,606	27,740	205,459	339,321
<b>HUM</b>	130,368	88,569	22,246	308,843	550,026
<b>LM</b>	86,281	116,646	5,600	281,401	489,928
<b>NM</b>	288,541	82,144	56,038	247,899	674,622
<b>SM</b>	422,276	83,715	51,639	208,807	766,437
<b>WM</b>	355,711	48,026	22,685	89,807	516,229
<b>AMES</b>	90,135	30,865	0	58,294	179,294
<b>CAE</b>	256,518	40,267	212,506	280,082	789,373
<b>All</b>	<b>2,175,934</b>	<b>894,216</b>	<b>520,467</b>	<b>2,318,746</b>	<b>5,909,363</b>
<b>%</b>	<b>36.82</b>	<b>15.13</b>	<b>8.81</b>	<b>39.24</b>	<b>100</b>

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), and Western Metropolitan (WM). AMES - Adult Multicultural Education Services, CAE - Centre for Adult Education

Victorian Government funding, allocated by the ACFE Board, for provision of student contact hours by ACE program for ACE organisations and Adult Education Institutions, 2008.



Total reported provision of student contact hours by ACE program for ACE organisations and Adult Education Institutions, 2008.

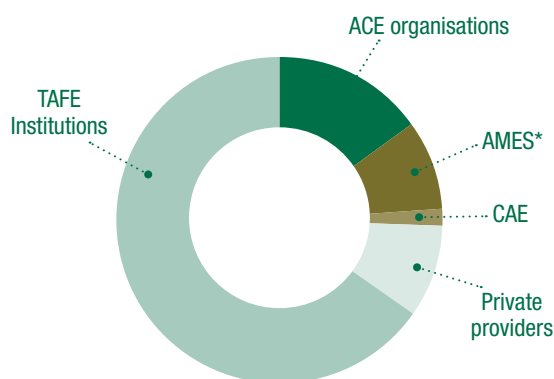


**Total reported provision by ACE organisations by region and Adult Education Institutions, 2008 (including fee-for-service programs)**

	<b>Student Contact Hours</b>	<b>% of Total Student Contact Hours</b>
<b>BSW</b>	1,287,844	9.52
<b>EM</b>	1,409,614	10.42
<b>GIP</b>	852,311	6.30
<b>GRA</b>	567,887	4.20
<b>HUM</b>	979,432	7.24
<b>LM</b>	652,326	4.82
<b>NM</b>	936,441	6.92
<b>SM</b>	1,464,446	10.82
<b>WM</b>	1,071,899	7.92
<b>AMES</b>	353,043	2.61
<b>AMES/DIAC</b>	2,457,611	18.16
<b>CAE</b>	1,500,463	11.09
<b>Total</b>	<b>13,533,317</b>	<b>100</b>

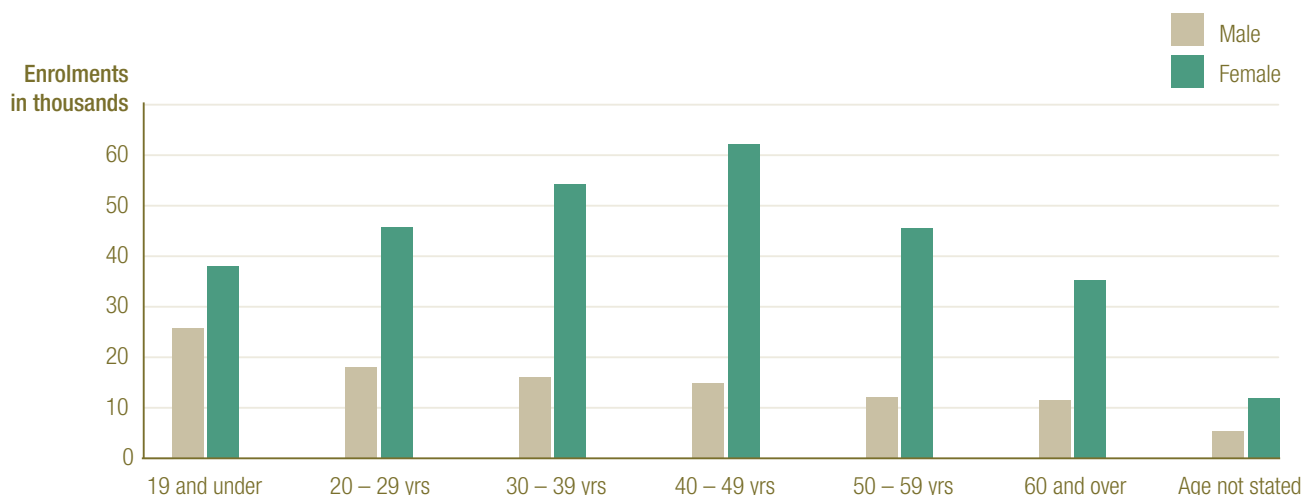
**Total reported further education provision of student contact hours by organisation type, 2008.**

The pie chart below illustrates the total reported further education provision of student contact hours (SCH) by organisation type. The reported provision is for all funding sources including fee-for-service delivery and comprises Adult Literacy and Numeracy, Employment Skills and VCE/VCAL.



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

**Total reported provision of module enrolments by ACE organisations and Adult Education Institutions by age group and gender, 2008**



# The year in review

The targets the Government set in *Future Directions for Adult Community Education in Victoria* have continued to be met during the year. Programs for ACFE's core learners, including Indigenous Victorians, men aged over 45, people with disabilities and people from culturally and linguistically diverse backgrounds have continued to grow. The ACFE Board has continued to concentrate on ensuring the sustainability of ACE across Victoria, with a particular focus on preparing the sector for the implementation of *Securing Jobs for Your Future - Skills for Victoria*.

## A Stronger ACFE – *Delivering Skills for Victoria*

In August 2008 the Victorian Government released the \$316 million *Securing Jobs for Your Future – Skills for Victoria* package. It set in place the most fundamental reform of Victoria's skills sector in decades and the biggest single investment ever made in the sector.

ACFE and the ACE sector play an important part in delivering the Government's skills and training reforms, because of its vital role in connecting hard to reach learners with training opportunities.

To strengthen ACFE's place in the skills agenda the Minister for Skills and Workforce Participation launched the Government's \$15.4 million *A Stronger ACFE – Delivering Skills for Victoria* policy in June 2009.

### TAKING LEARNING TO THE LEARNER - THE CENTRE FOR CONTINUING EDUCATION Hume Region

The Centre for Continuing Education in Wangaratta in partnership with Yarrunga Primary School has developed a program that aims to build the skills of learners in a low socio-economic community to open up pathways to further education and employment.

This year a group of learners who started with The Centre in a pre-accredited course have completed their Certificate II in Information Technology. The success of the program has led to The Centre developing a community learning partnership with other primary schools to expand the reach of the program.



A *Stronger ACFE* commits the Victorian Government to four key areas of action.

1. **Maximising access to quality ACE services and programs** – ensuring that individuals, businesses and the community have a choice of a strong network of ACE organisations across Victoria; and ensuring that ACE organisations have the capability to deliver quality programs that are responsive to the needs of individuals, businesses and the community.
2. **Promoting the ACE sector** – ensuring that ACE is highly visible among individuals, businesses and communities seeking skills solutions.
3. **Supporting sustainable ACE organisations and a sustainable sector** – ensuring ACE organisations deliver programs to Victorians in a sustainable manner.
4. **Positioning ACE as a partner in achieving solutions to wider problems through community-based learning** – ensuring that ACE is strategically aligned by partnering with industry, the community and government to deliver innovative solutions to achieve wider social and economic objectives.

## Broadening the role of adult community education

### Community Learning Partnerships

The Community Learning Partnership (CLP) program is a key strategy to broaden the role of ACE in communities. Through CLPs, ACE provides a connection between community and government, thereby aligning with the Government's commitment to supporting communities to take the initiative in addressing local issues. CLPs provide opportunities for ACE organisations to extend their use of alternative learning approaches (i.e. other than traditional delivery strategies) to address community needs in partnership with other stakeholders.

In September 2008, \$857,072 was allocated to 20 partnerships in diverse locations across Victoria. While each of the 20 partnerships had a unique set of partners, the most frequently represented included:

- local industry and business
- 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

Partner organisations contributed a total of \$1,598,143 in cash and in-kind support to the 20 CLPs, taking the total value of all projects to in excess of \$2.4 million.

### SUSTAINABLE LIVING IN THE KENSINGTON NEIGHBOURHOOD

North Western Metropolitan Region

Kensington Neighbourhood House, Urban Community and AMES have partnered to establish the CLP *Sustainable Living in the Kensington Neighbourhood*. This CLP provides learners with the life skills appropriate to living in medium/high density housing.

The program has three main blocks of learning activities – Gardening, Nutrition and Health; with accredited learning components available. Participating in the program has provided learners with the opportunity to develop their leadership skills and contribute to their community.

Crucial to the success of the 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*, to identify the impact of their activities on the communities and learners with which they are engaged.



## SOUTHERN GRAMPPIANS EMPLOYMENT SKILLS Barwon South Western Region

Southern Grampians Adult Education has partnered with Southern Grampians Shire Economic Development and Tourism Unit, South West Institute of TAFE (Hamilton), Glenelg Southern Grampians Local Learning and Employment Network and the Australian Industry Group to establish the CLP *Southern Grampians Employment Skills*.

