



education for adults

Adult, Community and Further
Education Board Annual Report

2006 - 2007



Adult, Community and
Further Education

October 2007

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

Dear Minister,

On behalf of the Adult, Community and Further Education (ACFE) Board, I submit the ACFE Board's annual report for the year ending 30 June 2007, as required by the Financial Management Act 1994 and the Adult Community and Further Education Act 1991.

Over the past 12 months the ACFE Board has continued to guide and direct the implementation of the directions outlined in the 2004 Ministerial Statement, *Future Directions for Adult Community Education in Victoria*. In this third year of implementation of the initiatives outlined in the Statement, much has been achieved in broadening the role of ACE, enhancing the quality and extent of delivery to recognised priority learner groups and ensuring that ACE provision continues to be sustainable.

Statistical analysis of training in the ACE sector in 2006 shows that 71% of activity is in accredited programs, 45% of all training is in vocational programs, 25% in literacy and numeracy programs and 14% in employment skills programs.

The outcomes for learners and the wider community of ACE participation have been the focus of two major research projects which were completed during the year - the ACE *Longitudinal Study* and *Setting the Scene*. The three year study of ACE learners tracked learners and showed that 63% of those studying in ACE who were unemployed in 2004 were employed in 2006. Participation in volunteering activity increased for all students whatever their labour market status from 27.4% in 2004 to 37% in 2006.

ACE provides learning pathways that allow students to progress to higher levels of accredited education and training. For example, 74% of those studying Certificate I or below in 2004 progressed to Certificate II or above in 2005.

The range of sustainability support initiatives provided by the ACFE Board, focussing on developing ACE organisations as sustainable community businesses, has increased significantly. When combined with the implementation of an enhanced organisational registration and business viability assessment process and the securing of a three-year licensing agreement with Microsoft for business critical software provision, the outcomes will complement the quality of provision of ACFE programs to learners.

It has been a pleasure to work with the ACFE Board, ACFE Regional Councils, ACE organisations and other key stakeholders to achieve the diverse and exciting outcomes for adult education that are outlined in this report.

Yours sincerely



Lynne Wannan, AM
Chairperson

Adult, Community and Further Education Board

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At a glance

During 2006/07 the ACFE Board has continued to focus on the implementation of the 2004 Ministerial Statement, *Future Directions for Adult Community Education in Victoria*. The Statement's policy framework identifies four key strategies: to broaden the role of ACE, recognise specific groups of learners, enhance the sustainability of ACE provision and invest in adult community education.

The Statement outlines the contribution community based adult education organisations make to education and training within Victoria.

Profile

Through the ACFE Board, the Government provides funding for program delivery to community-based not for profit organisations registered with the ACFE Board, known as adult community education (ACE) organisations, and two Adult Education Institutions (AEIs), CAE and Adult Multicultural Education Services (AMES), which are large public organisations.

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

Adult education organisations provide a unique, community-based context for learning, a genuine focus on the individual needs of learners and the flexibility to meet their learning requirements. For this reason, the ACE sector is particularly suited to meeting the needs of adult learners of all ages who wish to undertake programs that assist them to gain qualifications and employment.

Entry level courses are a funding priority for the ACFE Board. The Ministerial statement *Future Directions for Adult Community Education in Victoria* (June 2004) clearly indicated that:

“We will prioritise areas, groups and individuals that need better access to adult education and training. Those learners who wish to gain basic skills or who have no previous educational qualifications will continue to be a priority. We will invest accordingly.”

The ACE program categories are:

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

While further education programs are also delivered in TAFE institutes and private Registered Training Organisations, this annual report is concerned primarily with ACFE programs provided by community-based adult education organisations and Adult Education Institutions, which are government-funded through the ACFE Board.

Highlights

ACE Programs and Learners

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

The Statement identifies priority learners as those learners with no basic skills and those with no previous qualifications. Recognised learner groups within this priority include, Koories, men aged over 45 years, people with a disability, people from culturally and linguistically diverse backgrounds and people aged over 55 years.

The key features of reported delivery in 2006 to this priority learner group were:

- ACE organisations and AElS reported total delivery to approximately 128,165 learners (all funding sources including non-VET activity);
- In their ACFE Board (ACFEB) funded programs, ACE organisations and AElS reported approximately 49,169 ACFEB funded learners or approximately 38% of total reported activity; and
- Organisations reported fee-for-service activity (including non-VET activity) of 3.7M student contact hours (SCH) and Office of Training and Tertiary Education (OTTE) funded activity reported 1.8M SCH and 5.28M ACFE Board funded SCH.

Relative to Victoria's population distribution between metropolitan and non-metropolitan regions, the ACFEB funded significantly more learners living in non-metropolitan regions than in metropolitan regions. 47% of the ACFEB funded learners lived in non-metropolitan regions. Approximately 27% of Victoria's total population lives in non-metropolitan ACFEB regions.

20,218 ACFEB funded learners representing 41% of students, had low basic skills (less than Year 12 or equivalent). 36% of these learners with low basic skills had a previous schooling level of Year 9 or less.

Approximately 37% of ACFEB funded learners living in metropolitan regions had low basic skills. 45% of learners in non-metropolitan regions had low basic skills.

ACE Longitudinal Study

The ACE Longitudinal Study measured the ACE sector's impact, effectiveness and community reach. The study followed the destinations of a sample of students over three years.

This study provides unique information and evidence of the role and effectiveness of ACE in meeting State and Commonwealth government goals and targets, addressing diverse priority learner needs and expectations, supporting pathways to employment and further study and creating personal and community outcomes for the most educationally disadvantaged people.

Summary of Financial Results

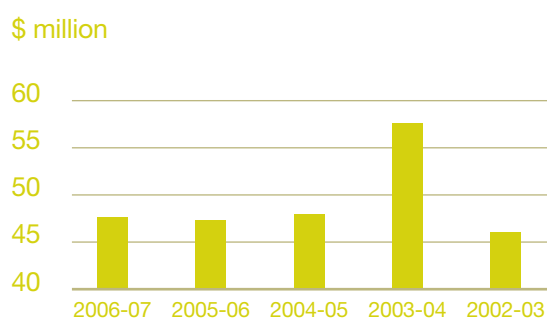
Financial performance

The table provides summary information from the ACFE Board's financial reports for the 2006-07 financial year, with comparative data for the previous four years.

	2006-07 \$ million	2005-06 \$ million	2004-05 \$ million	2003-04 \$ million	2002-03 \$ million
Operating Revenue					
Revenue from State Government	33.8	34.8	35.1	34.0	31.2
Other revenue	14.9	13.8	13.7	22.2	14.9
Total operating revenue	48.7	48.6	48.8	56.2	46.1
Operating expenses	49.3	50.1	51.4	47.8	50.5
Operating surplus/(deficit)	(0.6)	(1.5)	(2.6)	8.4	(4.3)
Total assets	17.7	18.0	19.7	22.5	7.7
Total liabilities	0.3	0.1	0.3	0.4	1.2
Net cash inflow/(outflow)	(0.6)	(1.5)	(2.2)	3.6	(4.8)

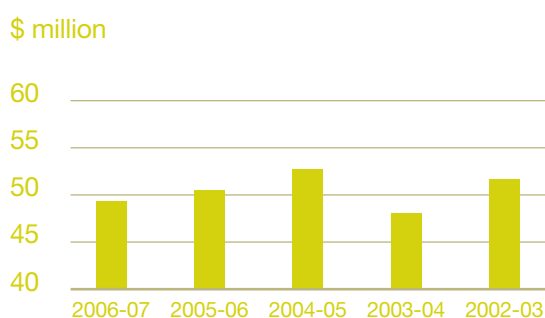
Revenue

Total revenue increased by \$0.1 million between 2005-06 and 2006-07.



Expenses

Expenses decreased by \$0.8 million largely due to a reduction in grant expenses (\$0.7 million).



Delivery and Participation

The 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 2006.

Funded delivery

Government-funded education and training programs in community-based adult education organisations and Adult Education Institutions resulted in a reported delivery of 7,127,594 student contact hours and over 202,675 module enrolments during 2006.

Total reported ACE provision

Total reported provision (from all funding sources including fee-for-service activity) for community-based adult education organisations and Adult Education Institutions was 10,856,583 student contact hours in 2006.

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

Government-funded provision in ACE organisations and Adult Education Institutions by ACE Program categories 2006

	Module enrolments %	Student contact hours
Adult literacy and numeracy	18.25	31.05
Employment skills	19.26	16.63
VCE/VCAL ¹	2.36	5.36
Vocational	60.12	46.96

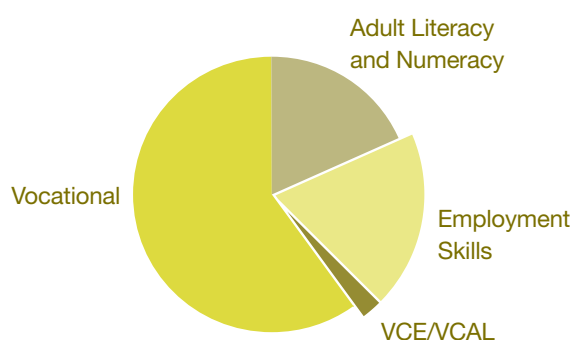
¹ VCE – Victorian Certificate of Education; VCAL – Victorian Certificate of Applied Learning.

Government-funded provision of student contact hours by gender and ACE program category for ACE organisations and Adult Education Institutions, 2006 (%)

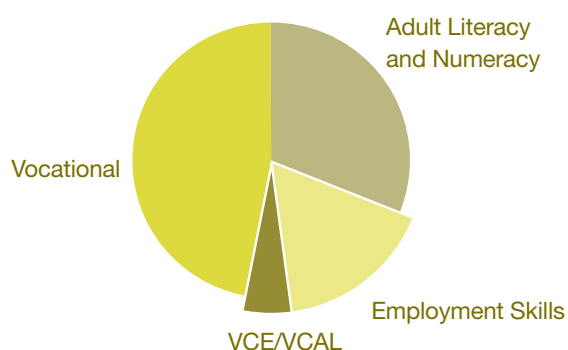
Gender	Adult literacy and numeracy	Employment skills	VCE/VCAL	Vocational	Total
Female	67.25	70.23	58.47	75.64	71.21
Male	31.89	29.65	41.53	24.24	28.44
Not stated	0.86	0.12	0.00	0.12	0.34

Government-funded provision by ACE program category for ACE organisations and Adult Education Institutions, 2006

Module enrolments



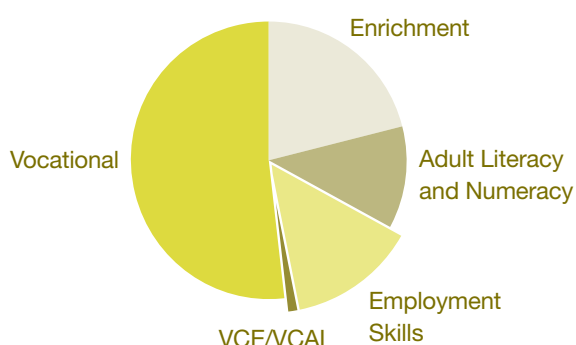
Student contact hours



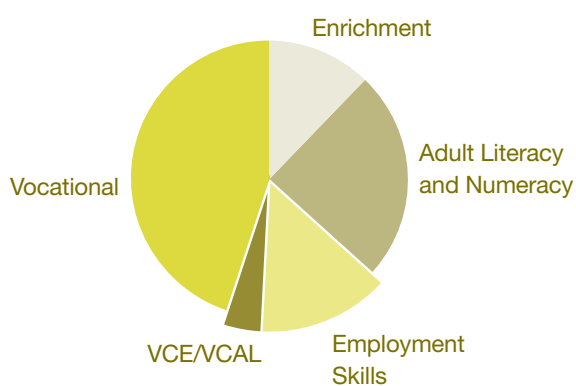
Government-funded provision means provision using State and Commonwealth funds allocated by the ACFE Board and the Victorian Learning and Employment Skills Commission.

Total reported provision for ACE organisations and Adult Education Institutions by ACE program category, 2006

Module enrolments



Student contact hours



Total reported adult, community and further education provision is for all funding sources, including fee-for-service.

Government-funded provision by ACE organisations and Adult Education Institutions by region of delivery and ACE program category, 2006

	Adult Literacy and Numeracy		Employment Skills		VCE/VCAL		Vocational		Total	
	E	SCH	E	SCH	E	SCH	E	SCH	E	SCH
BSW	2,671	187,155	6,544	196,515	272	19,801	18,893	535,498	28,380	938,969
EM	3,431	203,219	8,173	204,959	365	26,012	18,856	452,937	30,825	887,127
GIP	2,174	104,085	2,739	97,329	0	0	10,738	293,915	15,651	495,329
GRA	1,208	69,170	2,439	64,444	63	5,900	9,367	219,925	13,077	359,439
HUM	2,332	148,569	2,726	67,325	183	14,481	11,357	258,922	16,598	489,297
LM	2,340	143,714	4,477	135,074	16	304	12,858	356,070	19,691	635,162
NM	5,718	348,305	4,501	137,934	189	11,845	12,048	342,328	22,456	840,412
SM	9,348	414,272	3,304	103,398	391	37,180	10,753	265,758	23,796	820,608
WM	5,272	365,096	1,791	75,367	260	23,560	6,034	175,135	13,357	639,158
AMES	54	2,955	1,108	40,230	140	8,630	4,019	155,275	5,321	207,090
CAE	2,447	226,622	1,238	62,883	2,907	234,300	6,931	291,198	13,523	815,003
All	36,995	2,213,162	39,040	1,185,458	4,786	382,013	121,854	3,346,961	202,675	7,127,594
%	18.25%	31.05%	19.26%	16.63%	2.36%	5.36%	60.12%	46.96%	100.00%	100.00%

E = Module enrolments

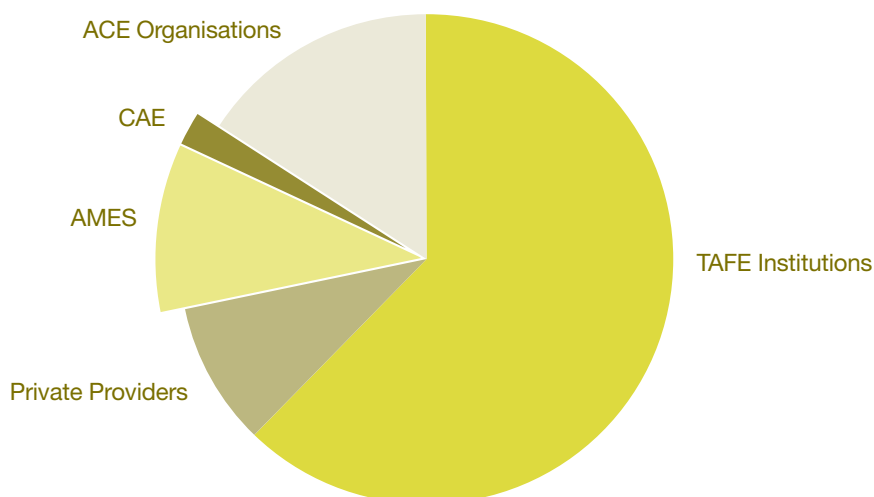
SCH = student contact hours

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

AMES - Adult Multicultural Education Services

CAE - Centre for Adult Education

Total reported further education provision of student contact hours by organisation type, 2006



Total reported further education provision is for all funding sources, including fee-for-service delivery. Further education comprises adult literacy and numeracy, employment skills and VCE/VCAL.