The project has been created to assist in the development of a skilled workforce able to meet the needs and ancillary demands of the new and emerging plantation timber, mineral sands, wind farm and associated transport industries. The project delivers a tiered model of development that brings together education providers, employment agencies, skilled and unskilled workers to support the needs of these new and emerging industries.

funded by the Victorian Government through the ACFE Board for the period 2000 to 2006. It also details a governance framework that can be used by local communities to improve social and economic development, and identifies critical success factors for implementing a Learning Town model to build community capacity and resilience.

### Springboard Demonstration project

In 2006 the ACFE Board approved a research initiative *Translating policy and research into practice and outcomes*. The Springboard Demonstration projects were part of this initiative.

The grants enabled a group of practitioner-researchers involved in the *Circles of Professional Research Practice* (a project completed in 2007) to build on their achievements and take their planned practical strategies to the next step.

Ten practitioners from seven ACE organisations worked on five demonstration projects across both the metropolitan and regional areas of Victoria.

The demonstration projects showcase effective interplay of policy, research and practice to produce outcomes for under-served educationally disadvantaged learners' in one or more of the following priority groups:

- people in rural areas and growth corridors
- men over 45
- unemployed people.

The project achieved outcomes well beyond the parameters originally established. The project identified successful strategies that enhanced the ongoing viability and sustainability of ACE.

## Research

### Learning Towns Report

*How Learning Towns Build Social Inclusion – A model of community governance to build strong, cohesive communities*, a report commissioned by the ACFE Board, was published in August 2008. The report summarises the achievements of the Learning Towns,

### Impact and experience of the Springboard Demonstration Project



## TEACHING EMPLOYABILITY SKILLS Southern Metropolitan Region

Organisations from the Southern Metropolitan Region of ACFE were brought together through the Springboard Demonstration projects. Narre Community Learning Centre, Keysborough Learning Centre and Peninsula Adult Education partnered to work on the *Teaching Employability Skills* project. Each organisation found that by participating in the project they successfully strengthened their training capabilities.

## EUROA COMMUNITY EDUCATION CENTRE Hume Region

Euroa Community Education Centre (ECEC) has been working with a group of people who became unemployed when a large employer in Euroa closed in late 2008.

ECEC is supporting these retrenched workers and their families to establish new pathways by delivering a range of programs including return to learning (units from Certificate IV in Liberal Arts) and qualifications in Business, Education, Aged Care and Children's Services.

## Communications

### Adult Learners' Week

Adult Learners' Week (ALW) is a national awareness raising event conducted annually in the first week of September. The ACFE Board supports and participates in ALW as a part of its communications strategy to increase community awareness of the role and achievements of ACE in Victoria's post-compulsory education and training system.

In 2008, ACE organisations were supported with a statewide press advertising campaign in 30 publications (including metropolitan daily, suburban weekly, ethnic community and regional papers), promotional materials and small grants to conduct activities during the week. The emphasis of the advertising and the grants was on engaging new participants in adult learning. ALW activities were hosted by 134 ACE organisations. Reports received from ACE organisations indicated that over 7,000 people participated in events across the state.

### 2008 Victorian Adult Community Education Awards

The 2008 Victorian ACE Awards were announced at a presentation luncheon on 11 August 2008. The luncheon was attended by over 130 people, including Jacinta Allan, MP, Minister for Skills and Workforce Participation. The awards recognised outstanding achievement by organisations and individuals in a number of categories. In 2008 prize money totalling \$37,000 was awarded.

Winners of the 2008 ACE Awards were:

#### Outstanding ACE learner

Judy McDonald (The Avenue Neighbourhood House and North Ringwood Community House)

#### Outstanding ACE practitioner (joint winners)

Sue Paull (Diamond Valley Learning Centre) and Wayne Baker (BEST Youthworks, Ballarat)

#### Innovation in ACE learning

Mount Beauty Neighbourhood Centre

#### Outstanding Koorie achievement in ACE

Phillip Perry (Ramahyuck District Aboriginal Corporation)

#### Outstanding ACE organisation

Southern Grampians Adult Education



## WAYNE BAKER, BEST COMMUNITY DEVELOPMENT

Grampians Region

Wayne, as manager of Youthworks, BEST Community Development, has been instrumental in providing opportunities for young people at risk of becoming disengaged from education to continue to learn in a caring and enjoyable environment. His leadership ensures that both learners and the other members of the Youthworks team are able to realise their potential and experience success.

Wayne's capacity to build networks in the community has provided many learning opportunities for the young people in Youthworks' programs. Notable are the collaborations with the City of Ballarat and Victoria Police that have seen the artistic talents of Youthworks participants on display in community festivals and in The BUS, a Mobile Youth Entertainment Vehicle project initiated by Victoria Police.

## JUDY MCDONALD

Eastern Metropolitan Region

Judy was nominated by The Avenue Neighbourhood House and North Ringwood Community Centre.

Judy first contacted The Avenue Neighbourhood House in 2000 looking for help with reading and writing skills – a big step for someone whose previous experiences of education had been of failure and negativity. In the time since, she has achieved an Introductory Certificate in Reading and Writing and at North Ringwood Community House the Certificate IV in Disability Work. As a result of this Judy is now employed for the first time. Judy comments:

*"I'm really happy where I am now. But I will have another goal. The thing is... all doors are open and they never were before. I've told my children – 'Go for it. If I can do it, they can do it. I've broken the cycle'"*

## SUE PAULL, DIAMOND VALLEY LEARNING CENTRE

North Western Metropolitan Region

Over the past eight years Sue has worked with ESL learners at Diamond Valley Learning Centre. She is a dedicated and passionate teacher who has created opportunities for hundreds of ACE learners to gain the skills they need to go further in their work or study.

Sue's approachable personality and commitment to learning are appreciated by all, as is her willingness to do that bit more. To quote one of Sue's students, *"If I had a choice I would always choose Sue Paull as my English teacher. She helped me so much to improve my English and my communication skills. Thanks to Sue I've got more confidence to read books and write short stories."*

## 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

The Victorian Government allocated funds, through the ACFE Board, to the ACE Disability Network. The Network was funded to provide a state-wide capability building service focussed on learner outcomes. The Network established and managed a community of practice and is developing a web site to provide resource support and information to disability providers.

### ELEY ON THE PARK CAFÉ – THE AVENUE NEIGHBOURHOOD HOUSE

Eastern Metropolitan Region

Eley on the Park Café is a joint project of The Avenue Neighbourhood House and Eastern Access Community Health.

Eley on the Park Café opened in February 2009 and provides training for people with an acquired brain injury in pre-accredited hospitality skills. The menu offers a variety of dishes all prepared and served by the students. This training has generated pathways to further education, volunteering and employment for learners.

### OLYMPIC ADULT EDUCATION

North Western Metropolitan Region

Olympic Adult Education offers Certificate I in Horticulture. The course is predominantly taught outdoors with a hands-on approach. The course has provided men over 40 an opportunity to develop their skills and generate new pathways in their lives. Learners have gone on to enrol in Certificate II in Horticulture and Diploma courses. Some have become volunteers and members of local garden groups. All learners have increased their horticulture skills for use at home.

## Youth

The ACE Youth Strategy and Youth Initiatives focus on the achievement of Year 12 or an equivalent qualification by young learners. In 2008, 9,114 ACE learners were aged between 16 and 24 years.

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

The 39 *Youth Pathways Program* and the 43 *VCAL in ACE* organisations continued to support the improvement of outcomes for young learners and the achievement of their Year 12 equivalent qualification.

### i-GAIN AND BERRY STREET

Gippsland Region

i-GAIN, Berry Street, GippsTAFE, Latrobe City Council, Baw Baw Latrobe LLEN and three other local organisations have partnered in a CLP to establish the *Explore Project*.

The project was established to address an identified need for a program that would prepare disengaged youth for reengagement with education and/or training to gain a Year 12 qualification or provide a pathway for employment.

A program was developed that engaged young people in learning by involving them in their community. By the end of the program six of the nine learners who enrolled had definite plans for re-engagement in education and training. At the end of the program one student said *"I want to do aged care and I have already enrolled...in 2009 in Certificate III in Aged Care."*

### PINES LEARNING

Eastern Metropolitan Region

Pines Learning commenced delivery of the Victorian Certificate of Applied Learning (VCAL) in 2008.

Part of this course saw one group of learners develop a small car detailing business at the Manningham Council Depot. Another group of learners developed a newsletter that was widely circulated throughout the community.

Students who have taken part in the VCAL program have commented that:

*"If it wasn't for the VCAL program at the Pines I would probably not be doing anything."*

*"I never received any awards in mainstream school and last year at Pines Learning I received an achievement award."*

## BEST COMMUNITY DEVELOPMENT Grampians Region

BEST Community Development works in partnership with Victoria Police to provide VCAL learners with the opportunity to build a recumbent bicycle as part of the *RACV Energy Breakthrough* program. The project also contributed to their Certificate I in Automotive. The completed vehicle was then donated to a family affected by the 2009 Victorian Bushfires.

## DIVERSITAT Barwon South Western Region

The VCAL program at Diversitat has learners participating in a project to rebuild Diversitat Creative Recycling. The VCAL students will be responsible for shop re-fit, managing the store, running educational programs, and sourcing waste materials from businesses.

## Enhance the sustainability of ACE provision

### e-learning in ACE

#### ACFE e-learning program

In 2008, the ACFE e-learning program provided opportunities for ACE staff across the state to improve their e-learning related skills, especially through the use of innovative tools and technologies. The project had a strong regional component that ensured local e-learning issues were identified and solutions implemented at the community level.