Total reported provision by ACE organisations and Adult Education Institutions, 2006
(including Fee For Service programs)

	Module Enrolments	% of Total Enrolments	Student Contact Hours	% of Total Student Contact Hours
BSW	45,753	10.15	1,391,342	10.43
EM	56,602	12.55	1,442,293	10.81
GIP	23,825	5.28	730,825	5.48
GRA	20,076	4.45	479,986	3.60
HUM	27,684	6.14	812,935	6.09
LM	30,910	6.86	849,940	6.37
NM	29,750	6.60	1,032,050	7.73
SM	40,770	9.04	1,251,847	9.38
WM	21,628	4.80	919,255	6.89
AMES	9,689	2.15	364,425	2.73
AMES/DIAC	82,256	18.24	2,487,266	18.64
CAE	61,921	13.73	1,581,685	11.85
Total	450,864	100	13,343,849	100

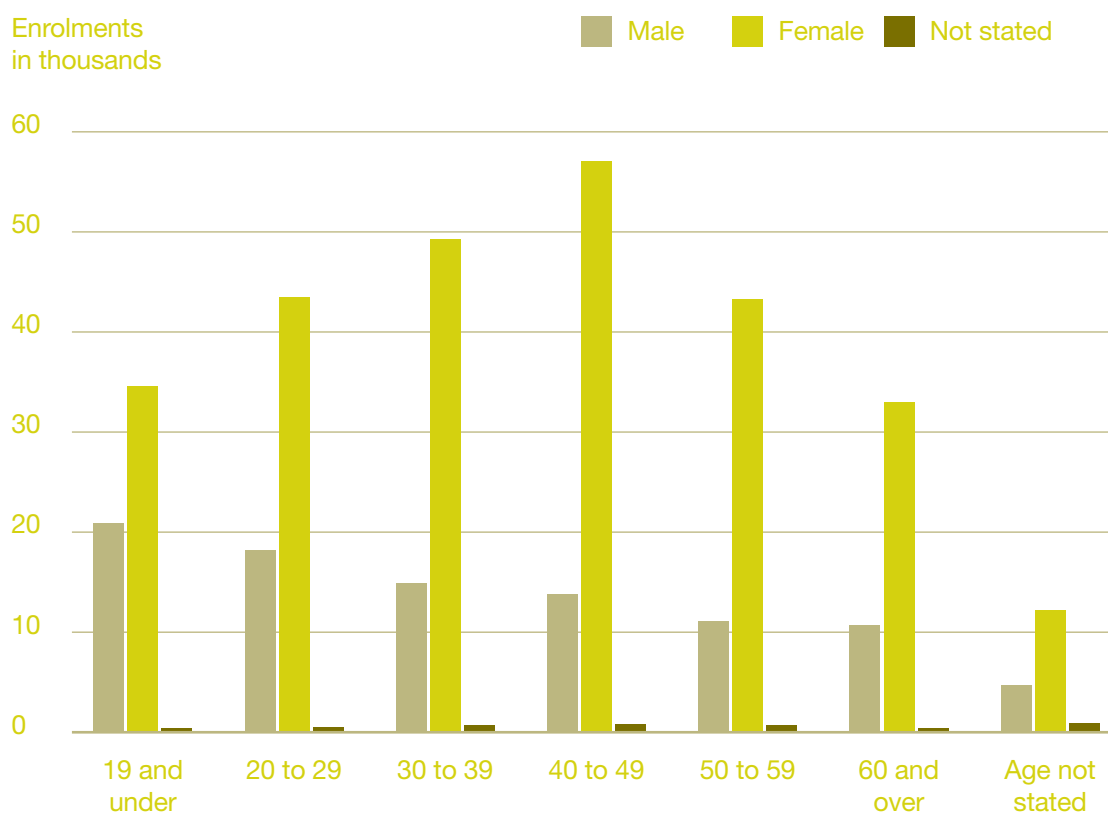
SCH = student contact hours

DIAC = Department of Immigration and Citizenship

Almost 87 per cent of provision by AMES is funded by other sources including the Commonwealth Government and is for short-term contracted delivery.

Fee-for-service and Enrichment programs are included.

Total reported provision of module enrolments by ACE organisations and Adult Education Institutions by age group and gender, 2006



The year in review

Significant progress has been made in 2006–07 in the implementation of the directions identified in the Ministerial Statement *Future Directions for Adult Community Education in Victoria*. The role of adult community education is broadening, specific groups of learners are being recognised, the sustainability of ACE provision enhanced and investment in adult community education has increased.

Broadening the role of adult community education

Community Learning Partnerships

The Community Learning Partnership (CLP) initiative continued to strengthen throughout the year. A number of partnership projects were completed and reported positive impacts on the community needs and issues they had sought to address. In addition to the direct benefit to local communities, the projects also significantly broadened the role of the ACE organisations involved and improved their profile and position.

The ACFE Board commissioned an evaluation of the CLP initiative which reported in February. In addition to investigating the extent to which objectives were being met, the evaluation identified and described a number of successful CLPs and proposed opportunities for improvement of processes around funding allocation. This latter led to the redevelopment of these processes for the 2007 round of funding.

Measuring Impact Toolkit

The Measuring Impact Toolkit is an evidence-based impact analysis tool. It has been applied to all Community Learning Partnerships to monitor their impact on the communities and learners with which they were engaged.

Work commenced during the year to enhance the tools and develop strategies to extend their use to support other ACE sector activity.

Research

Putting Research to Work: ACE Research Strategy 2005–07 recognises the important role of research in an evidence-based approach to policy and program development. The research strategy continues to support the policy directions set out in the Ministerial Statement, *Future Directions for Adult Community Education in Victoria* and to contribute to improved practice by ACE organisations and the achievement of learner outcomes.

Circles of Professional Research Practice

The ACFE Board continued to fund three statewide Circles of Professional Research Practice. Their purpose is to maximise the practical benefit of high-level research for ACE organisations and support the implementation of the Ministerial Statement at a regional and local level. The Circles are led by professional researchers, coordinated by ACE organisations and made up of interested ACE organisations and practitioners. They make practical use of recent research projects funded by the ACFE Board including:

- The ACE Experience: Pedagogies for Life and Employment (Victoria University, 2004);
- Men's Learning through ACE and Community Involvement in Small Rural Towns (University of Ballarat, 2005); and
- The ACE Longitudinal Study (University of Melbourne, 2006).

ACE Longitudinal Study

In 2004, the ACFE Board commissioned the Centre for Post-compulsory Education and Lifelong Learning at the University of Melbourne to undertake a three-year longitudinal study of ACE learners. The project measures the ACE sector's impact, effectiveness and community reach. The study follows the destinations of a sample of students over three years. The sample includes priority learner groups identified in the Ministerial Statement. The study provides unique information on the destination of ACE learners including patterns of participation in relation to a range of social and demographic variables. It identifies longer-term outcomes and the benefits of ACE.

Findings from Stage 1 were reported in *A community-studies approach to researching strategic issues in ACE* (Walstab and Teese, 2005).

Findings from Stage 2 were reported in *ACE Connects! Pathways to Education, Employment and Community* (Walstab, Volkoff and Teese, 2005).

In Stage 3, ACE participants were surveyed to:

- identify patterns of participation in relation to a range of socio-economic and demographic variables;
- track student destinations (including those of the priority learner groups identified in the Ministerial Statement); and
- identify long-term outcomes and benefits of participation in ACE.

The findings from Stage 3 were reported in *ACE makes a difference: building pathways, providing opportunities and creating outcomes*, 2006.

This study provides statistically significant evidence of the role and effectiveness of ACE in meeting State and Commonwealth government goals and targets, addressing diverse priority learner needs and expectations, supporting pathways to employment and further study and creating personal and community outcomes for the most educationally disadvantaged people.

Setting the scene

In February 2007, the ACFE Board endorsed the final report of the *Setting the scene: Investigating learning outcomes with a view to the future (2007)* project. This report elucidates the broader context of ACE in Victoria, including the Council of Australian Governments (COAG) agenda, policy statements such as *Maintaining the Advantage: Skilled Victorians* and the Ministerial Statement, *Future Directions for Adult Community Education in Victoria* and relevant ACE research completed in Victoria and Australia during the period 2000 to 2006. An important component of the investigation is detailed data analysis matching 2004 VET student level data collected by the OTTE with ACE program and student priorities.

This investigation, undertaken by the University of Melbourne, has assisted the ACFE Board to consider its research priorities for 2007, including identification of ways to improve learner outcomes, and to measure the cost benefit of government investment for learner outcomes delivered by ACE. It captures the strengths of and challenges for ACE and potential areas for future investigation related to skills acquisition, workforce participation and community strengthening.

Adult Learners' Week

Adult Learners' Week was celebrated in early September 2006 and was a key element of the ACFE Board's communication strategy to increase community awareness across Victoria of the role of ACE in post-compulsory education and training.

Support was provided to all registered ACE organisations to promote Adult Learners' Week and stage events during the week. This included the provision of promotional material for use by the organisations, advertisements in metropolitan and regional newspapers and access to grants. The grants made supported over 250 events during Adult Learners' Week, which were attended by well in excess of 12,000 Victorians.

Victorian ACE Awards

In 2006 what had previously been an awards program linked to Adult Learners' Week was rebadged as the Victorian ACE Awards. Prize money totalling \$38,000 was distributed to winning organisations and individuals.

Awards were presented in five categories. Many excellent nominations were received. The winners in each category were:

- Outstanding ACE Learner
Stella Lado (AMES);
- Outstanding ACE Teacher/Tutor
Louisa Vale (Bright Adult Education Inc);
- Innovation in ACE Learning
DIY Housing, Southern Grampians Adult Education;
- Outstanding ACE Organisation
The Centre for Continuing Education, Wangaratta; and
- Outstanding ACE Koorie Achievement
Licence Program, Mildura Aboriginal Corporation.

Presentation of the awards to the winners was made by the Minister for Education and Training, the Hon. Lynne Kosky, at a luncheon in mid-August attended by over 120 guests.

Recognising specific groups of learners

People with a Disability in ACE

The ACFE Board funded the Equity Research Centre to further support compliance by ACE organisations with the Disability Discrimination Act (DDA) and the Disability Standards for Education introduced by the Commonwealth in August 2005.

Organisations participated in two workshops designed to assist them to understand the DDA Educational Standards and to develop strategies for their implementation and compliance. This included the development of Disability Action Plans which were then lodged on the Human Rights and Equal Opportunity Commission website.

The ACE Disability Network was funded by the ACFE Board to support its Strategy for Disability in ACE by:

- promoting the better inclusion of people with a disability in ACE;
- professional development and resource training on disability;
- strengthening partnerships and networks within ACE and across governments;
- providing a brokerage service that gives specialised support and training to people with disabilities; and
- supporting leadership from passionate disability specific organisations.

These activities aim to put in place a more sustainable model for the ACE sector that better supports people with disabilities to achieve enhanced outcomes in ACE, thereby improving their employment prospects, participation in the community and quality of life.

Key outcomes included a website and a quarterly newsletter to inform organisations of opportunities to further support learners in ACE with a disability, professional development workshops and access to resources.

Training for Community-Based Offenders

This partnership project between ACFE and Corrections Victoria piloted innovative approaches to education and training for people on community-based work orders. Participants were highly educationally disadvantaged and at risk of re-offending. The program was funded by Corrections Victoria and managed by ACFE. ACE organisations and Community Correctional Services offices worked together to provide over 300 offenders across the state with tailored education, training and support programs from 2005 to 2007. At completion of the pilot, 369 participants had commenced in a wide range of education and training programs. 172 of these achieved an outcome including completion of a training program, gaining meaningful employment or enrolling in further study.

Wurreker in ACE

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

Youth Strategy and Initiatives

A number of initiatives were implemented to support the ACFE Board's Youth Strategy - *Young Learners in ACE*.

A regional framework and transition program was developed and implemented to enable Regional Councils of ACFE to manage and monitor Youth Pathways Programs in their regions.

The ACFE Board and the Department of Justice undertook a pilot project to raise awareness of gambling issues that may be faced by young learners. ACFE was funded to develop and deliver a health and wellbeing program to help young people develop a sense of resilience and a range of decision-making strategies. Four organisations in three ACFE regions delivered the pilot program to young learners enrolled in Victorian Certificate of Applied Learning and Certificate of General Education for Adults programs.

Youth Guarantee

As part of the Education and Training Reform Act 2006, expected to be proclaimed during 2007, the CAE, AMES and a total of 52 Ministerial-approved ACE organisations began to implement the Youth Guarantee in ACE. This initiative provides a guaranteed place for young people who have not completed a Year 12 qualification or equivalent.

Culturally and Linguistically Diverse Learners (CALD) in ACE

Following on from work already undertaken for the ACFE Board by AMES, it is clear that the services required by recently arrived culturally and linguistically diverse learners (CALD) learners in ACE call for different links and different skills sets from the traditional ACE clients. ACE organisations need to be prepared professionally and appropriately linked and connected to meet these needs. Organisations also need cost-efficient strategies to implement and sustain the learning from this project.

Consequently, the ACFE Board has funded AMES to work in partnership with Regional Councils of ACFE and ACE organisations to develop a statewide strategy for CALD learners in the ACE sector. This strategy will lead to increased capacity of ACE organisations by establishing a network of support and relationship with AMES centrally and regionally to sustain AMES and ACE provider contributions to CALD learners.



Enhance the sustainability of ACE provision

Sustainable ACE Businesses

During 2006–07 two key projects to ensure that ACE organisations have the skills and knowledge to maintain and develop as community businesses were continued.

Through the Building Sustainable Community Businesses project a further 18 workshops were delivered to an additional 86 ACE organisations across the state. The workshops focussed on the four key sustainability building areas articulated in the *Building Sustainable Community Businesses: A Strategy for Success*, framework (2006).

The ACE Business Models project, in which key elements of sustainable business models are explored and implemented, was expanded in 2006–07. In addition to providing further training to 25 of the original participants, a three-workshop series was conducted in a range of metropolitan and regional locations for a further 110 organisations. To date, close to a third of ACE organisations have participated in this project.

Student Satisfaction Survey

The ACFE Board's Student Satisfaction survey provides feedback on government-funded education delivered by community-based adult education organisations. In 2006, 86% of surveyed students indicated that the course they undertook met or partly met their needs.

LearnScope

In 2006, the LearnScope program achieved its goal of improving the understanding and use by ACE staff of e-learning and flexible delivery. The program assisted ten ACE organisations to provide e-learning focused professional development opportunities for ACE staff. In addition, a number of start-up workshops for ACE staff were made available across the state.

Curriculum

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

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

Using the *A-Frame – An ACE Framework for Non-accredited Learning* (2005), the CAE is continuing to provide support for non-accredited teaching and learning in partnership with the ACFE Board. The *A-Frame* provides user-friendly curriculum development and delivery advice to course developers, managers of ACE organisations and trainers/tutors for non-accredited delivery. This resource contributes to higher and more consistent quality standards in non-accredited delivery, improved pathways for learners to enable them to easily articulate from non-accredited to accredited learning and better recognition of the value of non-accredited learning by other education and training sectors.

Investing in ACE

Fees and concessions reimbursement

The payment of \$2.2 million to ACE organisations and Adult Education Institutions in 2006 acknowledges the fees forgone in 2005 when ACE organisations and Adult Education Institutions provided access to learners under concession arrangements.

Microsoft® Agreement

In 2007, the ACFE Board entered into a software licensing agreement with Microsoft® covering the calendar years 2007–2009.

Under this agreement, all eligible ACE organisations will be able to access Microsoft® software at discounted prices. The agreement represents a commitment of approximately \$200,000 per annum over the term of the agreement as tangible support to the business systems, educational programs and service delivery options for ACE organisations.