Local and regional workshops and networks were complemented by centrally managed technologies that facilitated the interaction of project participants through online meetings, workshops and access to resources. This guaranteed equitable access to expert advice by all project participants regardless of their location throughout Victoria. Fifty two organisations sought the expertise of the nine locally appointed e-mentors and 83 individuals benefited from the mentoring expertise, while 66 individuals attended the ten online professional development sessions.

#### AccessACE

In 2008 the ACFE Board supported a research project that investigated various blended learning approaches targeting specific learner groups in ACE. The published report *AccessACE: Clever uses of ICT in ACE* identifies in detail the various e-learning models and tools employed by ACE organisations to plan and deliver e-learning programs.

## COONARA COMMUNITY HOUSE Eastern Metropolitan Region

By mid 2008 blended learning – combining face to face classes with online learning – was a part of every program at Coonara Community House. Through blended learning they were able to increase their reach to learners, improve retention rates and improve results. The use of a Wiki has also increased the sense of a community amongst learners, who collaborate more and keep in touch out of class.

## PRESTON RESERVOIR ADULT COMMUNITY EDUCATION North Western Metropolitan Region

Preston Reservoir Adult Community Education (PRACE) is helping to strengthen the network of ACE e-learning practitioners by leading a *circle of professional practice* to share their knowledge and expertise with e-learning.

Technology has provided many possibilities for bringing extra resources, function and fun to learning. PRACE is now looking to link in learners who are unable to attend face to face classes through the use of technology.

## Curriculum

The ACFE Board has taken an integrated approach to accredited and pre-accredited program delivery in the ACE sector in order to build pathways for learners towards further study and employment.

A streamlined framework of accredited education is maintained to promote pathways and options for the full range of potential learners, with a clear focus on learner outcomes. Victoria University, as the General Studies and Further Education Curriculum Maintenance Manager, advises the ACFE Board on accredited education matters.

In 2008 the Victorian Government, through the ACFE Board, funded the CAE to further develop the 'A-Frame' - *An ACE Framework for Non-accredited Learning* (2005) to include defined employability skills outcomes, and the development of a DVD to promote the framework. The CAE also established a community of practice to improve ACE organisations' capability in the design and delivery of adult literacy and numeracy programs and services.

### UPPER YARRA COMMUNITY HOUSE Eastern Metropolitan Region

Upper Yarra Community House has designed an innovative pre-accredited youth program, which revolves around developing the eight employability skills of young learners. The program included helping a community member re-build their sustainable farm, which was damaged in the Victorian Bushfires.

Through the program learners have rebuilt the farm with additional support from families, students and community members. The farm now provides young people with the opportunity to learn about sustainable environmental activities.

### SKILLSPLUS

#### Southern Metropolitan Region

In 2008 SkillsPlus established a relationship with the Frankston Hospital to deliver the work experience component of their Certificate III in Health Services Assistance. The partnership has been a real success for SkillsPlus and their learners, a number of whom gained employment with the hospital.

## Investing in ACE

### ACFE Capacity Initiatives – Strengthening the ACE Sector

\$2.55 million was secured in 2008-09 for eight ACFE Capacity Initiatives to implement an integrated set of strategies focused on strengthening and preparing the ACE sector for the changes to the Victorian skills system.

The ACFE Capacity Initiatives support ACE organisations to:

- operate effectively within a contestable environment
- extend their reach to people with low skills who have not previously participated in education and employment
- provide a quality training service.

The ACFE Capacity Initiatives have been developed in three broad areas.

#### Sustainable ACE Businesses

##### *ACE Business Knowledge & Capacity Project*

Build on the ACE Sustainable Community Businesses and ACE Business Models frameworks and workshops to achieve systemic improvement in key business practices.

##### *Business Skills and Qualifications for ACE Providers Project*

Support ACE organisations to gain business skills and qualifications that will support sustainable business capacity in a contestable environment.

### *Flexible Business Development Project*

Assist ACE organisations to implement business practices to support them to move into a new demand driven training environment.

### *Shared Services Project*

Fund four groups of ACE organisations to collaborate and share back-of-house efficiencies to increase organisational viability and sustainability.

### **Technology for Teaching**

The **Microsoft Agreement** initiative extends the current ACFE Board Microsoft Agreement to ensure that discounted education-level pricing of software and a sufficient number of product licenses are available to ACE organisations and AELs.

### **Quality Teaching & Learning in ACE**

#### *New Learner Markets – Reaching Hard to Reach Learners Project*

Improve the professional capacity of ACE organisations to engage with new and hard to reach markets and provide a quality learning experience for those people who have not used learning to improve their skills and employment options.

#### *Responding to Specific Learning Cohorts – CALD / ESL Project*

Through the sector wide leadership of AMES build the capacity of ACE in Victoria to engage with and deliver services to CALD learners, particularly in areas of new settlement, rapid growth and new CALD groups.

#### *Quality of Pre-Accredited Delivery*

Improve the quality of the learning experience, the professional capacity of ACE organisations and outcomes for learners studying pre-accredited programs.

### **SECRET MEN'S BUSINESS - MOUNT BEAUTY NEIGHBOURHOOD CENTRE**

Hume Region

The Mount Beauty Neighbourhood Centre won the 2008 Innovation in ACE award for their *Secret Men's Business* program. This successful program delivers Certificate II in Hospitality for men 45 years and above in partnership with Wodonga TAFE.

The Mount Beauty Neighbourhood Centre has become a place recognised among the men in the community as somewhere that, even if they have not always been comfortable with learning, they can not only come and learn, but come and enjoy learning.

### **CONTINUING EDUCATION BENDIGO**

Loddon Mallee Region

Continuing Education Bendigo partnered with Bendigo Business Council, Loddon Campaspe Multicultural Services and the Economic Development Unit of the City of Greater Bendigo to establish the *Diversity Makes Cents* CLP.

The CLP is an education and training project that promotes and encourages the economic, social and community benefits of understanding ethnic and cultural diversity within the customer and staff groups of local businesses and community organisations.

### **KEYSBOROUGH LEARNING CENTRE**

Southern Metropolitan Region

Keysborough Learning Centre has developed an interactive program that supports CALD learners and people aged 40-64 to explore vocational and training options. This type of delivery helped to build confidence and develop a pathway into more formal classroom settings for learners.

## State Equipment Grants

Through the State Equipment Grant (SEG) initiative the Victorian Government has provided \$4 million over two years (2007-08 and 2008-09) to ACE organisations and AElS to improve the range and currency of teaching and learning resources and administrative equipment. In 2008-09, 337 ACE organisations across Victoria received this funding.

Specifically, the SEG supported ACE organisations 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 AElS in 2008 acknowledges the fees forgone in 2007 when ACE organisations and AElS provided access to learners under concession arrangements.

### KYABRAM COMMUNITY & LEARNING CENTRE Loddon Mallee Region

Kyabram Community & Learning Centre offers a range of courses including Certificates in Information Technology (IT).

Farmers in the area have trained with the organisation hoping to increase their skill base. Darren was one of these learners. Initially he did not know how to use a computer but after completing a beginner computer class Darren went on to complete Certificate II in IT. Darren now uses his new laptop to record information and communicate with others about his farming business. Darren is currently enrolled in Certificate III in IT.

### FOOTSCRAY COMMUNITY ARTS CENTRE North Western Metropolitan Region

Footscray Community Arts Centre received a State Equipment Grant to purchase equipment to enable learners with a disability engage in computer literacy programs.

### HEYFIELD RESOURCE CENTRE Gippsland Region

Heyfield Resource Centre used their State Equipment Grant allocation to purchase equipment to enhance their delivery of forestry, horticulture, carpentry and hospitality programs.



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# VAGO

Victorian Auditor-General's Office

## INDEPENDENT AUDITOR'S REPORT

### To the Members of the Board, Adult Community and Further Education Board

#### *The Financial Report*

The accompanying financial report for the year ended 30 June 2009 of Adult Community and Further Education Board which comprises Comprehensive 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 Officers' Declaration has been audited.

#### *The Members of the Board's Responsibility for the Financial Report*

The Members of the Board of the Adult Community and Further Education Board are responsible for the preparation and 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 the 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 Members of the Board, as well as evaluating the overall presentation of the financial report.

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

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*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 report published in both the annual report and on the website of the Adult Community and Further Education Board for the year ended 30 June 2009. The Members of the Board of the Adult Community and Further Education Board are responsible for the integrity of the website. 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 the 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 2009 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  
17 September 2009

  
D D R Pearson  
Auditor-General

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*Auditing in the Public Interest*



Adult, Community and  
Further Education

### Accountable Officers' 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 2009 and financial position of the Adult, Community and Further Education Board at 30 June 2009.

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: 2 / 9 / 2009

Mr Adrian Nye  
Acting Chairperson  
Adult, Community and Further Education Board

Date: 2 / 9 / 2009

#### 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

# Comprehensive Operating Statement

for the financial year ended 30 June 2009

	Note	2009 \$'000	2008 \$'000
<b>Continuing Operations</b>			
<b>Income from transactions</b>			
Grants	2	53,946	54,528
Other Income	2	195	305
<b>Total income from transactions</b>		54,141	54,833
<b>Expenses from transactions</b>			
Depreciation and amortisation	3	(252)	(246)
Grants and other transfers	3	(53,099)	(54,862)
Other operating expenses	3	-	(335)
<b>Total expenses from transactions</b>		(53,351)	(55,443)
<b>Net result from transactions (net operating balance)</b>		790	(610)

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

# Balance Sheet

for the financial year ended 30 June 2009

	Note	2009 \$'000	2008 \$'000
<b>Assets</b>			
<b>Financial Assets</b>			
Cash and Cash equivalents	12(a)	5,640	2,260
Receivables	4	1,878	554
<b>Total financial assets</b>		<b>7,518</b>	2,814
<b>Non-Financial assets</b>			
Property, plant and equipment	5	19,240	19,492
<b>Total non-financial assets</b>		<b>19,240</b>	19,492
<b>Total assets</b>		<b>26,758</b>	22,306
<b>Liabilities</b>			
Payables	6	4,068	406
<b>Total liabilities</b>		<b>4,068</b>	406
<b>Net assets</b>		<b>22,690</b>	21,900
<b>Equity</b>			
Accumulated surplus	7(c)	7,150	6,360
Reserves	7(a)	13,975	13,975
Contributed capital	7(b)	1,565	1,565
<b>Total equity</b>		<b>22,690</b>	21,900

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 2009

	Note	Equity at 1-Jul-08	Total Comprehensive Result	Transactions withowners in their capacity	Equity at 30-Jun 2009
		\$'000	\$'000	\$'000	\$'000
Accumulated surplus/ (deficit)	7(c)	6,360	790	-	<b>7,150</b>
Contributions by owners	7(b)	1,565	-	-	<b>1,565</b>
Physical asset revaluation reserve	7(a)	13,975	-	-	<b>13,975</b>
Total equity at end of financial year		21,900	790	-	<b>22,690</b>

	Note	Equity at 1-Jul-07	Total Comprehensive Result	Transactions withowners in their capacity	Equity at 30-Jun 2008
		\$'000	\$'000	\$'000	\$'000
Accumulated surplus/ (deficit)	7(c)	6,970	(610)	-	6,360
Contributions by owners	7(b)	782	783	-	1,565
Physical asset revaluation reserve	7(a)	9,629	4,346	-	13,975
Total equity at end of financial year		17,381	4,519	-	21,900

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 2009

	Note	2009 \$'000	2008 \$'000
<b>Cash flows from operating activities</b>			
Receipts			
Receipts from Government		52,817	38,811
Receipts from other entities		-	15,165
Other receipts		-	2,596
<b>Total receipts</b>		<b>52,817</b>	<b>56,572</b>
<b>Payments</b>			
Payments of grant and other transfers		(49,437)	(54,862)
Payments to suppliers and employees		-	(226)
<b>Total Payments</b>		<b>(49,437)</b>	<b>(55,088)</b>
Net cash flows from/(used in) operating activities	12(b)	<b>3,380</b>	1,484
<b>Cash flows from investing activities</b>			
Payments for non-financial assets		-	(7)
<b>Net cash flows from/(used in) investing activities</b>		<b>-</b>	<b>(7)</b>
<b>Cash flows from financing activities</b>			
Proceeds from capital contributions by State Government		-	783
<b>Net cash flows from/(used in) financing activities</b>		<b>-</b>	<b>783</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>3,380</b>	2,260
Cash and cash equivalents at the beginning of the financial year		2,260	-
<b>Cash and cash equivalents at the end of the financial year</b>	12(a)	<b>5,640</b>	2,260

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



# Notes to and forming part of the financial statements

for the financial year ended 30 June 2009

## Note 1 Summary of significant accounting policies

### (A) Statement of Compliance

This general purpose financial report has been prepared on an accrual basis in accordance with the *Financial Management Act 1994* and applicable Australian Accounting Standards and Interpretations (AASs). AASs include Australian equivalents to International Financial Reporting Standards.

In complying AASs, the entity has, where relevant, applied those paragraphs applicable to not-for-profit entities.

The financial statements were authorized for issue by Ms Sandy Forbes, General Manager on 2nd September 2009.

### (B) Basis of preparation

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

In the application of AASs, 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.

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 2009 and the comparative information presented in these financial statements for the year ended 30 June 2008.

### (C) Reporting entity

The financial statements cover the Adult, Community and Further Education (ACFE) Board as a body corporate and a statutory authority under the *Education and Training Reform Act 2006*. The Board reports to Parliament through the Minister for Skills and Workforce Participation.

Its principal address is:

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

## (D) Goods and services tax (GST)

Income, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the taxation authority, are presented as operating cash flow.

Commitments and contingent assets or liabilities are presented on a gross basis.

## (E) Expenses from transactions

### *Depreciation and amortization*

Depreciation is provided on property, plant and equipment, including freehold buildings but excluding land. Depreciation is generally calculated on a straight-line basis so as to write off the net cost or other revalued amount of each asset over its expected useful life to its estimated residual value.

Leasehold improvements are depreciated over the period of the lease or estimated useful life, whichever is the shorter, using the straight-line method. The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period. See below the estimated useful lives that are used in the calculation of depreciation on property, plant and equipment.

	2009 Years	2008 Years
Buildings	40-60	40-60
Computers and peripherals	3	3
Office Equipment and Furniture	5 - 10	5 - 10

Intangible assets with finite useful lives are amortised on a systematic (typically straight-line) basis over the asset's useful life. Amortisation begins when the asset is available for use, that is, when it is in the location and condition necessary for it to be capable of operating in the manner intended by management. The amortisation period and the amortisation method for an intangible asset with a finite useful life are reviewed at least at the end of each annual reporting period.

In addition, an assessment is made at each reporting date to determine whether there are indicators that the intangible asset concerned is impaired. If so, the assets concerned are tested as to whether their carrying value exceeds their recoverable amount.

Intangible assets with indefinite useful lives are not amortised, but are tested for impairment annually or whenever there is an indication that the asset may be impaired. The useful lives of intangible assets that are not being amortised are reviewed each period to determine whether events and circumstances continue to support an indefinite useful life assessment for that asset.

### *Grants and other transfers*

Grants and other transfers to third parties are recognised as an expense in the reporting period in which they are paid or payable. They include transactions such as grants, subsidies and other transfer payments to educational providers.

### *Other operating expenses*

## Supplies and services

Supplies and services expenses are recognised as an expense in the reporting period in which they are incurred. The carrying amounts of any inventories held for distribution are expensed when distributed.

## (F) Administered Income

### *Grants*

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.

## **(G) Financial assets**

### *Cash and deposits*

Cash and deposits, including cash equivalents, comprise cash on hand and cash at bank, deposits at call and highly liquid investments with an original maturity of three months or less, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value.

For the cash flow statement presentation purposes, cash and cash equivalents includes bank overdrafts, which are included as interest bearing liabilities on the balance sheet.

### *Receivables*

Receivables consist predominantly of debtors in relation to goods and services, accrued investment income and GST input tax credits recoverable. Receivables are recognised initially at fair value and subsequently measured at amortised cost, using the effective interest rate method, less any accumulated impairment.

A provision for doubtful receivables is made when there is objective evidence that the debts may not be collected and bad debts are written off when identified.

### *Leases*

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, including any contingent rentals, are recognised as an expense in the comprehensive operating statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset.

## **(H) Non-Financial Assets**

### *Inventories*

ACFE Board has no significant inventories at the reporting date.

### *Property, plant and equipment*

All non-current physical assets are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment.

## **Revaluations of non-current physical assets**

Non-current physical assets measured at fair value are revalued in accordance with FRDs issued by the Minister for Finance. This revaluation process normally occurs every five years, based upon the asset's Government Purpose Classification, but may occur more frequently if fair value assessments indicate material changes in values. Revaluation increases or decreases arise from differences between an asset's carrying value and fair value.

Revaluation increases are credited directly to equity in the revaluation reserve, except to the extent that an increase reverses a revaluation decrease in respect of that class of property, plant and equipment, previously recognised as an expense (other economic flows) in the net result, the increase is recognised as income (other economic flows) in determining the net result.

Revaluation decreases are recognised immediately as expenses (other economic flows) in the net result, except to the extent that a credit balance exists in the revaluation reserve in respect of the same class of property, plant and equipment, they are debited to the revaluation reserve.

Revaluation increases and decreases relating to individual assets within a class of property, plant and equipment, are offset against one another within that class but are not offset in respect of assets in different classes.

Revaluation reserves are not normally transferred to accumulated funds on de-recognition of the relevant asset.

### *Intangible assets*

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

## **(I) Liabilities**

### *Payables*

Payables represent liabilities for goods and services provided to ACFE Board that are unpaid at the end of the financial year. Payables are initially measured at fair value, being the cost of the goods and services, and then subsequently measured at amortised cost.

## Employee benefits

All employees of the ACFE Board are employees of the Department of Planning and Community Development and entitlements including superannuation, long service and annual leave entitlements (including on-costs) are classified as administrative expenses in the Departments Financial Statements.

## (J) Equity

### 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.

## (K) Rounding of amounts

Amounts in the financial report have been rounded to the nearest thousand dollars, unless otherwise stated.

## (L) New accounting standards and interpretations

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2009 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 2009, the following standards and interpretations applicable to ACFE Board had been issued but were not mandatory for financial year ending 30 June 2009. The Board has not, and does not intend to, adopt these standards early.