Special Equity Groups Funding

To support delivery to priority learner groups, Commonwealth funding provided through the Australians Working Together program was targeted to programs supporting sole parents, mature age people, youth at risk, culturally and linguistically diverse people, people with disabilities and indigenous learners.

Governance

Performance Agreements with Adult Education Institutions

The CAE and AMES further refined the focus of ACFE Board delivery to key learner groups and communities in 2006 as part of their Performance Agreements with the ACFE Board.

In 2006, the ACFE Board contracted delivery of 804,642 student contact hours from the CAE and 170,000 student contact hours from AMES.

Performance Agreements with Regional Councils of ACFE

Revised performance agreements between the ACFE Board and the Regional Councils of ACFE streamlined reporting requirements for ACE organisations, revised outputs and identified project outcomes required by the ACFE Board.

Through these agreements more than 45,000 learners participated in ACFE Board funded education and training programs in 2006.

Audits

ACFE Board Audits

A Management and IT Review Audit of the CAE was carried out in 2006–07.

Internal Audit Program

The Department of Education and Training undertook internal audits on behalf of the ACFE Board during 2006–07. These included audits of compliance with the Financial Management Act 1994, Corporate Card guidelines, Hospitality guidelines and Gifts Policy, Financial System testing of the General Ledger and Payroll, and Review of Consultancy/Contracts

Special Audits

The ACFE Board authorised two special audits of ACE organisations during 2006–07. Special audits are normally conducted where issues of governance or financial viability have arisen.

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 ACFE Board was established in March 1992 under the *Adult, Community and Further Education Act 1991* to support 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 major functions are to plan and promote adult learning, allocate resources, develop policies and advise the Minister for Education and Training (until December 2006) then, following Machinery of Government changes, the Minister for Skills, Education Services and Employment on matters related to adult, community and further education.

Government funds allocated through the ACFE Board are used to provide ACFE programs and services in ACE organisations and Adult Education Institutions (the CAE and AMES). The ACFE Board works jointly with the Victorian Learning and Employment 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 Qualifications Authority, which has responsibility under the Victorian Qualifications Authority Act 2000 for accrediting programs and registering organisations delivering nationally accredited qualifications.

The Chairperson of the ACFE Board was a member of the Boards of both the Victorian Learning and Employment Skills Commission and the Victorian Qualifications Authority until 30 June 2007.

ACFE Board and Committee Meetings

In 2006–07, the ACFE Board operated an Audit Committee. The members of the Audit Committee were Lynne Wannan, Warren Stooke and Leslie Wood, with Jonathan Thomas from Moore Stephens HF.

The ACFE Board also established a working group for the selection of Community Learning Partnerships, a reference group to develop the Resource Allocation Model and an ongoing consultation program with ACFE Regional Council Chairs.

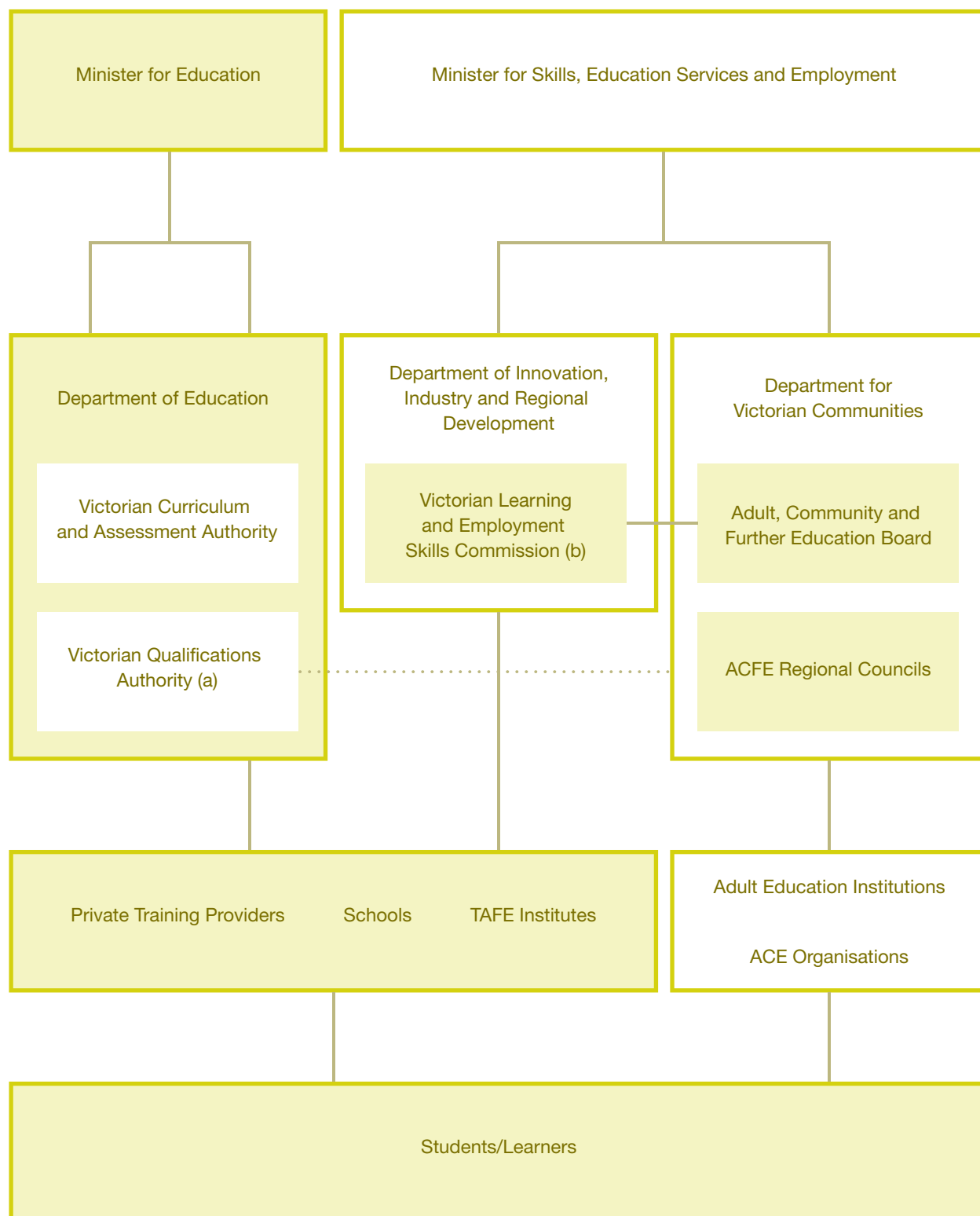
The ACFE Board met six times during the year. In addition, it held a planning workshop which established the key directions for the next 12 months.

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

Governance arrangements

The diagram on page 20 describes the governance relationships and accountabilities relevant to the ACFE Board.

Governance arrangements



(a) Victorian Registration and Qualifications Authority from 1 July 2007

(b) Victorian Skills Commission from 1 July 2007

Members

The ACFE Board comprises 12 members, including a Chairperson. Members of the ACFE Board are appointed by the Governor-in-Council on the nomination of the Minister for Skills, Education Services and Employment. Members reflect the breadth and diversity of adult education in the community and its links to other areas of post-secondary education.



Chairperson
Ms Lynne Wannan

Ms Wannan was appointed as Chairperson of the ACFE Board on 25 March 2003 for three years, and reappointed on 25 March 2006 for a further three-year term. Ms Wannan has worked with community organisations and as an adviser to both State and Commonwealth Governments. As a social policy analyst, she has experience in senior management positions in local government, the private sector and State Government. Ms Wannan has worked in the community and health services industry for the past 20 years

Current ACFE Board members as at 30 June 2007



Mr Philip Cooper

Mr Cooper is a Community Development Officer with the Victorian Aboriginal Community Services Association. Mr Cooper has a background in working for the Koorie community in education, employment, family violence, police liaison, courts, children, women, youth and men's issues. He is on the Aboriginal Advisory Committee of the City of Yarra, is a committee member of the City of Melbourne and the City of Darebin, and is a Board member of the Koorie Diabetes Service. Mr Cooper has extensive experience in Indigenous affairs and has worked in Indigenous community development.



Ms Virginia Fenelon

Ms Fenelon is the Acting Director of Professional and Organisational Learning at the University of Ballarat. Her previous roles at the University have included Head of TAFE Development, which had a focus on strategic and educational development and education partnerships in the Grampians region, and leadership of Further Education programs at the University of Ballarat and the SMB TAFE between 1995 and 2002. Ms Fenelon has held a variety of other teaching and leadership positions in both the school and TAFE sectors and is a former member of the Central Highlands Wimmera Regional Council, of ACFE.



Mr Gary Neat

Mr Neat is Chairman of the ADSSHAN group of companies and a former National President of the Australian Institute of Management. Mr Neat is a Chevening Scholar, holds a Masters Degree in International Management and is a Fellow of four organisations including, the Institute of Public Administration Australia. Mr Neat has consulted on strategy to most of Australia's Universities. Mr Neat has also advised governments on schools, training and international students and is a former senior university executive.



Mr Bill Forrest

Mr Forrest is the CEO of Nillumbik Shire Council. He was formerly Group Manager, Environment and Community Services, Nillumbik Shire Council. He has extensive experience in local government policy development and labour market programs, and involvement in local community grants programs and support for Neighbourhood Houses.



Mrs Cam Nguyen

Mrs Nguyen is President of the Australian Vietnamese Women's Welfare Association. She has extensive experience in the provision of adult education to culturally and linguistically diverse clients. Mrs Nguyen has also had involvement at senior management level in AMES.



Mr Warren Stooke

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



Ms Kylie Whittard

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



Mr Elias Tsigaras

Mr Tsigaras is the Deputy Director of the South Central Region Migrant Resource Centre and related entity the New Hope Foundation. He has responsibility for overseeing 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 community education.



Ms Margaret Wagstaff

Ms Wagstaff has held senior executive positions in both Victorian and South Australian Government departments, many of which have been in the area of human services. She has extensive links to local government, and Koorie and community organisations. She is currently a human services consultant and member of a number of boards.



Ms Leslie Wood

Ms Wood has been a member of the Eastern Metropolitan Regional Council of ACFE, a Councillor for the Shire of Yarra Ranges, and a networker for the Community Houses Association of the outer eastern suburbs. She has managed an ACE organisation and is a past President of the Association of Neighbourhood Houses and Learning Centres.



Ms Sandy Forbes

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

ACFE Central Office



ACFE Central Office

The work of the ACFE Board is supported by the ACFE Central Office, which is part of the Department for Victorian Communities.

The ACFE Central Office supports the achievement of the ACFE Board's operational and strategic plans and the operations of Regional Councils of ACFE and community-based adult education organisations in meeting the Government's goals and targets for adult learning and community building.

Environmental impacts

Throughout the year, the ACFE central office and ACFE regional offices complied with the office based environmental performance improvement initiatives and requirements of the Department of Education and Training and Department for Victorian Communities.

Senior staff

Sandy Forbes	General Manager
Ruth Fowler	Manager, Board Support and Major Projects (1 July 2006 – 16 March 2007)
Verna Kearney	Acting Manager, Board Support and Major Projects (from 19 March 2007)
Eric McClellan	Manager, Community and Stakeholder Relations

The Department for Victorian Communities manages matters relating to staffing, workforce data, the application of merit and equity principles and occupational health and safety. (See the Department for Victorian Communities Annual Report 2006–07.)

Regional Councils of Adult, Community and Further Education

There are nine Regional Councils of ACFE established under the Adult, Community and Further Education Act 1991. Regional Councils of ACFE provide expertise and local knowledge about adult education needs, advice to the ACFE Board on regional priorities and ACFE plans and policies that promote and support adult education provision.

Regional Councils of ACFE are responsible for recommending funding allocations to adult community education organisations in line with priorities and guidelines established by the ACFE Board.

Composition

Each ACFE Regional Council comprises 12 members appointed by the Minister for Skills, Education Services and Employment. Two additional members may be coopted. Together, the members:

- are representative of the interests and views of users and organisations of adult education in the region, including the interests of TAFE institutes; and
- 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. Membership is voluntary and significant expertise, time and effort is contributed by the members.

Regional contacts

Barwon South Western Region

Regional Director: Georgina Ryder
40 Brougham Street
Geelong Victoria 3220
Telephone: (03) 5221 8248
Facsimile: (03) 5221 8483
Email: acfebsw@dpcd.vic.gov.au
Website: www.acfebsw.vic.edu.au

Eastern Metropolitan Region

Acting Regional Director: Sue Olney
Regional Director: Hugh Kiernan
Level 1, 25 Ringwood Street
Ringwood Victoria 3134
Telephone: (03) 9879 4000
Facsimile: (03) 9879 4066
Email: acfeemr@dpcd.vic.gov.au
Website: www.acfeemr.vic.edu.au

Gippsland Region

Regional Director: Walter Aich
Cnr Haigh and Kirk Streets
Moe Victoria 3825
Telephone: (03) 5127 6000
Facsimile: (03) 5127 8715
Email: acfegip@dpcd.vic.gov.au
Website: www.acfegip.vic.edu.au

Grampians Region

Regional Director: Ruth Barnes
Level 1, 1220 Sturt Street
Ballarat Victoria 3350
Telephone: (03) 5332 3989
Facsimile: (03) 5333 2135
Email: acfegr@dpcd.vic.gov.au
Website: www.acfechw.vic.edu.au

Hume Region

Regional Director: Ross Tinkler
13 Lowry Place
Benalla Victoria 3672
Telephone: (03) 5762 4655
Facsimile: (03) 5762 5397
Email: acfehume@dpcd.vic.gov.au
Website: www.gomacfe.net

Loddon Mallee Region

Regional Director: Erica Rosat
37 - 41 Havlin Street East
Bendigo Victoria 3550
Telephone: (03) 5442 4300
Facsimile: (03) 5442 4913
Email: acfelcm@dpcd.vic.gov.au
Website: www.acfelcm.vic.edu.au

Northern Metropolitan Region

Regional Director: Julie Hebert
29 Sydney Road
Coburg Victoria 3058
Telephone: (03) 9384 1210
Facsimile: (03) 9384 1225
Email: acfenmr@dpcd.vic.gov.au
Website: www.acfenmr.vic.edu.au

Southern Metropolitan Region

Regional Director: Robyn Downie
133 Nepean Highway
Seaford Victoria 3198
Telephone: (03) 9786 9466
Facsimile: (03) 9786 9165
Email: acfeswp@dpcd.vic.gov.au
Website: home.vicnet.net.au/~swpacfe

Western Metropolitan Region

Regional Director: Bronwyn Hughes
29 Cobden Street
North Melbourne Victoria 3051
Telephone: (03) 9326 7647
Facsimile: (03) 9326 9202
Email: acfecwm@dpcd.vic.gov.au
Website: www.acfecwm.vic.edu.au

Members of Regional Councils of ACFE

Barwon South Western Region

Antonia Clarke (*to January 2007*)
Jennifer Dalton
Christine Denmead
Antonia George (*to January 2007*)
Robert Graham (*Chairperson*)
Bruce Jeans
Jill Parker (*Deputy Chairperson from February 2007*)
Elaine Robb
Jan Rockliff
Leonie Saundry (*resigned November 2006*)
Toni Sharkey (*to April 2007*)
Len Wiseman (*coopted member from February 2007*)
Kwong Wong (*to February 2007, Deputy Chairperson to February 2007*)