Standard / Interpretation	Summary	Applicable for annual reporting periods beginning or ending on	Impact on departmental financial statements
AASB 2007-3 Amendments to Australian Accounting Standards arising from AASB 8 [AASB 5, AASB 6, AASB 102, AASB 107, AASB 119, AASB 127, AASB 134, AASB 136, AASB 1023 and AASB 1038].	An accompanying amending standard, also introduced consequential amendments into other Standards.	Beginning 1 Jan 2009	Impact expected to be insignificant.AA
AASB 2008-3 Amendments to Australian Accounting Standards arising from AASB 3 & AASB 127 [AASB 1, 2, 4, 5, 7, 101, 107, 112, 114, 116, 121, 128, 131, 132, 133, 134, 136, 137, 138 & 139 and Interpretations 9 & 107]	This Standard gives effect to consequential changes arising from revised AASB 3 and amended AASB 127. The Prefaces to those Standards summarise the main requirements of those Standards.	Beginning 1 Jul 2009	Impact expected to be insignificant.
AASB 2008-9 Amendments to AASB 1049 for Consistency with AASB 101	Amendments to AASB 1049 for consistency with AASB 101 (September 2007) version.	Beginning 1 Jan 2009	Not applicable to public sector entities except for certain presentation formats.

<b>Note 2 Income from transactions</b>	<b>2009</b>	<b>2008</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Income from transactions</b>		
<b>Grants</b>		
State Government grants	33,656	34,142
Grants from other Victorian Government Departments	4,746	5,221
<b>Total State Government grants</b>	<b>38,402</b>	<b>39,363</b>
Grants from other Commonwealth agencies	15,545	15,165
<b>Total Commonwealth Government grants</b>	<b>15,545</b>	<b>15,165</b>
<b>Total grants revenue</b>	<b>53,947</b>	<b>54,528</b>
<b>Other income</b>		
Other income	195	305
<b>Total other income</b>	<b>195</b>	<b>305</b>
<b>Total income from transactions</b>	<b>54,142</b>	<b>54,833</b>

<b>Note 3 Expenses from transactions</b>	<b>2009</b>	<b>2008</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Expenses</b>		
<b>Grants and other transfers</b>		
Payments to Adult Community Education organisations	40,357	43,065
Payments to Adult Education Institutes	12,581	10,866
Payments to other organisations	161	931
<b>Total Grants and other transfers</b>	<b>53,099</b>	<b>54,862</b>
<b>Depreciation and amortisation</b>		
Buildings	242	241
Computers and peripheral equipment	4	3
Furniture & fittings and equipment	-	2
Office Furniture and equipment	6	-
<b>Total depreciation and amortisation</b>	<b>252</b>	<b>246</b>
<b>Other operating expenses</b>		
Administration expenses	-	(183)
Other corporate expenses	-	(152)
<b>Total other operating expenses</b>	<b>-</b>	<b>(335)</b>

<b>Note 4 Receivables</b>	<b>2009</b>	<b>2008</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Current receivables</b>		
<b>Contractual</b>		
Other Receivables	1,878	554
<b>Total receivables</b>	<b>1,878</b>	<b>554</b>

<b>Note 5 Property, plant &amp; equipment</b>	<b>2009</b>	<b>2008</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Nature-based classification</b>		
Land at fair value	8,693	8,693
	8,693	8,693
<b>Buildings</b>		
At fair value	10,789	10,789
Less Accumulated depreciation	(242)	-
	10,547	10,789
<b>Computers and peripheral equipment at cost</b>		
Computers and peripheral equipment at cost	1,291	1,291
Less Accumulated depreciation	(1,291)	(1,287)
	-	4
<b>Office Furniture and equipment</b>		
Office Furniture and equipment at cost	16	304
Assets written off as part or transfer to DPCD*	-	(288)
Less Accumulated depreciation	(16)	(10)
	-	6
<b>Net carrying amount of PPE</b>	<b>19,240</b>	<b>19,492</b>

\* On 30 June 2008, assets costing \$288,000 fully depreciated and not carried over with the move to DPCD.

	Land	Buildings	Computers & peripheral equipment	Office Equipment & furniture	Total
2009	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Opening Balance</b>	8,693	10,789	4	6	<b>19,492</b>
Depreciation and amortisation	-	(242)	(4)	(6)	(252)
<b>Closing Balance</b>	8,693	10,547	-	-	<b>19,240</b>

	Land	Buildings	Computers & peripheral equipment	Office Equipment & furniture	Total
2008	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Opening Balance</b>	5,709	9,668	-	8	<b>15,385</b>
Additions	-	-	7	-	7
Revaluation increments	2,984	1,362	-	-	4,346
Depreciation and amortisation	-	(241)	(3)	(2)	(246)
<b>Closing Balance</b>	8,693	10,789	4	6	<b>19,492</b>

<b>Note 6 Payables</b>	2009	2008
	\$'000	\$'000
<b>Current payables</b>		
<b>Contractual</b>		
Other payables (1)	4,068	406
<b>Total current payables</b>	<b>4,068</b>	<b>406</b>

(1) Other payables relate to grant payments to Adult Community Education organisations, Adult Education Institutes and other organisations.

Note 7 Movements in equity	2009 \$'000	2008 \$'000
<b>(a) Reserves</b>		
<b>Physical asset revaluation reserve</b>		
Balance at beginning of financial year	13,975	9,629
Revaluation increments/ (decrements) - Buildings	-	1,362
Revaluation increments/ (decrements) - Land	-	2,984
<b>Balance at end of financial year</b>	<b>13,975</b>	<b>13,975</b>
<b>(b) Contributions by owners</b>		
Balance at beginning of financial year	1,565	782
Contribution from Government	-	783
<b>Balance at end of financial year</b>	<b>1,565</b>	<b>1,565</b>
<b>(c) Accumulated surplus</b>		
Balance at beginning of financial year	6,360	6,970
Net Result - Surplus/(Deficit)	790	(610)
<b>Balance at end of financial year</b>	<b>7,150</b>	<b>6,360</b>
<b>Total equity at the end of the financial year</b>	<b>22,690</b>	<b>21,900</b>



## Note 8 Financial Instruments

### (a) Accounting Policy, terms and conditions

<b>Recognised financial instruments</b>	<b>Accounting Policy</b>
<b>Financial assets</b>	
<b>Cash and cash equivalents</b>	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.
<b>Receivables</b>	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.
<b>Recognised financial instruments</b>	
<b>Financial Liabilities</b>	
<b>Payables</b>	Liabilities are recognised for amounts to be paid in the future for educational services provided to Adult Institutes and organisations as at balance date whether or not invoices have been received.

2009	Non-interest bearing \$'000
<b>Financial assets</b>	
Cash and cash equivalents	5,640
Receivables	420
<i>Total financial assets</i>	<b>6,060</b>
Weighted average interest rate	
<b>Liabilities</b>	
Payables	4,068
<i>Total liabilities</i>	<b>4,068</b>
Weighted average interest rate	
<b>Net assets</b>	<b>1,992</b>

2008	Non-interest bearing \$'000
<b>Financial assets</b>	
Cash and cash equivalents	2,260
Receivables	-
<i>Total financial assets</i>	2,260
Weighted average interest rate	
<b>Liabilities</b>	
Payables	406
<i>Total liabilities</i>	406
Weighted average interest rate	
<b>Net assets</b>	<b>1,854</b>

## 8 (b) Net fair value of financial assets and liabilities

The net fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities of ACFE Board approximates their carrying amounts.

The net fair value of other monetary financial assets and financial liabilities is based upon market prices where a market exists or by discounting the expected future cash flows by the current interest rates for assets and liabilities with similar risk.

<b>Financial Instruments</b>	<b>2009</b>	<b>2008</b>
	<b>Carrying amount</b>	<b>Carrying amount</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Financial assets</b>		
Cash and cash equivalents	5,640	2,260
Receivables	420	-
<b>Total financial assets</b>	<b>6,060</b>	2,260
<b>Financial liabilities</b>		
Payables	4,068	406
<b>Total financial liabilities</b>	<b>4,068</b>	406

<b>Financial Instruments</b>	<b>2009</b>	<b>2008</b>
	<b>Aggregate net fair value</b>	<b>Aggregate net fair value</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>(1) Financial assets</b>		
Cash and cash equivalents	5,640	2,260
Receivables	420	-
<b>Total financial assets</b>	<b>6,060</b>	2,260
<b>(2) Financial liabilities</b>		
Payables	4,068	406
<b>Total financial liabilities</b>	<b>4,068</b>	406

## 8 (c) 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.

Credit risk associated with the board's financial assets is minimal because the main debtor is the Victorian Government. There are no financial assets that have had their terms renegotiated so as to prevent them from being past due or impaired, and they are stated at the carrying amounts as indicated. Provision of impairment for financial assets is calculated based on past experience, and current and expected changes in the client credit ratings.

## Ageing analysis of financial assets

	Carrying Amount	Not past	Past due but not impaired				Impaired financial assets
		due and not impaired	Less than 1 month	1-3 months	3 months - 1 year	1-5 years	
<b>2009</b>							
<b>Receivables:</b>							
Other receivables	420	420	420	-	-	-	-
<b>Operating lease receivable</b>							
<b>2008</b>							
<b>Receivables:</b>							
Other receivables	-	-	-	-	-	-	-
<b>Operating lease receivable</b>							

## 8 (d) 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.

## Maturity analysis of financial liabilities

	Carrying Amount	Nominal Amount	Maturity Dates			
			Less than 1 month	1-3 months	3 months-1 year	1-5 years
<b>2009</b>						
<b>Payables:</b>						
Other payables	4,068	4,068	4,068	-	-	-
<b>2008</b>						
<b>Payables:</b>						
Other payables	406	406	406	-	-	-

## 8 (e) 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 2009 (2008 - \$Nil).

Cash is not held on interest bearing deposit and liabilities. Therefore it is not subject to interest rate fluctuations.

## 8 (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 Reserve Bank of Australia):

A parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 3.16% (2008 7%).

As at the 30 June 2009, there would be no impact on the Board from these rate movements, as the Board does not hold any balances which attract interest (2008 - \$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:

### 9 (a) Responsible Persons

#### Responsible Minister

Ms Jacinta Allan MP

1 July 2008 – 30 June 2009

#### ACFE Board Members

Mr Adrian Nye

1 July 2008 - 30 June 2009

Mr Bill Forrest

1 July 2008 - 30 June 2009

Mr Elias Tsigaras

1 July 2008 - 30 June 2009

Ms Mez Woodward

1 July 2008 - 30 June 2009

Ms Virginia Fenelon

1 July 2008 - 30 June 2009

Ms Kylie Whittard

1 July 2008 - 1 June 2009

Mr Warren Stooke

1 July 2008 - 28 February 2009

Mr Gary Neat

1 July 2008 - 28 February 2009

Ms Lynne Wannan (Chair)

1 July 2008 - 11 August 2008

Mr Adrian Nye (Acting Chair)

12 August 2008 - 30 June 2009

Mr Philip Cooper

1 July 2008 - 8 August 2009

Ms Bernadette O'Connor

23 September 2008 - 30 June 2009

Ms Laurel Sutton

23 September 2008 - 30 June 2009

Mr Robert Britten

28 April 2009 - 30 June 2009

Dr Annelies Kamp

28 April 2009 - 30 June 2009

#### Accountable Officer

Ms Sandy Forbes

1 July 2008 - 30 June 2009

## 9 (b) Remuneration of Responsible persons

### ACFE Board Members

The remuneration/emolument received or receivable by members of the ACFE Board as Members of the Board totalled \$46,799 (2008 - \$44,195).

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

Band	2009	2008
\$0 - \$9,999	13	13
\$20,000 - \$29,999	-	-
\$30,000 - \$39,999	1	1

### 9 (c) Remuneration of Accountable Officer

The accountable officer's remuneration was paid by the Department of Planning and Community Development and included in their respective Annual Financial Report for 2008-09.

### 9 (d) 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.

### 9 (e) 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.

Ms Bernadette O'Connor is the Chief Executive Officer of Education Centre Gippsland, which is a registered Adult Community Education (ACE) provider and Registered Training Organisation (RTO) and provides training delivery and related services to the ACFE Board under the Board's standard contractual conditions.

Ms Bernadette O'Connor is also the chair of the Community Colleges Victoria (CCV) from 23 September 2008 to 30 June 2009 which provides 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 \$26,000 (2008 - \$17,100).

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

(a) Reconciliation of cash and cash equivalents

	2009	2008
	\$'000	\$'000
For the purpose of the Cash Flow Statement, cash includes cash on hand and cash at the end of the financial year as shown on the Cash Flow Statement is reconciled to the related items in the Balance Sheet as follows:		
Total cash and cash equivalents disclosed in the Balance Sheet	5,640	2,260
<b>Balance as per Cash Flow Statement</b>	<b>5,640</b>	2,260

(b) Reconciliation of net result for the reporting period to net cash flows from operating activities

	2009	2008
	\$'000	\$'000
<b>Net result for the reporting period</b>	790	(610)
<b>Non-cash movements</b>		
Depreciation and amortisation	252	246
<b>Movement in Assets and Liabilities</b>		
Increase/(decrease) in payables	3,661	109
Increase/(decrease) in receivables	(1,324)	1,739
<b>Net cash inflow/(outflow) from operating activities</b>	<b>3,380</b>	1,484

## Note 13 Contingent assets and contingent liabilities

As at June 30, 2009 the Board had no knowledge of any contingent assets or contingent liabilities.

## Note 14 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

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## Appendix 1: Allocation of government funds administered by Regional Councils

### Barwon South Western Region

Anglesea and District Community House	\$20,843
BAYSA	\$314,815
Bellarine Living and Learning Centre	\$32,303
Brophy Family and Youth Services	\$17,300
Cloverdale Community Centre	\$32,916
Colac Adult and Community Education	\$461,222
Corangamite District Adult Education Group	\$188,752
CREATE (Geelong)	\$723,106
Geelong Adult Training and Education	\$606,451
Geelong Ethnic Communities Council (Diversitat)	\$1,033,274
Karingal	\$62,773
Lara Community Centre	\$25,048
Ocean Grove Neighbourhood Centre	\$81,075
Old Courthouse Community Centre	\$116,617
Otway Health and Community Service	\$47,830
Port Fairy Community Group	\$27,533
Portland Workskills	\$186,154
Queenscliffe and District Neighbourhood House	\$15,214
Rosewall Neighbourhood Centre	\$79,897
Simpson and District Community Centre	\$35,192
South West Victorian SEAL	\$324,764
Southern Grampians Adult Education	\$308,794
Springdale Neighbourhood Centre	\$42,840
Vines Road Community Centre	\$41,259
Winchelsea Community House	\$130,762
Worn Gundidj Aboriginal Cooperative	\$12,399
YWCA of Victoria	\$21,225
<b>Total</b>	<b>\$4,990,358</b>

## Eastern Metropolitan Region

Alamein Neighbourhood and Learning Centre	\$122,495
Anglicare Victoria - Dixon House	\$143,211
Arrabri Community House - Maroondah City Council	\$73,120
Australian Greek Welfare Society	\$40,223
Australian Polish Community Services	\$12,675
Belgrave South Community House	\$54,972
Central Ringwood Community Centre	\$60,762
Child and Family Care Network	\$198,676
Clota Cottage Neighbourhood House	\$104,936
Coonara Community House	\$188,751
Donvale Living and Learning Centre	\$375,905
EDAR	\$40,773
Glen Park Community Centre	\$70,626
Hawthorn Community Education Project	\$57,657
Hawthorn Community House	\$135,027
Healesville Living and Learning Centre	\$146,531
Japara Neighbourhood House	\$32,694
K.Y.M Employment Services	\$220,047
Kew Neighbourhood Learning Centre	\$115,807
Knoxbrooke	\$61,580
Melba Support Services	\$30,598
Mitcham Community House	\$65,940
Morrison House	\$880,144
Mountain District Women's Cooperative	\$330,734
Mulgrave Neighbourhood House	\$158,186
New Hope Migrant and Refugee Centre	\$34,653
North Ringwood Community House	\$106,056
Orana Neighbourhood House	\$56,728
Outer Eastern Literacy Program	\$84,586
Park Orchards Learning Centre	\$85,063
Selby Community House	\$19,145
The Avenue Neighbourhood House	\$122,952
The Basin Community House	\$53,506
The Onemda Association	\$54,548
Training Focus	\$153,270
Upper Yarra Community House	\$859,642
Vermont South Community House	\$80,316
Waverley Adult Literacy Program	\$114,864
Waverley Community Learning Centre	\$82,985
Wavlink	\$49,918
Yarrunga Community Centre	\$59,140
Yooralla - Community Learning and Living Centre	\$8,888
<b>Total</b>	<b>\$5,748,330</b>

## Gippsland Region

Adult Community Education Sale	\$332,282
Art Resource Collective (ARC)	\$19,071
Bass Coast Adult Education Centre	\$179,876
Benambra Neighbourhood House	\$14,066
Bendoc Progress Association	\$16,083
Berry Street Victoria	\$40,324
Bnym Aboriginal Corporation	\$26,803
Briagolong Community House	\$17,051
Buchan Neighbourhood House	\$22,474
Churchill Neighbourhood Centre	\$29,414
Community Centre Swifts Creek	\$43,968
Community College East Gippsland	\$570,986
Cooinda Hill	\$50,018
Corinella and District Community Centre	\$40,698
Education Centre Gippsland	\$831,045
Foster and District Community House and Learning Centre	\$37,160
Gippsland Accommodation and Rehabilitation Support Services	\$138,866
Gippsland Employment Skills Training	\$265,891
Gormandale Community House and Learning Centre	\$38,553
Heyfield Community Resource Centre	\$53,044
i-GAIN Quality Learning	\$583,047
Inverloch Community House	\$19,727
Lakes Entrance Neighbourhood House	\$19,810
Leongatha Community House	\$30,007
Mallacoota District Health and Support Service	\$21,440
Milpara Community House	\$47,329
Moe Life Skills Centre	\$62,118
Moe Neighbourhood House	\$34,545
Morwell Neighbourhood House and Learning Centre	\$50,732
Noweyung	\$30,155
Orbost Neighbourhood House (auspiced by Orbost Regional Health)	\$19,572
Orbost Telecentre	\$20,223
Paynesville Neighbourhood Centre	\$33,648
Phillip Island Community and Learning Centre	\$47,171
Ramahyuck District Aboriginal Corporation	\$19,048
Rosedale Neighbourhood House	\$34,500
Sale Neighbourhood House	\$28,464
Traralgon Neighbourhood Learning House	\$85,583
Warragul Community House	\$64,314
Work Focus	\$28,610
Yarram Community Learning Centre	\$45,549
<b>Total</b>	<b>\$4,093,265</b>