Eastern Metropolitan Region

Anne Burgoyne
Pamela Caven
Dennis Denman (*to January 2007, Deputy Chairperson to January 2007*)
Warwick Dilley
John Dorton (*to January 2007*)
Jenny Fuge (*coopted member from June 2007*)
Judy Haley (*coopted member to April 2007*)
Robin Matthews (*Deputy Chairperson from February 2007*)
Erika Mieser (*resigned November 2006*)
Penelope Morison
Sandra Poppins (*Chairperson*)
Rhonda Raisbeck (*to January 2007*)
Sharon Strugnell (*to February 2007*)
Roland Tan (*from January 2007*)
Kimbra White

Gippsland Region

Deborah Brown (*Chairperson from July 2006, Deputy Chairperson to July 2006*)
Joelle Champert (*to January 2007*)
Kathleen Earle
Raymond Ferres
Karen Fleisher (*coopted member*)
Greg Gebhart (*Deputy Chairperson from July 2006, Chairperson to July 2006*)
Kath McEntee (*to January 2007*)
Glenda McPherson
Marie McPherson (*coopted member to June 2007*)
Graham Paynter
Katherine Rutter
Greg Twite (*to January 2007*)
Peter Whitley
Howard Williams

Grampians Region

Kathleen Brannigan
David Beaver (*to January 2007, Chairperson to January 2007*)
Annette Foley
Isabel Gribble (*to January 2007*)
Craig Marshall (*coopted member to October 2006*)
Marion Matthews
Phillip Morrison (*from January 2007*)
Keith Peters (*Deputy Chairperson from February 2007*)
Elizabeth Reynolds
Frank Sheehan (*resigned February 2007*)
Amanda Stewart (*Chairperson from February 2007*)
Rachelle Tippet (*from January 2007*)
Dianne Trotter (*coopted member*)

Hume Region

Xue (Sue) Chen
Margaret Craik (*coopted member from May 2007*)
Nigel Divito (*Chairperson to February 2007*)
Herma Duthie
David Gould (*to January 2007*)
Rene Laan
Michael Lacey
Mary McGillian (*Chairperson from February 2007*)
David Nichols (*Deputy Chairperson*)
Danny O'Donoghue
Helen Young (*from January 2007*)

Loddon Mallee Region

Miranda Bain
Helen Bramley-Jackson (*to January 2007*)
Lynette Breen (*to January 2007*)
Sally Drummond (*resigned September 2006*)
Jenny Dyer (*coopted member to December 2006*)
Frances Ford (*Deputy Chairperson*)
Ian Hardie
Selvi Kannan
Sandra Lewis (*resigned May 2006*)
Sharon Morrison
Gillian Schoenborn
Gwen Smith (*Chairperson*)
Patricia Walsh (*from January 2007*)
Carol Williams (*from January 2007*)

Northern Metropolitan Region

Joseph Argiro
Gerard Grant (*Chairperson*)
Beth Horsfield (*to January 2007*)
Derek Kosbab
Vanessa Little
Jacinta Lucas
Monika Merkes (*resigned February 2007*)
Ann Polis (*resigned July 2006*)
Greg Waddell (*Deputy Chairperson*)
John Wakefield (*to January 2007*)
Heather Weaver
Dr Leone Wheeler

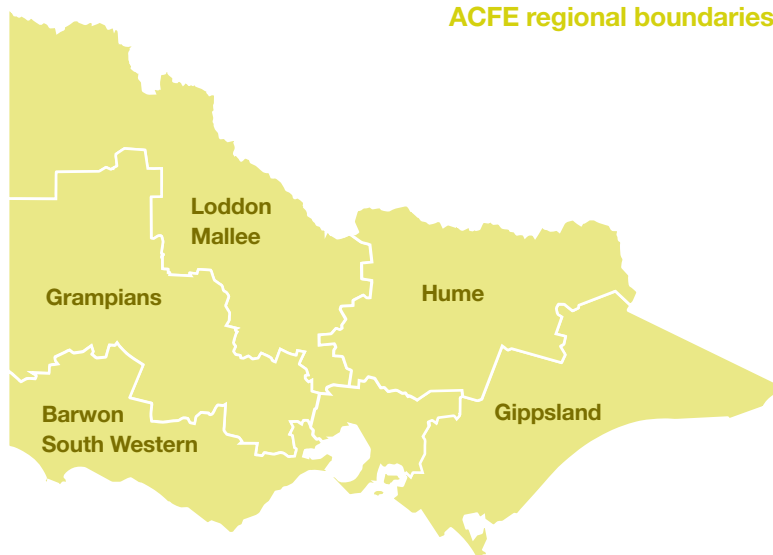
Southern Metropolitan Region

Jwothab Amum Ajak *(to November 2006)*
Anne Catanese
Ron Crosling
Louisa Ellum *(coopted member from May 2007)*
Tracey Fenton *(Chairperson)*
Anne Heath Mennell *(to January 2007)*
Jenni King
John Lane *(to March 2007)*
Mandy McDonald *(to January 2007)*
Jinny McGrath *(to January 2007)*
Leanne Malcolm *(Deputy Chairperson from March 2007)*
Anwyn Martin *(to February 2007, Deputy Chairperson to February 2007)*
Lisa Thomas
Tracey Trueman *(from January 2007)*
Joanne Wilkinson *(from January 2007)*

Western Metropolitan Region

Michelle Beveridge
Elizabeth Drozd *(to January 2007)*
Michael Halls *(Chairperson from October 2006)*
Deborah Lane *(from January 2007)*
Theresa Lyford *(Chairperson to October 2006)*
Marilla Mason *(Deputy Chairperson from February 2007)*
Susan Oldham *(Deputy Chairperson from February 2007)*
Carol Roche
Robyn Shilton *(resigned July 2006, Deputy Chairperson to July 2006)*
Lynn Wallace-Clancy
Alison Wilson *(from January 2007)*
Nicola Wong *(resigned October 2006)*
Amanda Worthington *(to January 2007, Deputy Chairperson to January 2007)*

ACFE regional boundaries - regional



ACFE regional boundaries - metropolitan



Regional Councils of ACFE

– selected highlights

The selected highlights for all regions are reported against the 2006 calendar year.

Barwon South Western Region

- Seventy-five representatives of ACE and external organisations participated in the regional showcase. The showcase theme for 2006 was 'Programs, Partnerships and Policies' in ACE. It included speakers from the Deakin University and the University of Ballarat, as well as presentations from regional ACE organisations.
- A partnership model of delivery was established between ACE organisations on the Bellarine Peninsula. It offers a broader range of learning pathways for students whilst ensuring more sustainable delivery of training for ACE organisations.

Eastern Metropolitan Region

- In addition to offering a range of professional development activities and workshops for organisations, the Regional Council supported peer mentoring for coordinators of ACE organisations to increase their management skills and to encourage them to share knowledge and resources to sustain and enhance ACE provision, and to broaden the role of ACE in the region.
- Negotiations between ACE organisations, schools and TAFE Institutes were supported to improve pathways for learners across and through the different education sectors. A particular emphasis was on developing dual enrolment options for adult learners wishing to strengthen their literacy or general employment skills using ACE while undertaking training in TAFE and building effective pathways between ACE and other further education and training.

Gippsland Region

- Consultations were held with local government representatives resulting in input into the Regional Evidence Guide, agreement on closer relationships with the ACFE Regional Council and in principle agreement to develop a Memorandum of Understanding (MoU) between each local government area and the ACFE Regional Council. The MoU will result in closer linkages and support for ACE organisations in delivering adult community education programs.
- The 'Marketing ACE to Specific Learner Groups' project was completed. The project had a particular focus on men over 45, a group that is under-represented in ACE programs. The aim was to increase the understanding by ACE organisations of what motivates particular learner groups to participate in learning and what marketing and / or organisational changes need to occur to attract more learners from specific learner cohorts.

Grampians Region

- A regional conference was held which focused on building sustainability in ACE organisations and expanding pathways for learners. Twenty-nine participants attended the conference representing 24 of the 32 ACE organisations in the Grampians region. Workshops included: evidence based planning, A-Frame application, building sustainability, e-learning, leadership and governance.
- The Grampians mobile laptop library was significantly expanded to include 50 new laptops. This increase will improve the capability of ACE organisations to deliver training in information technology to learners across the region. There has been a high access rate for adult learners in the rural and remote areas of the region.

Hume Region

- Significant progress was made in the use of e-learning teaching technology through ACFE Regional Council sponsored projects. Examples include the success of Studyzone as a communication tool, with organisations in Beechworth, Corryong, Yackandandah, Alexandra, Tallangatta and Broadford (among others) becoming more adept at recognising potential uses of new technologies in learning. Resources collected as part of individual projects are now being opened to the wider Studyzone community.
- Development of support for education and training pathways including assisting with links between ACE and TAFE, and initial preparation for pathways from further education courses to higher education.

Loddon Mallee Region

- Initiation and establishment of a community of practice across registered ACE training organisations to assist with AQTF compliance, in particular the validation processes. Close co-operation with Jobs Australia ensured regional professional development.
- The regional office worked closely with the following groups to disseminate information and develop and implement strategic approaches to the relevant learner groups
 - Swan Hill Community Network for Koorie employment
 - Regional Youth Affairs Network
 - Education Bendigo sub-committee
 - The Loddon Shire.

Northern Metropolitan Region

- A Roundtable on adult learning involving all key education and training stakeholders in the region was held. The purpose of the Roundtable was to explore a region wide collaboration to enhance pathways and learning in the region. The outcome was an agreed strategy of data sharing and exploring the development of a learning precinct in the North.
- The ACFE Regional Council and ACE organisations were actively involved in increasing opportunities for identified learner cohorts across the region through

involvement in six Community Learning Partnerships, six Equity projects, four Offender Education and Training sites, VCAL and YPP provision, involvement in all three Circles of Research Practice, and ACE Business Models and Building Sustainable Community Businesses initiatives.

Southern Metropolitan Region

- In partnership with ACE organisations and a range of other education organisations, research was conducted on the available programs and engagement strategies for disengaged young people. As an outcome of this project a CD and web-based resource was developed to assist education and training organisations to address the needs of young people and facilitate access and participation.
- A leadership project was undertaken with a range of organisations using a learning circles model. The project focussed on leadership as the key theme, with participants identifying leadership qualities and characteristics required throughout an ACE organisation, such as, management, coordination, teaching and volunteering, and how these qualities can be maintained and shared across the region.

Western Metropolitan Region

- In partnership with an ACE provider implemented a pre-apprenticeship program that had been developed jointly using Learnscope funding was implemented. This project involved conducting workshops on e-learning for the staff involved, and the development of a blended learning course designed as an “apprenticeship orientation” program targeting the State Government’s priority groups.
- The ACFE Regional Council commissioned the successful research project “Identification of Gaps in Service Delivery in the Western Region”. Research was undertaken with two communities in areas identified by the State Government as needing community development to determine the learning needs of specific groups of learners identified in the Ministerial Statement measured against current ACE service provision. The results of the research have provided valuable information for planning purposes, while the process forged stronger links between the ACFE Regional Council and the communities concerned.

Administration of funds

State and Commonwealth funds

State appropriation

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

Victorian Learning and Employment Skills Commission (VLESC) State appropriated funding

The VLESC, through the Department of Education and Training, allocate specific purpose funds to the ACFE Board subject to a performance agreement. These funds support the Youth Pathways Program (YPP) and VCE in ACE pilots by ACE organisations and Adult Education Institutions.

Victorian Learning and Employment Skills Commission (VLESC) Commonwealth appropriated funding

These funds are paid to the VLESC by the Department of Science and Technology (DEST) and are allocated to the ACFE Board subject to a performance agreement. VLESC funds support program delivery and equipment purchases by ACE organisations and the Adult Education Institutions.

Other grant funding distributed to the ACE sector

The ACFE Board allocated funding for a number of non-recurrent major initiatives. These are described in the body of the Annual Report, including:

- Australians Working Together (AWT) funding targeting programs to support sole parents, mature aged people, youth at risk, culturally and linguistically diverse, people with disabilities and indigenous learners.
- Building Sustainable Community Businesses project.
- ACE Business Models project.
- Disability Discrimination Act Education Standards - Achieving compliance by ACE organisations.
- Promoting Pathways to Employment for Culturally and Linguistically Diverse Learners in ACE Project.

Financial report

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Victorian Auditor-General's Office

INDEPENDENT AUDIT REPORT

Adult, Community and Further Education Board

To the Members of the Parliament of Victoria and Members of the Board

Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report for the financial year ended 30 June 2007 relates to the financial report of the Adult, Community and Further Education Board included on its web site. The Adult, Community and Further Education Board are responsible for the integrity of the web site. I have not been engaged to report on the integrity of the web site. The auditor's report refers only to the statements named below. 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 this web site.

The Financial Report

The accompanying financial report for the year ended 30 June 2007 of the Adult, Community and Further Education Board which comprises the operating statement, balance sheet, statement of changes in equity, cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the accountable officer's declaration has been audited.

The Responsibility of the Members of the Board for the Financial Report

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

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

Auditor's Responsibility

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to internal control relevant to the Board Members' 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 Board's internal control. An audit also includes evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Board Members, as well as evaluating the overall presentation of the financial report.

Level 24, 35 Collins Street, Melbourne Vic. 3000
Telephone 61 3 8601 7000 Facsimile 61 3 8601 7010 Email comments@audit.vic.gov.au Website www.audit.vic.gov.au

Auditing in the Public Interest

VAGO

Victorian Auditor-General's Office

Independent Audit Report (continued)

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

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. The Auditor-General, his staff and delegates comply 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 the Adult, Community and Further Education Board as at 30 June 2007 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 2007


D.D.R. Pearson
Auditor-General

Level 24, 35 Collins Street, Melbourne Vic. 3000
Telephone 61 3 8601 7000 Facsimile 61 3 8601 7010 Email comments@audit.vic.gov.au Website www.audit.vic.gov.au

Auditing in the Public Interest



Adult Education
in the Community

ADULT, COMMUNITY AND FURTHER EDUCATION BOARD

3rd Floor 2 Treasury Place East Melbourne 3002 Victoria
PO Box 266D Melbourne 3001 Victoria
DX 210178

Telephone (03) 9637 2675 Facsimile (03) 9637 2490
Home Page www.acfe.vic.gov.au
email: acfe@edumail.vic.gov.au

Accountable Officer's Declaration

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

We further state that, in our opinion, the information set out in the operating statement, balance sheet, statement of changes in equity, cash flow statement and notes to and forming part of the financial statements, presents fairly the financial transactions during the year ended 30 June 2007 and financial position of the Adult, Community and Further Education Board at 30 June 2007.

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: 14 / 9 /2007

Ms Lynne Wannan
Chairperson
Adult, Community and Further Education Board

Date: 14 / 9 /2007

Financial Report
For the year ended 30 June 2007

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

The Adult, Community and Further Education Board are a body corporate and a statutory authority under the *Adult, Community and Further Education Act 1991*. The ACFE Board reports separately to Parliament through the Minister for Skills and Workforce Participation.