## Grampians Region

Ararat Community House and Adult Learning Centre	\$41,480
Ararat Neighbourhood House	\$14,767
Bacchus Marsh Adult Education Centre	\$240,074
Bacchus Marsh Community College	\$56,115
Ballan and District CH and Adult Education Centre	\$24,017
Ballarat Community Development Centre	\$786,339
Ballarat East Community House	\$97,875
Ballarat North Salvation Army Community House	\$20,420
Beaufort Community House and Learning Centre	\$30,471
Beulah Historical Learning and Progress Association	\$25,596
BRACE Education Training and Employment	\$605,540
Clunes Neighbourhood House	\$22,577
Creswick Adult Learning Centre and Neighbourhood House	\$16,009
Darley Neighbourhood House and Learning Centre	\$18,342
Daylesford Neighbourhood Centre	\$287,541
Delacombe Comm. House (auspiced by Child and Family Services)	\$18,799
Gateway BEET	\$52,057
Haddon and District Community House	\$15,746
Highlands Support Services	\$55,427
Horsham Community House	\$25,415
Learning and Information Network Kaniva	\$14,441
Meredith Community House	\$22,410
Nhill Neighbourhood House Learning Centre	\$23,403
On Track Learning Wimmera	\$157,537
Rainbow Community Learning Group	\$16,802
Shared Learning and Activities Murtoa	\$16,565
St Arnaud Community Resource Centre	\$106,309
St Arnaud Neighbourhood House	\$11,652
St Laurence Community Services	\$2,697
Stawell Neighbourhood House	\$20,611
Trentham Neighbourhood Centre	\$20,424
Warracknabeal Neighbourhood House and Learning Centre	\$22,321
Wendouree West Community House and Learning Centre	\$42,820
Wimmera Hub	\$310,444
<b>Total</b>	<b>\$3,243,043</b>

## Hume Region

Albury Wodonga Community College	\$654,669
Albury Wodonga Volunteer Resource Bureau	\$14,065
Baranduda Community Centre (auspiced by Wodonga City Council)	\$14,575
Beechworth Neighbourhood Centre	\$40,346
Berry Street Victoria	\$80,514
Birallee Park Neighbourhood House	\$21,598
Bright Adult Education	\$61,173
Broadford Community Centre	\$26,321
CEACA - Continuing Education and Arts Centre	\$136,413
Central Access	\$54,309
City of Wodonga - Felltimber Community Centre	\$15,783
Cobram Community House	\$248,866
Corryong Community Education Centre	\$96,300
Corryong Neighbourhood House	\$16,124
Euroa Community Education Centre	\$205,946
Kilmore and District Community Group	\$15,716
King Valley Learning Exchange	\$22,886
Kinglake Ranges Neighbourhood House	\$19,271
Kyabram Community and Learning Centre	\$45,133
MACE	\$147,128
Mooroopna Education and Activity Centre	\$26,026
Mt Beauty Neighbourhood Centre	\$75,926
Nathalia District Community Association	\$13,425
North Shepparton Community and Learning Centre	\$90,549
Numurkah Community Learning Centre	\$36,738
Open Door Neighbourhood House	\$16,469
Pangerang Community House	\$19,354
Pyalong Neighbourhood House	\$13,320
Seymour and District Community House	\$38,130
Shepparton Access	\$50,906
Shepparton Adult and Community Education	\$360,610
South Shepparton Community House	\$21,444
Tallangatta Community Education Centre	\$26,120
Tatura Community House	\$18,293
The Centre for Continuing Education	\$1,070,779
Trudewind Neighbourhood House	\$34,019
Wallan and District Community Group	\$24,501
Waminda	\$18,558
Yackandandah Community Education Network	\$23,929
Yea Community Service Group	\$15,002
YNH Services	\$78,089
<b>Total</b>	<b>\$4,009,323</b>

## Loddon Mallee Region

Bendigo Neighbourhood House (auspiced by Anglicare)	\$42,629
Bendigo Regional Ethnic Communities Council	\$21,298
Birchip Telecentre	\$20,866
Boort Resource and Information Centre	\$18,968
Campaspe College of Adult Education	\$450,207
Castlemaine and District Continuing Education	\$171,354
Castlemaine Community House	\$30,672
CentaVic Ethnic (ESL) Learning	\$20,164
Continuing Education Bendigo	\$755,763
Donald Learning Group	\$16,842
Echuca Neighbourhood House	\$22,810
Future Connections Association	\$9,513
Future Employment Opportunities	\$233,407
Goldfields Employment and Learning Centre	\$314,971
Kangaroo Flat Community Group	\$69,344
Kerang Learning Centre	\$152,807
Kyabram Community and Learning Centre	\$489,104
Kyneton Community and Learning Centre	\$147,737
Lancefield Neighbourhood House	\$16,393
Loddon Neighbourhood House	\$57,609
Long Gully Neighbourhood Centre	\$19,389
Macedon Ranges Further Education Centre	\$103,739
MADEC	\$739,304
Maldon Neighbourhood Centre	\$20,088
Mclvor Health and Community Services	\$23,245
Mildura Aboriginal Corporation	\$57,068
Mirimbeena Aboriginal Education Group	\$54,524
Murray Adult Community Education Swan Hill	\$212,960
Murray Human Services	\$50,179
Peter Harcourt Services	\$20,063
Red Cliffs Community Resource Centre	\$19,354
Robinvale Network House	\$53,217
Rushworth Community House	\$63,735
Sunraysia Mallee Ethnic Communities Council	\$22,773
Tongala Community Activities Centre	\$15,784
Tongala Dairy Industry Training Centre	\$33,339
Woodend Neighbourhood Centre	\$22,849
Wycheproof Community Resource Centre	\$29,209
<b>Total</b>	<b>\$4,623,277</b>

## Northern Metropolitan Region

Acacia Indochinese Community Support Association	\$23,428
Arts Project Australia	\$28,943
Australian Greek Welfare Society	\$61,353
Australian Vietnamese Women's Association	\$122,444
Belgium Avenue Neighbourhood House	\$26,455
Brotherhood of St Laurence	\$58,617
Brunswick Neighbourhood House Cooperative	\$149,660
Burnley Neighbourhood Centre	\$22,457
Carlton Neighbourhood Learning Centre	\$186,540
Carringbush Adult Education	\$216,025
Craigieburn Education and Community Centre	\$75,199
Diamond Creek Living and Learning Centre	\$43,766
Diamond Valley Learning Centre	\$514,957
Djerriwarrh Employment and Education Services	\$55,043
Finbar Neighbourhood House	\$18,857
Fitzroy Learning Network	\$72,213
Glenroy Neighbourhood Learning Centre	\$564,614
Heidelberg Training and Resources Centre	\$74,123
Holden St Neighbourhood House	\$64,150
Homestead Community Centre (auspiced by Hume City Council)	\$22,951
Jika Jika Community Centre	\$22,956
JobCo Employment Services	\$1,015
Kaleidoscope Neighbourhood House	\$19,552
Kurdish Association of Victoria	\$32,007
Lalor Living and Learning Centre	\$279,311
Macedon Ranges Further Education Centre	\$39,399
Meadow Heights Learning Shop	\$329,702
Mental Illness Fellowship Victoria	\$50,297
Mill Park Community House	\$127,841
Moreland Adult Education Association	\$223,890
Nillumbik Shire Council (Living and Learning Centre)	\$171,534
North Carlton Railway Station Neighbourhood House	\$24,547
Olympic Adult Education	\$350,148
Preston Neighbourhood House	\$88,962
Preston Reservoir Adult Community Education	\$571,073
Robinson Reserve Neighbourhood House	\$39,480
Rosanna Fire Station Community House	\$26,434
SPAN Community House	\$37,045
Sussex Neighbourhood House	\$96,471
Thornbury Women's Neighbourhood House	\$162,643
Tullamarine Community House	\$54,037
Victorian Vocational Rehabilitation Association	\$68,145
Watsonia Neighbourhood House	\$17,092
Workforce Plus	\$445,245



Yarra Community Information Network	\$198
Yooralla - Community Learning and Living Centre	\$5,439
<b>Total</b>	<b>\$5,686,258</b>

## Southern Metropolitan Region

Australian Croatian Community Services	\$6,043
Australian Greek Welfare Society	\$36,601
Avocare	\$35,267
Belvedere Community Centre	\$25,156
Blind Bight Community Centre	\$60
Brotherhood of St Laurence	\$9,832
Caulfield South Community House	\$23,386
Cheltenham Community Centre	\$128,851
Community One	\$315,823
Cranbourne Community House	\$174,419
Dandenong Neighbourhood House	\$72,746
Dingley Village Neighbourhood Centre	\$81,572
Disabilities Opportunities Victoria	\$10,885
Doveton Neighbourhood Learning Centre	\$29,844
Eastwork Employment	\$24,663
Elwood St Kilda Neighbourhood Learning Centre	\$165,143
Emerald Community House	\$40,076
Endeavour Hills Uniting Care N/H Centre	\$31,581
Glen Eira Adult Learning Centre	\$151,736
Godfrey Street Community House	\$22,497
Good Shepherd Youth and Family Services	\$15,835
Hallam Community Centre	\$22,964
Hampton Community Centre	\$20,455
Hampton Park Care Group	\$72,727
Inclusion Melbourne	\$25,255
Jan Wilson Community Centre - City of Greater Dandenong	\$84,121
Karingal Neighbourhood House	\$17,407
Keysborough Learning Centre	\$404,616
Langwarrin Community Centre	\$85,616
Learn For Yourself	\$82,541
Living and Learning	\$140,102
Longbeach Place	\$183,148
Lyrebird Community Centre	\$59,852
Merinda Park Community Centre	\$386,340
Moongala Women's Cooperative	\$29,902
Mordialloc Neighbourhood House	\$40,284
Mornington Community Contact	\$73,378
Mount Eliza Village Neighbourhood Centre	\$26,152
Narre Community Learning Centre	\$958,228