Its principal address is:

Adult, Community and Further Education Board
Level 3
2 Treasury Place
East Melbourne VIC 3002

***Operating statement
for the financial year ended 30 June 2007***

	Notes	2007 \$' 000	2006 \$' 000
Revenue from ordinary activities			
State Government grants	2	33,820	33,979
Grants from other Victorian Government Departments	2	0	832
Grants from Commonwealth agencies	2	14,743	13,644
Other revenue	2	140	192
		48,703	48,647
Expenses from ordinary activities			
Administrative expenses	1(n)	3,045	2,994
Other corporate expenses		1,652	1,628
Grants	3	44,397	45,123
Depreciation and amortisation	3	206	360
		49,300	50,105
Net result for the period		(597)	(1,458)

The above operating statement should be read in conjunction with the accompanying notes

**Balance sheet
as at 30 June 2007**

	Notes	2007 S' 000	2006 S' 000
Current assets			
Cash and cash equivalents		2,291	2,232
Receivables	5	2	227
Total current assets		2,293	2,459
Non - current assets			
Property, plant and equipment	4	15,385	15,607
Total non - current assets		15,385	15,607
Total assets		17,678	18,066
Current liabilities			
Payables	6	297	88
Total current liabilities		297	88
Non - current liabilities			
Total non-current liabilities		0	0
Total liabilities		297	88
Net assets		17,381	17,978
Equity			
Contributions by owners	7(b)	782	782
Reserves	7(a)	9,629	9,629
Accumulated surplus	7(c)	6,970	7,567
Total equity		17,381	17,978

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 2007**

	2007 \$'000	2006 \$'000
Net income recognised directly in equity	-	-
Net result for the period	(597)	(1,458)
Total recognised income and expense for the period	(597)	(1,458)

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 2007

	Notes	2007 \$' 000	2006 \$' 000
Cash flows from operating activities			
Receipts:			
State government grants		33,820	34,811
Grants from other agencies		14,990	13,556
Other revenue		140	192
GST recovered from the ATO		4,607	4,663
Payments			
GST paid to the ATO		(22)	(120)
Suppliers and employees		(4,657)	(4,979)
Grants		(48,834)	(49,627)
Net cash provided by/(used in) operating activities	13	44	(1,504)
Cash flows from investing activities			
Proceeds from disposal of assets		15	(34)
Net cash provided by/(used in) investing activities		15	(34)
Net increase/(decrease) in cash held		59	(1,538)
Cash and cash equivalents at the beginning of the financial year		2,232	3,770
Cash and cash equivalents at the end of the financial year		2,291	2,232

The above cash flow statement should be read in conjunction with the accompanying notes

Notes to and forming part of the financial statements

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Note 1 Summary of significant accounting policies

Statement of compliance

This general purpose financial report has been prepared on an accrual basis in accordance with the *Financial Management Act 1994*, Australian Accounting Standards and Urgent Issues Group Interpretations. Accounting Standards include Australian equivalents to International Financial Reporting Standards ('A-IFRS').

The financial statements were authorized for issue by Ms Sandy Forbes, General Manager on 7 September 2007.

Basis of preparation

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

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

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

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

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

The accounting policies set out below have been applied in preparing the financial statements for the year ended 30 June 2007 and the comparative information presented in these financial statements for the year ended 30 June 2006.

(a) Reporting entity

The Adult, Community and Further Education (ACFE) Board is a body corporate and a statutory authority under the *Adult, Community and Further Education Act 1991*. The Board reports separately to Parliament through the Minister for Skills and Workforce Participation.

The financial statements include all activities of the Adult, Community and Further Education Board for the year ended 30 June 2007.

(b) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand, cash in banks and short-term deposits, which are readily convertible to cash on hand and are subject to an insignificant risk of changes in value, net of outstanding cheques yet to be presented by the ACFE Board's suppliers and creditors (Note 8).

Note 1 Summary of significant accounting policies (Cont'd)**(c) Rounding of amounts**

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

(d) Acquisitions of assets

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

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

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

(e) Revenue recognition

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

(f) Depreciation of property, plant and equipment

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

	2007 Years	2006 Years
Buildings	40-60	40-60
Computers and peripherals	3	3
Furniture & Fittings and equipment	5 - 10	5 - 10

(g) Revaluation of non-current assets

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

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

Note 1 Summary of significant accounting policies (Cont'd)

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

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

(h) Receivables

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

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

(i) Leased non-current assets

At reporting date:

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

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

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

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

(k) Intangible assets/ inventories

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

Intangible assets are initially recognised at cost.

(l) Payables

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

(m) Contributions by owners

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

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

Note 1 Summary of significant accounting policies (Cont'd)**(n) Employee benefits**

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

(o) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except:

- where the amount of GST incurred is not recoverable from the taxation authority, it is recognised as part of the cost of acquisition of an asset or as part of an item of expense; or
- for receivables and payables which are recognised inclusive of GST.

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

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

(p) Investments

Investments in unlisted securities are recognised at cost and dividend income is recognised as revenue when receivable. Interest revenue is recognised on a time proportionate basis that takes into account the effective yield on the financial asset.

(q) New accounting standards and interpretations

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2007 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 2007, a number of standards and interpretations applicable to ACFE Board had been issued but were not mandatory for financial years ending 30 June 2007. The Board has not, and does not intend to adopt these standards early. Please see Note 17 for details of these standards and interpretations.

Note 2 Revenue

	2007 \$' 000	2006 \$' 000
(a) Revenue from operating activities		
(i) Grants revenue		
State Government grants	33,820	33,979
Grants from other Victorian Government Departments	0	832
Total State Government grants	33,820	34,811
Grants from Commonwealth Government departments	125	175
Grants from other Commonwealth agencies	14,618	13,469
Total Commonwealth Government grants	14,743	13,644
Total grants revenue	49,180	48,455
(ii) Other revenue		
Other revenue	140	192
Total other revenue	140	192
Total revenue from ordinary activities	49,320	48,647

Note 3 Expenses from ordinary activities

	2007 \$' 000	2006 \$' 000
Result from ordinary activities includes the following expenses		
Depreciation		
Buildings	196	214
Computers and peripheral equipment	0	91
Furniture & fittings and equipment	9	53
Total depreciation	205	358
Amortisation		
Leasehold improvements	2	2
Total amortisation	2	2
Total depreciation and amortisation	207	360
Rental expense relating to operating leases		
Minimum lease payments	191	205
Total rental expense relating to operating leases	191	205
Grants		
Payments to ACE organisations	34,394	34,585
Payments to Adult Education Institutes	9,826	10,082
Payments to other organisations	177	456
Total Grants	44,397	45,123

Note 4 Property, plant & equipment

	2007 \$' 000	2006 \$' 000
Land and buildings		
Land at 2004 valuation	5,709	5,709
	5,709	5,709
Buildings at 2004 valuation	10,293	10,293
Less: Accumulated depreciation	(625)	(428)
	9,668	9,865
Leasehold improvements at cost	0	25
Less: Accumulated amortisation	0	(8)
	0	17
Total land and buildings	15,377	15,591
Computers and peripheral equipment		
Computers and peripheral equipment at cost	1,284	1,284
Less: Accumulated depreciation	(1,284)	(1,284)
	0	0
Office equipment and furniture at cost	304	304
Less: Accumulated depreciation	(296)	(288)
	8	16
Total property, plant and equipment	15,385	15,607

Reconciliations	Land	Buildings	Leasehold improvements	Computers & peripheral equipment	Office equipment & furniture	Total
2007	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying amount at start of year	5,709	9,865	17	0	16	15,607
Additions	0	0	0	0	0	0
Disposals	0	0	(16)	0	0	(16)
Revaluation increments	0	0	0	0	0	0
Depreciation and amortisation	0	(197)	(1)	0	(8)	(206)
Carrying amount at end of year	5,709	9,668	0	0	8	15,385

Note 5 Receivables

	2007 \$' 000	2006 \$' 000
Trade debtors	1	226
Net GST receivable	1	1
Total receivables	2	227

Note 6 Payables

	2007 S' 000	2006 S' 000
Trade creditors	297	88
Total payables	297	88

Note 7 Equity and movements in equity

	2007 S' 000	2006 S' 000
(a) Reserves		
Asset revaluation reserve		
Balance at the beginning of financial year	9,629	9,629
Balance at the end of financial year	9,629	9,629
(b) Contributions by owners		
Balance at the beginning of financial year	782	782
Balance at the end of financial year	782	782
(c) Accumulated surplus		
Balance at the beginning of financial year	7,567	7,567
Net Result for the period	(597)	(597)
Balance at the end of financial year	6,970	6,970

Note 8 Financial Instruments**8(a) Interest rate risk exposure**

ACFE Board's exposure to interest rate risk and the effective weighted average interest rate by maturity periods is set out in the table below:

2007	Floating interest	Fixed interest maturing in:			Non- interest bearing	Total
		1 year or less	1-5 years	Over 5 years		
	S'000	S'000	S'000	S'000	S'000	S'000
Financial assets						
Cash and cash equivalents	-	-	-	-	2,291	2,291
Receivables	-	-	-	-	2	2
	-	-	-	-	2,293	2,293
Weighted average interest rate	n/a					
Financial liabilities						
Payables	-	-	-	-	297	297
	-	-	-	-	297	297
Net financial assets/(liabilities)						
	-	-	-	-	1,996	1,996
Weighted average interest rate	n/a					

Note 8 Financial Instruments (Cont'd)

2006	Floating interest	Fixed interest maturing in:			Non-interest bearing	Total
		1 year or less	1-5 years	Over 5 years		
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Financial assets						
Cash and cash equivalents	-	-	-	-	2,232	2,232
Receivables	-	-	-	-	227	227
	-	-	-	-	2,459	2,459
Weighted average interest rate	n/a				-	-
Financial liabilities						
Payables	-	-	-	-	88	88
	-	-	-	-	88	88
Net financial assets (liabilities)	-	-	-	-	2,371	2,371
Weighted average interest rate	n/a					

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 profiles.

8(c) The carrying amounts and net fair values of financial assets and liabilities at reporting date were:

	2007		2006	
	Carrying amount	Net fair value	Carrying amount	Net fair value
	\$'000	\$'000	\$'000	\$'000
On-balance sheet financial instruments				
Financial assets				
Cash and cash equivalents	2,291	2,291	2,232	2,232
Receivables	2	2	227	227
Non-traded financial assets	2,293	2,293	2,459	2,459
Financial liabilities				
Payables	297	297	88	88
Non-traded financial liabilities	297	297	88	88

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:

Responsible Minister	Ms Lynne Kosky, MP	1 July 2006 to 30 November 2006
	Ms Jacinta Allan MP	From 1 December 2006 to 30 June 2007
ACFE Board Members	Ms Lynne Wannan (Chair)	1 July 2006 to 30 June 2007
	Ms Virginia Fenelon	1 July 2006 to 30 June 2007
	Mr Warren Stooke	1 July 2006 to 30 June 2007
	Mr Bill Forrest	1 July 2006 to 30 June 2007
	Ms Cam Nguyen	1 July 2006 to 30 June 2007
	Mr Philip Cooper	1 July 2006 to 30 June 2007
	Ms Margaret Wagstaff	1 July 2006 to 30 June 2007
	Ms Leslie Wood	1 July 2006 to 30 June 2007
	Mr Elias Tsigaras	1 July 2006 to 30 June 2007
	Mr Gary Neat	1 July 2006 to 30 June 2007
	Ms Kylie Whittard	25 July 2006 to 30 June 2007
	Ms Sandy Forbes	1 July 2006 to 30 June 2007
Accountable Officer	Ms Sandy Forbes	1 July 2006 to 30 June 2007

Note 9 Responsible Persons (Cont'd)**Remuneration****Responsible Minister**

The remuneration of the Minister is included in the Financial Statements of the Department of Premier and Cabinet

ACFE Board Members

The remuneration / emolument received or receivable by members of the ACFE Board as members of the Board totalled:

	2007	2006
	\$54,794	\$50,690

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

Band	2007	2006
\$0 - \$9,999	10	12
\$20,000-\$29,999	-	-
\$30,000-\$39,999	1	1

Accountable Officer's remuneration

The accountable officer's remuneration was paid by the Department of Education and the Department of Planning and Community Development for the respective period ACFE was in their portfolio and included in their respective Annual Financial Report for 2006-07.

Other transactions

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.

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

Audit fees paid or payable to the Victorian Auditor-General's Office for the audit of the Board's financial report
Payable at 30 June 2007

	2007	2006
	\$	\$
	15,800	11,900

Note 12 Commitments for expenditure**Operating lease commitments**

These commitments refer to leases that ACFE Board has entered into for motor vehicles, photo copiers and buildings.

Payable within one year

Payable later than one year but not later than 5 years

	2007	2006
	\$' 000	\$' 000
	141	93
	207	45
	348	138

Note 13 Reconciliation of net result for the reporting period to net cash flow from operating activities

	2007 \$' 000	2006 \$' 000
Net result for the reporting period	(597)	(1,458)
Non-cash movements		
Depreciation and amortisation	207	360
Loss/(profit) on disposal of assets	0	26
Movement in assets and liabilities		
Increase/(decrease) in payables	209	(224)
(Increase)/decrease in receivables	225	(208)
Net cash inflow/(outflow) from operating activities	44	(1,504)

Note 14 Contingent liabilities and contingent assets

As at June 30, 2007 the Board had no knowledge of any contingent liabilities or contingent assets (2005-06 Nil).

Note 15 Restructuring of administrative arrangements

In December 2006 the State Government issued an administrative order restructuring certain of its activities via machinery of government changes. This included the transfer of the Adult, Community and Further Education Board from the Department of Education to the Department of Planning and Community Development (formerly the Department of Victorian Communities).

Note 16 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.

Note 17 New accounting standards and interpretation

ACFE Board has not and does not intend to, adopt the following standards as at 30 June 2007 or earlier than the mandatory starting date:

Standard / Interpretation	Summary	Applicable for annual Reporting periods beginning or ending on	Impact on Board's Financial statements
AASB7 <i>Financial Instruments: Disclosures</i>	New standard replacing disclosure requirements of AASB132.	Beginning 1 Jan 2007	AASB7 is a disclosure standard so will have no direct impact on the amounts included in the Board's financial statements. However, the amendments will result in changes to the financial instrument disclosures included in the Board's financial report.
AASB2005-10 <i>Amendments to Australian Accounting Standards</i> [AASB132, AASB101, AASB114, AASB117, AASB133, AASB139, AASB1, AASB4, AASB1023 & AASB1038]	Amendments arise from the release in August 2005 of AASB7 <i>Financial Instruments: Disclosures</i>	Beginning 1 Jan 2007	As above.
AASB101 <i>Presentation of Financial Statements</i> (revised)	Removes Australian specific requirements from AASB101, including the Australian illustrative formats of the income statement, balance sheet and statement of changes in equity which entities were previously 'encouraged' to adopt in preparing their financial statements.	Beginning 1 Jan 2007	Impact on presentation not expected to be significant.

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Interpretation 10 <i>Interim Financial Reporting and Impairment</i>	Equivalent to IFRIC10 of the same name. Concludes that where entity has recognised an impairment loss in an interim period in respect of goodwill or an investment in either an equity instrument or a financial asset carried at cost, that impairment should not be reversed in subsequent interim financial statements nor in annual financial statements	Beginning 1 Nov 2006	The Board does not publish interim financial results, so there is no impact.
Interpretation 12 <i>Service Concession Arrangements</i>	AASB approved an Australian Interpretation 12, equivalent to IFRIC 12, applying to private sector operators, but is silent on accounting by public sector grantors. The AASB intends to consider how public sector grantors should account for service concession arrangements, and will appoint an advisory panel to make recommendations.	Beginning 1 Jul 2008	The impact of any changes that may be required cannot be reliably estimated and is not disclosed in the financial statements.
AASB 2007-2 <i>Amendments to Australian Accounting Standards arising from AASB Interpretation 12</i>	Amendments arise from the release in February 2007 of Interpretation 12 <i>Service Concession Arrangements</i>	Beginning 1 Jul 2008	As above.
AASB 8 <i>Operating Segments</i>	Supersedes AASB 114 <i>Segment Reporting</i> .	Beginning 1 Jan 2009	Not applicable.
AASB 2007-3 <i>Amendments to Australian Accounting Standards arising from AASB 8</i> [AASB 5, AASB 6, AASB 102, AASB 107, AASB 119, AASB 127, AASB 134, AASB 136, AASB 1023 & AASB 1038]	An accompanying amending standard, also introduced consequential amendments into other Standards.	Beginning 1 Jan 2009	Impact expected to be not significant.
Interpretation 4 <i>Determining whether an Arrangement contains a Lease</i> [revised]	Where arrangements might fall both within this Interpretation and Interpretation 12, Interpretation 12 will take precedence. As advised above, Interpretation 12 only applies to the private sector operation and the AASB is still considering public sector accounting for these arrangements.	Beginning 1 Jan 2008	May or may not lead to certain arrangements being reclassified. At this stage, the financial impact is unknown as it depends on whether there are arrangements being reclassified.
Interpretation 129 <i>Service Concession Arrangements: Disclosures</i> [revised]	Operator to disclose revenue and profit.	Beginning 1 Jan 2008	The Board is not an operator of service concession, so there will be no impact on disclosures.

Appendices

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

Barwon South Western Region

Anglesea and District Community House	\$19,546
BAYSA	\$250,541
Bellarine Living and Learning Centre	\$28,451
Brophy Family and Youth Services	\$9,984
Cloverdale Community Centre	\$35,440
Colac Adult and Community Education	\$384,494
Corangamite District Adult Education Group	\$180,813
CREATE (Geelong)	\$632,836
Deans Marsh Community Cottage	\$13,057
Geelong Adult Training and Education	\$1,079,821
Geelong Ethnic Communities Council	\$427,363
Gunditjmara Aboriginal Co-operative	\$21,277
Karingal	\$51,310
Lara Community Centre	\$18,774
Lorne Fig Tree Community House	\$10,503
Norlane Neighbourhood House	\$11,700
Ocean Grove Neighbourhood Centre	\$48,445
Old Courthouse Community Centre	\$85,853
Otway Health and Community Service	\$59,797
Pathways - Rehabilitation and Support Services	\$21,956
Port Fairy Community Group	\$25,451
Portland Workskills	\$142,071
Queenscliff and District Neighbourhood House	\$15,043
Rosewall Neighbourhood Centre	\$73,808
Simpson and District Community Centre	\$26,353
South West Victorian SEAL	\$299,841
Southern Grampians Adult Education	\$296,888
Springdale Neighbourhood Centre	\$38,110
Vines Road Community Centre	\$35,545
Wathaurong Aboriginal Co-operative	\$14,538
Winchelsea Community House	\$71,010
Worn Gundidj Aboriginal Cooperative	\$12,598
YWCA of Victoria	\$25,342
Totals	\$4,468,559

Eastern Metropolitan Region

Alamein Community Committee	\$97,911
Anglicare Victoria - Dixon House	\$106,219
Arrabri Community House - Maroondah City Council	\$75,365
Australian Greek Welfare Society	\$30,118
Australian Polish Community Services	\$12,047
Belgrave South Community House	\$30,566
Bowen Street Family Centre	\$8,395
Bulleen and Templestowe Community House	\$1,500
Central Ringwood Community Centre	\$61,910
Child and Family Care Network	\$195,406
Clota Cottage Neighbourhood House	\$102,072
Coonara Community House	\$202,004
Donvale Living and Learning Centre	\$300,960
EDAR	\$38,976
Emerald Community House	\$6,289
Glen Park Community Centre	\$34,567
Hawthorn Community Education Project	\$49,302
Hawthorn Community House	\$129,559
Healesville Living and Learning Centre	\$131,926
Inner Eastern Group Training	\$45,329
Japara Neighbourhood House	\$49,588
KYM Employment Services	\$148,925
Kallista Community House	\$33,339
Kew Neighbourhood Learning Centre	\$110,615
Knoxbrooke	\$61,150
Melba Support Services	\$29,678
Mitcham Community House	\$64,732
Morrison House	\$404,606
Mountain District Women's Cooperative	\$336,599
Mulgrave Neighbourhood House	\$153,166
New Hope Migrant and Refugee Centre	\$33,733
North Ringwood Community House	\$64,810
Orana Neighbourhood House	\$16,226
Outer Eastern Literacy Program	\$81,046
Park Orchards Community House	\$76,806
RecruitNet Career Skills	\$64,485
Selby Community House	\$25,098
The Avenue Neighbourhood House	\$105,393
The Basin Community House	\$53,174
The Onemda Association	\$50,901
Upper Yarra Community House	\$388,373
Vermont South Community House	\$80,814
Waverley Adult Literacy Program	\$92,103
Waverley Community Learning Centre	\$88,855
Wavlink	\$47,306
Yarrunga Community Centre	\$49,540
Yooralla - Community Learning and Living Centre	\$8,433
Totals	\$4,379,916

Gippsland Region

ACES	\$337,451
Art Resource Collective	\$18,006
BACE	\$7,000
Bass Coast	\$4,570
Bass Coast Adult Education Centre	\$65,958
Benambra Neighbourhood House	\$16,836
Bendoc Progress Association	\$11,512
Berry Street Victoria	\$26,495
Bnym Indigenous Designs	\$13,012
Briagolong Community House	\$16,816
Buchan Neighbourhood House	\$29,355
Cann River Community Centre	\$12,991
Churchill Neighbourhood Centre	\$31,809
Community Centre Swifts Creek	\$50,323
Community College East Gippsland	\$522,730
Corinella and District Community Centre	\$38,326
East Gippsland ACDEP Cooperative	\$38,251
Education Centre Gippsland	\$708,696
Foster and District Community House and Learning Centre	\$65,757
Foster Community House	\$2,764
Gippsland Accommodation and Rehabilitation Support Service	\$89,300
Gippsland Employment Skills Training	\$227,078
Gormandale Community House and Learning Centre	\$36,815
Heyfield Community Resource Centre	\$55,277
I-GAIN Quality Learning	\$409,387
Inverloch Community House	\$15,645
Lakes Entrance Neighbourhood House	\$20,863
Leongatha Community House	\$28,452
Mallacoota Community House (auspiced by Mallacoota District Health and Community Service)	\$23,272
Milpara Community House	\$52,005
Moe Life Skills Centre	\$56,662
Moe Neighbourhood House	\$31,558
Morwell Neighbourhood House and Learning Centre	\$53,770
Noweyung Centre	\$57,796
Orbost Neighbourhood House (auspiced by Orbost District Health)	\$18,032
Orbost Telecentre	\$36,916
Paynesville Neighbourhood Centre	\$35,733
Phillip Island Community and Learning Centre	\$43,888
Ramahyuck District Aboriginal Corporation	\$15,539
Rosedale Neighbourhood House	\$31,777
Sale Neighbourhood House	\$23,475
The Bemm River Community Centre	\$14,662
Traralgon Neighbourhood Learning House	\$85,630
Warragul Community House	\$62,396
Work Focus Inc.	\$35,662
Yarram Community Learning Centre	\$48,441
Totals	\$3,628,690

Grampians Region

Ararat Community House and Adult Learning Centre	\$44,832
Bacchus Marsh Adult Education Centre	\$193,978
Ballan and District Community House and Adult Education Centre	\$28,264
Ballarat Community Development Centre	\$315,290
Ballarat East Community House	\$86,467
Ballarat North Salvation Army Community House	\$21,159
Beaufort Community House and Learning Centre	\$66,491
Beulah Historic and Learning Group	\$9,075
Beulah Historical Learning and Progress Association	\$12,100
BRACE Education Training and Employment Limited	\$689,794
Clunes Neighbourhood House (auspiced by Hepburn Health Service)	\$24,588
Creswick Adult Learning Centre and Neighbourhood House	\$37,526
Darley Neighbourhood House and Learning Centre	\$55,030
Daylesford Neighbourhood Centre	\$80,722
Daylesford Neighbourhood House and Learning Centre	\$48,095
Delacombe Community House (auspiced by Child and Family Services)	\$17,666
Gateway BEET	\$33,364
Haddon and District Community House	\$38,873
Highlands Support Services	\$17,111
Horsham Community House	\$31,532
Jeparit Community Education Group	\$15,980
Learning and Information Network Kaniva	\$17,543
Meredith Community House	\$25,681
Nhill Neighbourhood House Learning Centre	\$27,893
On Track Learning Wimmera	\$142,570
Rainbow Community Learning Group	\$17,867
Shared Learning and Activities Murtoa	\$22,237
St Arnaud Community Resource Centre	\$48,493
St Arnaud Neighbourhood House	\$18,964
Stawell Neighbourhood House	\$25,097
Trentham Neighbourhood Centre	\$23,870
Warracknabeal Neighbourhood House and Learning Centre	\$33,604
Wendouree West Community House and Learning Centre	\$30,077
Wimmera Hub	\$403,703
Totals	\$2,705,536

Hume Region

Albury Wodonga Volunteer Resource Bureau	\$17,991
Bandiana Neighbourhood House	\$13,500
Baranduda Community Centre (auspiced by Wodonga City Council)	\$13,211
Beechworth Neighbourhood Centre	\$33,755
Berry Street Victoria	\$10,768
Birallee Park Neighbourhood House	\$25,137
Bright Adult Education	\$67,881
Broadcare Community Centre	\$24,865
CEACA - Continuing Education and Arts Centre	\$121,799
Central Access	\$46,103
City of Wodonga- Felltimber Community Centre	\$11,911
Cobram Community House	\$118,494
Continuing Education Centre (Albury-Wodonga)	\$629,524
Corryong Community Education Centre	\$99,180
Corryong Community Neighbourhood Centre	\$18,237
Euroa Community Education Centre	\$194,827
Kilmore and District Community Group	\$15,642
King Valley Learning Exchange	\$19,236
Kinglake Ranges Neighbourhood House	\$28,080
Kyabram Community and Learning Centre	\$44,277
MACE Incorporated	\$124,871
Mooroopna Education and Activity Centre	\$22,433
Mt Beauty Neighbourhood Centre	\$51,123
Mungabareena Aboriginal Corporation	\$8,500
Nathalia District Community Association	\$13,780
North Shepparton Community and Learning Centre	\$81,597
Numurkah Community Learning Centre	\$36,712
Open Door Neighbourhood House	\$15,912
Pangerang Community House	\$25,382
Panyule Neighbourhood Centre	\$8,857
Puckapunyal and District Neighbourhood House	\$8,500
Seymour and District Community House	\$35,091
Shepparton Access	\$36,165
Shepparton Adult and Community Education	\$304,264
South Shepparton Community House	\$19,100
Tallangatta Community Education Centre	\$27,053
Tatura Community House	\$17,637
The Centre for Continuing Education	\$1,038,321
Trudewind Neighbourhood House	\$36,539
Wallan and District Community Group	\$15,117
Waminda Incorporated	\$28,923
Worktrainers	\$8,500
Yackandandah Community Education Network	\$28,914
Yea Community Service Group	\$11,541
YNH Services	\$96,359
Totals	\$3,655,609

Loddon Mallee Region

Bendigo Adult Literacy Group	\$176,105
Bendigo Neighbourhood House (auspiced by Anglicare)	\$42,334
Bendigo Regional Ethnic Communities Council	\$18,012
Birchip Telecentre	\$23,458
Boort Resource and Information Centre	\$30,868
Campaspe College of Adult Education	\$363,052
Castlemaine and District Continuing Education	\$157,239
Castlemaine Community House	\$24,958
CentaVic Ethnic (ESL) Learning	\$20,246
Cohuna Learning Centre	\$17,423
Continuing Education Bendigo	\$528,753
Donald Learning Group	\$31,080
Echuca Neighbourhood House	\$14,923
Future Connections Association	\$306,877
Future Employment Opportunities	\$149,328
Girgarre and Community Group	\$15,441
Goldfields Employment and Learning Centre	\$239,371
Inglewood Community Resource Centre	\$25,822
Kangaroo Flat Community Group	\$47,471
Kerang Learning Centre	\$120,681
Kyabram Community and Learning Centre	\$538,514
Kyneton Community and Learning Centre	\$139,564
Lancefield Neighbourhood House	\$18,030
Loddon Neighbourhood House	\$55,256
Long Gully Neighbourhood Centre	\$20,476
Macedon Ranges Further Education Centre	\$97,957
MADEC	\$679,416
Maldon Neighbourhood Centre	\$22,037
Maryborough Community House	\$15,123
Mclvor Health and Community Services	\$22,085
Mildura Aboriginal Corporation	\$82,189
Mirrimbeena Aboriginal Education Group	\$61,482
Murray Adult Community Education Swan Hill	\$232,451
Murray Human Services	\$17,923
Northern Mallee Migrant Services Group	\$20,635
Peter Harcourt Services	\$26,157
Pyramid Hill Neighbourhood House	\$15,247
Red Cliffs Community Resource Centre	\$18,354
Robinvale Network House	\$38,748
Rushworth Community House	\$37,006
Tongala Community Activities Centre	\$21,463
Tongala Dairy Industry Training Centre	\$33,871
Woodend Neighbourhood Centre	\$26,454
Wycheproof Community Resource Centre	\$61,711
Totals	\$4,655,591

Northern Metropolitan Region

Aboriginal Community Elders Services (ACES)	\$10,843
Acacia Indochinese Community Support Association	\$22,445
Anglicare Victoria - Broadmeadows WCH	\$8,700
Arts Project Australia	\$30,259
Australian Greek Welfare Society	\$42,404
Australian Vietnamese Women's Welfare Association	\$143,063
Banksia Gardens Community Centre	\$14,100
Belgium Avenue Neighbourhood House	\$26,601
Broadmeadows Employment Project	\$221,161
Broadmeadows Further Education Community Development	\$192,513
Brunswick Neighbourhood House Cooperative	\$179,748
Burnley Neighbourhood Centre	\$21,848
Carlton Neighbourhood Learning Centre	\$181,235
Carringbush Adult Education	\$177,699
Craigieburn Education and Community Centre	\$55,119
Dallas Neighbourhood House	\$41,000
Diamond Creek Living and Learning Centre	\$48,139
Diamond Valley Learning Centre	\$406,063
Djerriwarrh Employment and Education Services	\$55,990
Finbar Neighbourhood House	\$18,597
Fitzroy Learning Network	\$72,071
Glenroy Neighbourhood Learning Centre	\$386,303
Heidelberg Training and Resources Centre	\$95,377
Holden Street Neighbourhood House	\$61,850
Homestead Community Centre (auspiced by Hume City Council)	\$18,712
Jika Jika Community Centre	\$22,995
Kaleidoscope Neighbourhood House	\$14,829
Kurdish Association of Victoria	\$31,056
Lalor Living and Learning Centre	\$249,990
Macedon Ranges Further Education Centre	\$43,744
Meadow Heights Learning Shop	\$170,440
Mental Illness Fellowship (Victoria)	\$46,936
Mill Park Community House	\$117,934
Moreland Adult Education Association	\$214,478
Nillumbik Shire Council Living and Learning Centre	\$170,128
North Carlton Railway Station Neighbourhood House	\$24,659
North Fitzroy Public Residents Association	\$8,500
Olympic Adult Education	\$251,610
Open Channel Co-operative	\$8,500
Preston Neighbourhood House	\$103,694
Preston Reservoir Adult Community Education	\$534,675
Robinson Reserve Neighbourhood House	\$45,207
Rosanna Fire Station Community House	\$21,266
SPAN Community House	\$47,181
Sussex Neighbourhood House	\$105,346
Thornbury Women's Neighbourhood House	\$140,682
Tullamarine Community House	\$43,120
Victorian Vocational Rehabilitation Association	\$97,889
Watsonia Neighbourhood House	\$23,909
YarraNet	\$55,325
Yooralla - Community Learning and Living Centre	\$5,421
Totals	\$5,131,354