New Hope Migrant and Refugee Centre	\$74,405
Ngwala Willumbong Cooperative	\$58,136
Noble Park Community Centre	\$19,616
Outlook (VIC)	\$90,391
Peninsula Access Support and Training	\$75,503
Peninsula Adult Education and Literacy	\$86,583
Peninsula Training and Employment Program	\$137,073
Port Melbourne Neighbourhood Centre	\$72,405
Port Phillip Community Group	\$22,435
Prahran Mission	\$571
Prahran Neighbourhood House	\$211,274
Rye Community House	\$20,190
Sandybeach Community Cooperative Society	\$342,625
SkillsPlus	\$373,740
Sorrento Community House	\$30,454
South Eastern Region Migrant Resource Centre	\$55,177
Southern Mental Health Association	\$34,474
Springvale Indo-Chinese Mutual Assistance Association	\$55,592
Springvale Learning and Activities Centre	\$18,302
Springvale Neighbourhood House	\$302,431
St Kilda Youth Service	\$97,343
Taskforce Community Agency	\$35,626
Upper Beaconsfield Community Centre	\$109,900
Wellsprings For Women	\$41,582
Yooralla - Community Learning and Living Centre	\$13,960
<b>Total</b>	<b>\$6,494,892</b>

## Western Metropolitan Region

Altona Meadows Community Centre	\$33,335
Anglicare Victoria - Dixon House	\$1,220
Anglicare Victoria	\$1,230
Angliss Neighbourhood House	\$95,533
Australian Croatian Community Services	\$21,595
Australian Greek Welfare Society	\$27,038
Australian Polish Community Services	\$33,069
Australian Romanian Community Welfare	\$20,220
Australian Vietnamese Women's Association	\$30,477
Community West	\$300,713
Disability Employment Action Centre	\$118
Djerriwarrh Employment and Education Services	\$476,873
Duke Street Community House Association	\$170,821
Essendon Network for Employment and Training	\$76,944
Flemington Neighbourhood House	\$134,319
Flemington Reading and Writing Program	\$215,215
Footscray Community Arts Centre	\$200,306
ISIS Primary Care	\$388
Kensington Women's Group Childcare Association	\$117,637
Laverton Community Centre and Neighbourhood House	\$101,242
Maribyrnong Community Centre	\$4,822
Melton South Community Centre	\$35,395
North Melbourne Language and Learning	\$190,445
Outlets Cooperative	\$46,298
Quantin Binnah Community Centre	\$20,500
South Kingsville Community Centre	\$28,270
Spanish Latin American Welfare Centre (CELAS)	\$22,355
The Centre: Connecting Community in North and West Melbourne	\$34,057
Vision Australia	\$22,620
Werribee Community Centre	\$404,214
Western Bulldogs Spiritwest Services	\$305,387
Williamstown Community and Education Centre	\$219,964
Wingate Avenue Community Centre	\$86,717
Workforce Plus	\$23,976
Yarraville Community Centre	\$350,548
Yooralla - Community Learning and Living Centre	\$59,108
<b>Total</b>	<b>\$3,912,969</b>

## Appendix 2: Publications

*A Stronger ACFE - Delivering Skills for Victoria*  
(June 2009)

*How Learning Towns Build Social Inclusion*  
(August 2008)

*The Economic Benefit of Investment in Adult  
Community Education in Victoria* (October 2008)

## Appendix 3: Freedom of Information

The *Freedom of Information Act 1982* allows the public a right of access to documents held by the Adult, Community and Further Education (ACFE) Board. For the 12 months ending 30 June 2009, the ACFE Board received two (2) applications. All of these requests were from the general public. All of the requests were acceded to.

### Making a request

Access to documents may be obtained through written request to the Freedom of Information Manager, as detailed in section 17 of the *Freedom of Information Act 1982*. In summary, the requirements for making a request are:

- it should be in writing
- it should identify as clearly as possible what document is being requested
- it should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

Requests for documents in the possession of the ACFE Board should be address to:

Freedom of Information Manager  
Adult, Community and Further Education Board  
GPO Box 2392  
Melbourne VIC 3001

Requests can also be lodged online at [www.foi.vic.gov.au](http://www.foi.vic.gov.au).

Access charges may also apply once documents have been processed and a decision on access made; for example photocopying and search and retrieval charges.

Further information regarding Freedom of Information can be found on FOI Online, [www.foi.vic.gov.au](http://www.foi.vic.gov.au).

## Appendix 4: Whistleblowers Protection Act 2001

The *Whistleblowers Protection Act 2001* (the Act) encourages and assists people in making disclosures of improper conduct by public officers and public bodies. The Act provides protection to people who make disclosures in accordance with the Act and establishes a system for the matters disclosed to be investigated and rectifying action to be taken.

The ACFE Board does not tolerate improper conduct by employees, nor the taking of reprisals against those who come forward to disclose such conduct. It is committed to ensuring transparency and accountability in its administrative and management practices and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

The ACFE Board will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure.

### Reporting procedures

Disclosures of improper conduct or detrimental action by the ACFE Board or its employees may be made to the following officer:

The Protected Disclosure Coordinator  
Adult, Community and Further Education Board  
GPO Box 2392  
Melbourne VIC 3001

Alternatively, disclosures of improper conduct or detrimental action by the ACFE Board or its employees may also be made directly to the Ombudsman.

The Ombudsman Victoria  
Level 9, 459 Collins Street (North Tower)  
Melbourne VIC 3000  
Ph: (03) 9613 6222 | Toll free: 1800 806 314  
Website: [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au)  
Email: [ombudvic@ombudsman.vic.gov.au](mailto:ombudvic@ombudsman.vic.gov.au)

### Further information

Written guidelines outlining the system for reporting disclosures of improper conduct or detrimental action by the ACFE Board or its employees are available for public perusal.

## Disclosures under the Whistleblowers Protection Act

The current procedures established by the ACFE Board under Part 6 are available upon request.

	2008-09	2007-08
	Number	Number
Public interest disclosures	Nil	Nil
Protected disclosures	Nil	Nil
The number of disclosures referred during the year by the ACFE Board to the Ombudsman for determination as to whether they are public interest disclosures	Nil	Nil
The number of disclosures referred during the year to the ACFE Board by the Ombudsman for investigation	Nil	Nil
The number and types of disclosed matters referred by the ACFE Board to the Ombudsman for investigation	Nil	Nil
The number and types of investigations taken over from the ACFE Board by the Ombudsman	Nil	Nil
The number of requests made by a whistleblower to the Ombudsman to take over an investigation by the ACFE Board.	Nil	Nil
The number and types of disclosed matters that the ACFE Board has declined to investigate	Nil	Nil
The number and types of disclosed matters that were substantiated upon investigation and the action taken on completion of the investigation	Nil	Nil
Any recommendations made by the Ombudsman that relate to the ACFE Board	n/a	n/a

## Appendix 5: Other statutory reporting requirements

I, Adrian Nye, Acting Chairperson certify that the Adult, Community and Further Education Board has risk management processes in place consistent with the Australian / New Zealand Risk Management Standard and aligned with the risk management strategy of the Department of Planning and Community Development. An internal control system is being implemented which will enable the executive to understand, manage and satisfactorily control risk exposures. The Adult Community and Further Education Board verifies this assurance and that the Board's risk profile 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 Adult, Community and Further Education (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 \$27,650 was paid against this consultancy during the year. No contracts greater than \$10 million in value were entered into during 2008-09.

### National Competition Policy

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

## 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.

### 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 VIC 3001

Telephone: (03) 9208 3333

## Appendix 6: Disclosure Index

The Annual Report of the Adult, Community and Further Education (ACFE) Board is prepared in accordance with all relevant Victorian legislation. This index has been prepared to facilitate identification of our compliance with statutory disclosure requirements.

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FRD 109	Intangible assets	39
FRD 107	Investment properties	n/a
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FRD 113	Investments in subsidiaries, jointly controlled entities and associates	n/a
<b>Legislation</b>		
	<i>Freedom of Information Act 1982</i>	64
	<i>Building Act 1993</i>	66
	<i>Whistleblowers Protection Act 2001</i>	64-65
	<i>Victorian Industry Participation Policy Act 2003</i>	n/a
	<i>Financial Management Act 1994</i>	32,37



## Acronyms and abbreviations

<b>ACE</b>	Adult Community Education
<b>ACFE</b>	Adult, Community and Further Education
<b>ALW</b>	Adult Learners' Week
<b>AMES</b>	Adult Multicultural Education Service
<b>AEI</b>	Adult Education Institution
<b>CAE</b>	Centre for Adult Education
<b>CALD</b>	Culturally and Linguistically Diverse
<b>CLP</b>	Community Learning Partnership
<b>DIAC</b>	Department of Immigration and Citizenship
<b>DIIRD</b>	Department of Innovation, Industry and Regional Development
<b>DPCD</b>	Department of Planning and Community Development
<b>ESL</b>	English as a Second Language
<b>FOI</b>	Freedom of Information
<b>LLEN</b>	Local Learning and Employment Network
<b>MOU</b>	Memorandum of Understanding
<b>SCH</b>	Student Contact Hour
<b>SEG</b>	State Equipment Grant
<b>VCAL</b>	Victorian Certificate of Applied Learning
<b>VCE</b>	Victorian Certificate of Education
<b>VET</b>	Vocational Education and Training
<b>VSC</b>	Victorian Skills Commission
<b>YPP</b>	Youth Pathways Program



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and Community Development