Southern Metropolitan Region

Australian Croatian Community Services	\$6,024
Australian Greek Welfare Society	\$36,484
Belvedere Community Centre	\$28,999
Blind Bight Community Centre	\$16,350
Caulfield South Community House	\$26,514
Cheltenham Community Education and Activity Centre	\$127,226
Community One	\$313,917
Cranbourne Community House	\$167,814
Dandenong Neighbourhood House	\$102,218
Dingley Village Neighbourhood Centre	\$87,413
Doveton Neighbourhood Place	\$28,842
Elwood St Kilda Neighbourhood Learning Centre	\$197,404
Emerald Community House	\$41,149
Endeavour Hills Uniting Care Neighbourhood Centre	\$23,355
Gawith Villa	\$10,825
Glen Eira Adult Learning Centre	\$153,465
Godfrey Street Community House	\$14,521
Hallam Community Centre	\$21,713
Hampton Community Centre	\$25,228
Hampton Park Care Group	\$43,425
Hastings Community House	\$10,000
Jan Wilson Community Centre	\$58,490
Kaala Koorie Association	\$18,467
Karingal Neighbourhood House	\$21,256
Keysborough Learning Centre (auspiced by Keysborough Parish)	\$291,724
Learn For Yourself	\$77,006
Living and Learning Centre (Langwarrin)	\$43,656
Living and Learning (Pakenham/Cardina)	\$159,364
Longbeach Place	\$230,417
Lyrebird Community Centre	\$43,016
Merinda Park Community Centre	\$256,783
Moongala Women's Cooperative	\$29,980
Mordialloc Neighbourhood House	\$40,564
Mornington Community Contact	\$75,964
Mount Eliza Village Neighbourhood Centre	\$22,675
Narre Community Learning Centre	\$726,369
New Hope Migrant and Refugee Centre	\$68,449
Ngwala Willumbong Cooperative	\$52,395
Noble Park Community Centre	\$22,487
Oakgrove Community Centre	\$9,550
Outlook (VIC)	\$73,364
Peninsula Access Support and Training	\$53,105
Peninsula Adult Education and Literacy	\$95,177
Peninsula Training and Employment Program	\$60,678
Port Melbourne Neighbourhood Centre	\$43,046
Port Phillip Community Group	\$19,349
Prahran City Parish Mission	\$16,636
Prahran Neighbourhood House	\$89,250
Rye Community House	\$26,963
Sandybeach Community Co-op Society	\$302,942
SkillsPlus	\$306,776
Songlines Music Aboriginal Corporation	\$47,405

Southern Metropolitan Region (continued)

Sorrento Community House	\$38,279
South Eastern Region Migrant Resource Centre	\$38,190
Springvale Community Centre	\$56,212
Springvale Indo-Chinese Mutual Assistance Association	\$51,454
Springvale Neighbourhood House	\$276,094
St Kilda Youth Service	\$36,083
Taskforce Community Agency	\$33,500
Upper Beaconsfield Community Centre	\$100,358
Wellsprings	\$34,279
Yooralla - Community Learning and Living Centre	\$10,843
Totals	\$5,541,481

Western Metropolitan Region

Altona Meadows Community Centre	\$29,800
Anglicare Victoria	\$20,615
Angliss Neighbourhood House	\$70,736
Australian Croatian Community Services	\$19,897
Australian Greek Welfare Society	\$26,229
Australian Polish Community Services	\$31,403
Australian Romanian Community Welfare	\$19,287
Community West	\$273,858
Djerriwarrh Employment and Education Services	\$334,824
Duke Street Community House Association	\$147,482
Essendon Network for Employment and Training	\$114,993
Flemington Neighbourhood House	\$115,984
Flemington Reading and Writing Program	\$176,767
Footscray Community Arts Centre	\$185,211
ISIS Primary Care	\$11,509
Kensington Women's Group Childcare Association	\$87,573
Laverton Community Centre and Neighbourhood House	\$87,550
Maribyrnong Community Centre	\$56,078
Melton South Community Centre	\$37,503
North and West Melbourne Neighbourhood Centre	\$32,162
North Melbourne Language and Literacy	\$131,137
Outlets Cooperative	\$58,036
Quantin Binnah Community Centre	\$19,476
Royal Victorian Institute for the Blind	\$18,312
South Kingsville Community Centre	\$32,885
Spanish Latin American Welfare Centre (CELAS)	\$22,560
Sydenham Community Centre	\$21,897
Werribee Community Centre	\$367,787
WERX Foundation	\$11,460
West Footscray Neighbourhood House Association	\$15,082
Western Bulldogs Spiritwest Services	\$188,921
Williamstown Community and Education Centre	\$171,913
Wingate Avenue Community Centre	\$74,429
Yarraville Community Centre	\$261,767
Yooralla - Community Learning and Living Centre	\$43,731
Totals	\$3,318,854

Appendix 2: Publications

ACE Longitudinal Study. ACE makes a difference: building pathways, providing opportunities and creating outcomes (October 2006).

Guidelines and Criteria for Registration as an Adult Community Education Organisation with the ACFE Board (October 2006).

Guidelines for Assessing the Business Viability of Adult Community Education Organisations (October 2006).

Identifying ACFE Learner Needs in the Western Region (2006).

Reframing the Future – Applying Information & Research (Youth) – CD (2006).

Setting the scene: Investigating learning outcomes with a view to the future (February 2007)



Appendix 3: Freedom of information

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

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

Categories of documents

The following are the general categories of documents maintained by the ACFE Central Office on behalf of the ACFE Board. The ACFE Central Office is part of the Department for Victorian Communities.

Correspondence, administrative and policy documents

Paper records are maintained in registered files.

Minutes, agendas and papers

Paper records of agendas, agenda papers and confirmed minutes of meetings are maintained in registered files.

Personnel documents

Paper records on remuneration and appointments for ACFE Board members are maintained in registered files.

Accounting documents

Accounting records are maintained on a computerised accounting system. The records deal with general ledger entries, accounts payable, payroll and other accounting functions. Some paper records are also kept.

Freedom of information arrangements

Access to records

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

Form of request for access

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

The applicant should provide the following information:

- name
- address
- telephone number which can be used to contact the applicant during business hours
- details of the document(s) requested
- form of access required – copies of documents, inspection of file, or other (please specify).

Correction of personal information

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

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

Fees and charges

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

**Appeals**

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

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

Freedom of Information request summary

No Freedom of Information requests were received during 2006-07.

Making a freedom of information request

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

FOI Authorised Officer
Adult, Community and Further Education Board
GPO Box 2392
Melbourne VIC 3001
Telephone enquiries can be made on (03) 9208 3333

Appendix 4: Whistleblowers Protection Act 2001

Disclosures made under the *Whistleblowers Protection Act 2001*: 1 July 2006–30 June 2007

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

Department for Victorian Communities

Whistleblowers Protection Act 2001 Procedures

1. Statement of support to whistleblowers

The Department for Victorian Communities (the department) is committed to the aims and objectives of the *Whistleblowers Protection Act 2001*. It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct.

The department recognises the value of 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 department 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.

2. Purpose of these procedures

These procedures establish a system for reporting disclosures of improper conduct or detrimental action by the department or its employees. The system enables such disclosures to be made to the protected disclosure coordinator or to one of the nominated protected disclosure officers. Disclosures may be made by employees or by members of the public.

These procedures are designed to complement normal communication channels between supervisors and employees. Employees are encouraged to continue to raise appropriate matters at any time with their supervisors. As an alternative, employees may make a disclosure of improper conduct or detrimental action under the *Whistleblowers Protection Act* in accordance with these procedures.

3. Objects of the Act

The *Whistleblowers Protection Act 2001* (the Act) commenced operation on 1 January 2002. The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies. The Act provides protection to whistleblowers 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.

4. Definitions of key terms

Three key concepts in the reporting system are improper conduct, corrupt conduct and detrimental action. Definitions of these terms are set out below.

4.1 Improper conduct

A disclosure may be made about improper conduct by a public body or public official. Improper conduct means conduct that is corrupt, a substantial mismanagement of public resources, or conduct involving substantial risk to public health or safety or to the environment. The conduct must be serious enough to constitute, if proved, a criminal offence or reasonable grounds for dismissal.

Examples

An environmental health officer ignores or conceals evidence of illegal dumping of waste.

An agricultural officer delays or declines imposing quarantine to allow a financially distressed farmer to sell diseased stock.

A building inspector tolerates poor practices and structural defects in the work of a local builder.

See 4.2 below for specific examples of corrupt conduct.

4.2 Corrupt conduct

Corrupt conduct means:

- Conduct of any person (whether or not a public official) that adversely affects the honest performance of a public officer's or public body's functions;
- The performance of a public officer's functions dishonestly or with inappropriate partiality;
- Conduct of a public officer, former public officer or a public body that amounts to a breach of public trust;
- Conduct by a public officer, former public officer or a public body that amounts to the misuse of information or material acquired in the course of the performance of their official functions; or
- A conspiracy or attempt to engage in the above conduct.

Examples

A public officer takes a bribe or receives a payment other than his or her wages or salary in exchange for the discharge of a public duty.

A public officer favours unmeritorious applications for jobs or permits by friends and relatives.

A public officer sells confidential information.

4.3 Detrimental action

The Act makes it an offence for a person to take detrimental action against a person in reprisal for a protected disclosure. Detrimental action includes:

- Action causing injury, loss or damage;
- Intimidation or harassment; and
- Discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

Examples

A public body refuses a deserved promotion of a person who makes a disclosure.

A public body demotes, transfers, isolates in the workplace or changes the duties of a whistleblower due to the making of a disclosure.

A person threatens, abuses or carries out other forms of harassment directly or indirectly against the whistleblower, his or her family or friends.

A public body discriminates against the whistleblower or his or her family and associates in subsequent applications for jobs, permits or tenders.

5. The reporting system

5.1 Contact persons within the department

Disclosures of improper conduct or detrimental action by the department or its employees may be made to the following officers:

- The protected disclosure coordinator:
Catherine Dixon
Department for Victorian Communities
1 Spring Street Melbourne 3000
Phone (03) 9208 3236
- The protect disclosure officer
Catherine Dineen
Department for Victorian Communities
1 Spring Street Melbourne 3000
Phone (03) 9208 3589.

Where a person is contemplating making a disclosure and is concerned about approaching the protected disclosure coordinator or a protected disclosure officer in the workplace, he or she can call the relevant officer and request a meeting in a discreet location away from the workplace.

5.2 Alternative contact persons

A disclosure about improper conduct or detrimental action by the department or its employees may also be made directly to the Ombudsman:

The Ombudsman Victoria
Level 3, 459 Collins Street
Melbourne Victoria 3000
(DX 210174)

Internet: www.ombudsman.vic.gov.au

Email: ombudvic@ombudsman.vic.gov.au

Telephone: (03) 9613 6222

Toll free: 1800 806 314

The following table sets out where disclosures about persons other than employees of the department should be made.

Person who is the subject of the disclosure	Person/body to whom the disclosure must be made
Employee of a public body	That public body or the Ombudsman
Member of Parliament (Legislative Assembly)	Speaker of the Legislative Assembly
Member of Parliament (Legislative Council)	President of the Legislative Council
Councillor	The Ombudsman
Chief Commissioner of Police	The Ombudsman or Deputy Ombudsman
Member of the police force	The Ombudsman, Deputy Ombudsman or Chief Commissioner of Police

6.Roles and responsibilities

6.1 Employees

Employees are encouraged to report known or suspected incidences of improper conduct or detrimental action in accordance with these procedures.

All employees of the department have an important role to play in supporting those who have made a legitimate disclosure. They must refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. Furthermore, they should protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.

6.2 Protected disclosure officers

Protected disclosure officers will:

- Be a contact point for general advice about the operation of the Act for any person wishing to make a disclosure about improper conduct or detrimental action;
- Make arrangements for a disclosure to be made privately and discreetly and, if necessary, away from the workplace;
- Receive any disclosure made orally or in writing (from internal and external whistleblowers);
- Commit to writing any disclosure made orally;
- Impartially assess the allegation and determine whether it is a disclosure made in accordance with Part 2 of the Act (that is, 'a protected disclosure');
- Take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential; and
- Forward all disclosures and supporting evidence to the protected disclosure coordinator.

6.3 Protected disclosure coordinator

The protected disclosure coordinator has a central "clearinghouse" role in the internal reporting system.

He or she will:

- Receive all disclosures forwarded from the protected disclosure officers;
- Receive all phone calls, emails and letters from members of the public or employees seeking to make a disclosure;
- Impartially assess each disclosure to determine whether it is a public interest disclosure;
- Refer all public interest disclosures to the Ombudsman;
- Be responsible for carrying out, or appointing an investigator to carry out, an investigation referred to the public body by the Ombudsman;

- Be responsible for overseeing and coordinating an investigation where an investigator has been appointed;
- Appoint a welfare manager to support the whistleblower and to protect him or her from any reprisals;
- Advise the whistleblower of the progress of an investigation into the disclosed matter;
- Establish and manage a confidential filing system;
- Collate and publish statistics on disclosures made;
- Take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential; and
- Liaise with the chief executive officer of the public body.

6.4 Investigator

The investigator will be responsible for carrying out an internal investigation into a disclosure where the Ombudsman has referred a matter to the public body. An investigator may be a person from within an organisation or a consultant engaged for that purpose.

6.5 Welfare manager

The welfare manager is responsible for looking after the general welfare of the whistleblower. The welfare manager will:

- Examine the immediate welfare and protection needs of a whistleblower who has made a disclosure and seek to foster a supportive work environment;
- Advise the whistleblower of the legislative and administrative protections available to him or her;
- Listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure; and
- Ensure the expectations of the whistleblower are realistic.

7. Confidentiality

The department will take all reasonable steps to protect the identity of the whistleblower. Maintaining confidentiality is crucial in ensuring reprisals are not made against a whistleblower.

The Act requires any person who receives information due to the handling or investigation of a protected disclosure, not to disclose that information except in certain limited circumstances. Disclosure of information in breach of section 22 constitutes an offence that is punishable by a maximum fine of 60 penalty units (\$6,000) or six months imprisonment or both.

The circumstances in which a person may disclose information obtained about a protected disclosure include:

- Where exercising the functions of the public body under the Act;
- When making a report or recommendation under the Act;
- When publishing statistics in the annual report of a public body; and
- In criminal proceedings for certain offences in the Act.

However, the Act prohibits the inclusion of particulars in any report or recommendation that is likely to lead to the identification of the whistleblower. The Act also prohibits the identification of the person who is the subject of the disclosure in any particulars included in an annual report.

The department will ensure all files, whether paper or electronic, are kept in a secure room and can only be accessed by the protected disclosure coordinator, protected disclosure officer, the investigator or welfare manager (in relation to welfare matters). All printed material will be kept in files that are clearly marked as a Whistleblower Protection Act matter, and warn of the criminal penalties that apply to any unauthorised divulging of information concerning a protected disclosure. All electronic files will be produced and stored in a secured electronic location. All materials relevant to an investigation, such as tapes from interviews, will also be stored securely with the whistleblower files.

The department will not email documents relevant to a whistleblower matter and will ensure all phone calls and meetings are conducted in private.

8. Collating and publishing statistics

The protected disclosure coordinator will establish a secure register to record the information required to be published in the annual report, and to generally keep account of the status of whistleblower disclosures. The register will be confidential and will not record any information that may identify the whistleblower.

The register will contain the following information:

- The number and types of disclosures made to the department during the year;
- The number of disclosures referred to the Ombudsman for determination as to whether they are public interest disclosures;
- The number and types of disclosed matters referred to the department by the Ombudsman for investigation;
- The number and types of disclosures referred by the department to the Ombudsman for investigation;

- The number and types of investigations taken over from the department by the Ombudsman;
- The number of requests made by a whistleblower to the Ombudsman to take over an investigation by the department;
- The number and types of disclosed matters that the department has declined to investigate;
- The number and types of disclosed matters that were substantiated upon investigation and the action taken on completion of the investigation; and
- Any recommendations made by the Ombudsman that relate to the department.

9. Receiving and assessing disclosures

9.1 Has the disclosure been made in accordance with Part 2 of the Act?

Where a disclosure has been received by the protected disclosure officer or by the protected disclosure coordinator, he or she will assess whether the disclosure has been made in accordance with Part 2 of the Act and is, therefore, a protected disclosure.

9.1.1 Has the disclosure been made to the appropriate person?

For the disclosure to be responded to by the department, it must concern an employee, member or officer of the department. If the disclosure concerns an employee, officer or member of another public body, the person who has made the disclosure must be advised of the correct person or body to whom the disclosure should be directed. (See the table in 5.2). If the disclosure has been made anonymously, it should be referred to the Ombudsman.

9.1.2 Does the disclosure contain the essential elements of a protected disclosure?

To be a protected disclosure, a disclosure must satisfy the following criteria:

- Did a natural person (that is, an individual person rather than a corporation) make the disclosure?
- Does the disclosure relate to conduct of a public body or public officer acting in their official capacity?
- Is the alleged conduct either improper conduct or detrimental action taken against a person in reprisal for making a protected disclosure?
- Does the person making a disclosure have reasonable grounds for believing the alleged conduct has occurred?

Where a disclosure is assessed to be a protected disclosure, it is referred to the protected disclosure coordinator. The protected disclosure coordinator will determine whether the disclosure is a public interest disclosure.

Where a disclosure is assessed not to be a protected disclosure, the matter does not need to be dealt with under the Act. The protected disclosure officer will decide how the matter should be responded to in consultation with the protected disclosure coordinator.

9.2 Is the disclosure a public interest disclosure?

Where the protected disclosure officer or coordinator has received a disclosure that has been assessed to be a protected disclosure, the protected disclosure coordinator will determine whether the disclosure amounts to a public interest disclosure. This assessment will be made within 45 days of the receipt of the disclosure.

In reaching a conclusion as to whether a protected disclosure is a public interest disclosure, the protected disclosure coordinator will consider whether the disclosure shows, or tends to show, that the public officer to whom the disclosure relates:

- Has engaged, is engaging or proposes to engage in improper conduct in his or her capacity as a public officer; or
- Has taken, is taking or proposes to take detrimental action in reprisal for the making of the protected disclosure.

Where the protected disclosure coordinator concludes that the disclosure amounts to a public interest disclosure, he or she will:

1. Notify the person who made the disclosure of that conclusion; and
2. Refer the disclosure to the Ombudsman for formal determination as to whether it is indeed a public interest disclosure.

Where the protected disclosure coordinator concludes that the disclosure is not a public interest disclosure, he or she will:

1. Notify the person who made the disclosure of that conclusion; and
2. Advise that person that he or she may request the public body to refer the disclosure to the Ombudsman for a formal determination as to whether the disclosure is a public interest disclosure, and that this request must be made within 28 days of the notification.

In either case, the protected disclosure coordinator will make the notification and the referral within 14 days of the conclusion being reached by the public body. Notification to the whistleblower is not necessary where the disclosure has been made anonymously.

10. Investigations

10.1 Introduction

Where the Ombudsman refers a protected disclosure to the department for investigation, the protected disclosure coordinator will appoint an investigator to carry out the investigation.

The objectives of an investigation will be:

- To collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment;
- To consider the information collected and to draw conclusions objectively and impartially;
- To maintain procedural fairness in the treatment of witnesses and the person who is the subject of the disclosure; and
- To make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.

10.2 Terms of reference

Before commencing an investigation, the protected disclosure coordinator will draw up terms of reference and obtain authorisation for those terms by the chief executive officer. The terms of reference will set a date by which the investigation report is to be concluded, and will describe the resources available to the investigator to complete the investigation within the time set. The protected disclosure coordinator may approve, if reasonable, an extension of time requested by the investigator. The terms of reference will require the investigator to make regular reports to the protected disclosure coordinator who, in turn, is to keep the Ombudsman informed of general progress.

10.3 Investigation plan

The investigator will prepare an investigation plan for approval by the protected disclosure coordinator. The plan will list the issues to be substantiated and describe the avenue of inquiry. It will address the following issues:

- What is being alleged?
- What are the possible findings or offences?
- What are the facts in issue?
- How is the inquiry to be conducted?
- What resources are required?

At the commencement of the investigation, the whistleblower should be:

- Notified by the investigator that he or she has been appointed to conduct the investigation;
- Asked to clarify any matters; and
- Provide any additional material he or she might have.

The investigator will be sensitive to the whistleblower's possible fear of reprisals and will be aware of the statutory protection provided to the whistleblower.

10.4 Natural justice

The principles of natural justice will be followed in any investigation of a public interest disclosure. The principles of natural justice concern procedural fairness and ensure a fair decision is reached by an objective decision maker. Maintaining procedural fairness protects the rights of individuals and enhances public confidence in the process.

The department will have regard to the following issues in ensuring procedural fairness:

- The person who is the subject of the disclosure is entitled to know the allegations made against him or her and must be given the right to respond. (This does not mean the person must be advised of the allegation as soon as the disclosure is received or the investigation has commenced);
- If the investigator is contemplating making a report adverse to the interests of any person, that person should be given the opportunity to put forward further material that may influence the outcome of the report and that person's defence should be fairly set out in the report;
- All relevant parties to a matter should be heard and all submissions should be considered;
- A decision should not be made until all reasonable inquiries have been made;
- The investigator or any decision maker should not have a personal or direct interest in the matter being investigated;
- All proceedings must be carried out fairly and without bias. Care should be taken to exclude perceived bias from the process; and
- The investigator must be impartial in assessing the credibility of the whistleblowers and any witnesses. Where appropriate, conclusions as to credibility should be included in the investigation report.

10.5 Conduct of the investigation

The investigator will make contemporaneous notes of all discussions and phone calls, and all interviews with witnesses will be taped. All information gathered in an investigation will be stored securely. Interviews will be conducted in private and the investigator will take all reasonable steps to protect the identity of the whistleblower. Where disclosure of the identity of the whistleblower cannot be avoided, due to the nature of the allegations, the investigator will warn the whistleblower and his or her welfare manager of this probability.

It is in the discretion of the investigator to allow any witness to have legal or other representation or support during an interview. If a witness has a special need for legal representation or support, permission should be granted.

10.6 Referral of an investigation to the Ombudsman

The protected disclosure coordinator will make a decision regarding the referral of an investigation to the Ombudsman where, on the advice of the investigator:

- The investigation is being obstructed by, for example, the non-cooperation of key witnesses; or
- The investigation has revealed conduct that may constitute a criminal offence.

10.7 Reporting requirements

The protected disclosure coordinator will ensure the whistleblower is kept regularly informed concerning the handling of a protected disclosure and an investigation.

The protected disclosure coordinator will report to the Ombudsman about the progress of an investigation.

Where the Ombudsman or the whistleblower requests information about the progress of an investigation, that information will be provided within 28 days of the date of the request.

11. Action taken after an investigation

11.1 Investigator's final report

At the conclusion of the investigation, the investigator will submit a written report of his or her findings to the protected disclosure coordinator. The report will contain:

- The allegation/s:
- An account of all relevant information received and, if the investigator has rejected evidence as being unreliable, the reasons for this opinion being formed;
- The conclusions reached and the basis for them; and
- Any recommendations arising from the conclusions.

Where the investigator has found that the conduct disclosed by the whistleblower has occurred, recommendations made by the investigator will include:

- The steps that need to be taken by the department to prevent the conduct from continuing or occurring in the future; and
- Any action that should be taken by the department to remedy any harm or loss arising from the conduct. This action may include bringing disciplinary proceedings against the person responsible for the conduct, and referring the matter to an appropriate authority for further consideration.

The report will be accompanied by:

- The transcript or other record of any oral evidence taken, including tape recordings; and
- All documents, statements or other exhibits received by the officer and accepted as evidence during the course of the investigation.

Where the investigator's report is to include an adverse comment against any person, that person will be given the opportunity to respond and his or her defence will be fairly included in the report.

The report will not disclose particulars likely to lead to the identification of the whistleblower.

11.2 Action to be taken

If the protected disclosure coordinator is satisfied that the investigation has found that the disclosed conduct has occurred, he or she will recommend to the chief executive officer the action that must be taken to prevent the conduct from continuing or occurring in the future. The protected disclosure coordinator may also recommend that action be taken to remedy any harm or loss arising from the conduct.

The protected disclosure coordinator will provide a written report setting out the findings of the investigation and any remedial steps taken to the Ombudsman, the whistleblower and the responsible Minister:

- John Thwaites, Minister for Victorian Communities.

Where the investigation concludes that the disclosed conduct did not occur, the protected disclosure coordinator will report these findings to the Ombudsman and to the whistleblower.

12. Managing the welfare of the whistleblower

12.1 Commitment to protecting whistleblowers

The department is committed to the protection of genuine whistleblowers against detrimental action taken in reprisal for the making of protected disclosures. The protected disclosure coordinator is responsible for ensuring whistleblowers are protected from direct and indirect detrimental action, and that the culture of the workplace is supportive of protected disclosures being made.

The protected disclosure coordinator will appoint a welfare manager to all whistleblowers who have made a protected disclosure. The welfare manager will:

- Examine the immediate welfare and protection needs of a whistleblower who has made a disclosure and, where the whistleblower is an employee, seek to foster a supportive work environment;
- Advise the whistleblower of the legislative and administrative protections available to him or her;

- Listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure;
- Keep a contemporaneous record of all aspects of the case management of the whistleblower including all contact and follow-up action; and
- Ensure the expectations of the whistleblower are realistic.

All employees will be advised that it is an offence for a person to take detrimental action in reprisal for a protected disclosure. The maximum penalty is a fine of 240 penalty units (\$24,000) or two years imprisonment or both. The taking of detrimental action in breach of this provision can also be grounds for making a disclosure under the Act and can result in an investigation.

Detrimental action includes:

- Causing injury, loss or damage;
- Intimidation or harassment; and
- Discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business (including the taking of disciplinary action).

12.2 Keeping the whistleblower informed

The protected disclosure coordinator will ensure the whistleblower is kept informed of action taken in relation to his or her disclosure, and the time frames that apply. The whistleblower will be informed of the objectives of an investigation, the findings of an investigation, and the steps taken by the department to address any improper conduct that has been found to have occurred. The whistleblower will be given reasons for decisions made by the department in relation to a protected disclosure. All communication with the whistleblower will be in plain English.

12.3 Occurrence of detrimental action

If a whistleblower reports an incident of harassment, discrimination or adverse treatment that would amount to detrimental action taken in reprisal for the making of the disclosure, the welfare manager will:

- Record details of the incident;
- Advise the whistleblower of his or her rights under the Act; and
- Advise the protected disclosure coordinator or chief executive officer of the detrimental action.

The taking of detrimental action in reprisal for the making of a disclosure can be an offence against the Act as well as grounds for making a further disclosure. Where such detrimental action is reported, the protected disclosure coordinator will assess the report as a new disclosure under the Act. Where the protected disclosure coordinator is satisfied that the disclosure is a public interest disclosure, he or she will refer it to the Ombudsman. If the Ombudsman subsequently

determines the matter to be a public interest disclosure, the Ombudsman may investigate the matter or refer it to another body for investigation as outlined in the Act.

12.4 Whistleblowers implicated in improper conduct

Where a person who makes a disclosure is implicated in misconduct, the department will handle the disclosure and protect the whistleblower from reprisals in accordance with the Act, the Ombudsman's guidelines and these procedures.

The department acknowledges that the act of whistleblowing should not shield whistleblowers from the reasonable consequences flowing from any involvement in improper conduct. Section 17 of the Act specifically provides that a person's liability for his or her own conduct is not affected by the person's disclosure of that conduct under the Act. However, in some circumstances, an admission may be a mitigating factor when considering disciplinary or other action.

The chief executive officer will make the final decision on the advice of the protected disclosure coordinator as to whether disciplinary or other action will be taken against a whistleblower. Where disciplinary or other action relates to conduct that is the subject of the whistleblower's disclosure, the disciplinary or other action will only be taken after the disclosed matter has been appropriately dealt with.

In all cases where disciplinary or other action is being contemplated, the chief executive officer must be satisfied that it has been clearly demonstrated that:

- The intention to proceed with disciplinary action is not causally connected to the making of the disclosure (as opposed to the content of the disclosure or other available information);
- There are good and sufficient grounds that would fully justify action against any non-whistleblower in the same circumstances; and
- There are good and sufficient grounds that justify exercising any discretion to institute disciplinary or other action.

The protected disclosure coordinator will thoroughly document the process including recording the reasons why the disciplinary or other action is being taken, and the reasons why the action is not in retribution for the making of the disclosure. The protected disclosure coordinator will clearly advise the whistleblower of the proposed action to be taken, and of any mitigating factors that have been taken into account.

13. Management of the person against whom a disclosure has been made

The department recognises that employees against whom disclosures are made must also be supported during the handling and investigation of disclosures. The department will take all reasonable steps to ensure the confidentiality of the person who is the subject of the disclosure during the assessment and investigation process. Where investigations do not substantiate disclosures, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the disclosure will remain confidential.

The protected disclosure coordinator will ensure the person who is the subject of any disclosure investigated by or on behalf of a public body is:

- Informed as to the substance of the allegations;
- Given the opportunity to answer the allegations before a final decision is made;
- Informed as to the substance of any adverse comment that may be included in any report arising from the investigation; and has
- His or her defence set out fairly in any report.

Where the allegations in a disclosure have been investigated, and the person who is the subject of the disclosure is aware of the allegations or the fact of the investigation, the protected disclosure coordinator will formally advise the person who is the subject of the disclosure of the outcome of the investigation.

The department will give its full support to a person who is the subject of a disclosure where the allegations contained in a disclosure are clearly wrong or unsubstantiated. If the matter has been publicly disclosed, the chief executive officer of the department will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.

14. Criminal offences

The department will ensure officers appointed to handle protected disclosures and all other employees are aware of the following offences created by the Act:

1. It is an offence for a person to take detrimental action against a person in reprisal for a protected disclosure being made. The Act provides a maximum penalty of a fine of 240 penalty units (\$24,000) or two years imprisonment or both.
2. It is an offence for a person to divulge information obtained as a result of the handling or investigation of a protected disclosure without legislative authority. The Act provides a maximum penalty of 60 penalty units (\$6,000) or six months imprisonment or both.
3. It is an offence for a person to obstruct the Ombudsman in performing his responsibilities under the Act. The Act provides a maximum penalty of 240 penalty units (\$24,000) or two years imprisonment or both.
4. It is an offence for a person to knowingly provide false information under the Act with the intention that it be acted on as a disclosed matter. The Act provides a maximum penalty of 240 penalty units (\$24,000) or two years imprisonment or both.

15. Review

These procedures will be reviewed annually to ensure they meet the objectives of the Act and accord with the Ombudsman's guidelines.

Appendix 5: Other statutory reporting requirements

Compliance with the *Building Act 1993*

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

Consultancies and major contracts

There were no consultancies valued at over \$100,000 engaged by the ACFE Board. Two consultants were engaged where the total fee payable was less than \$100,000. A total expenditure of \$42,288 (exclusive of GST) was paid against these consultancies during the year. No contracts greater than \$10 million in value were entered into during 2006-07.

National Competition Policy

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

Additional information

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

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, charges, rates and levies;
- major external reviews;
- major research and development activities;
- overseas visits undertaken;
- major promotional, public relations and marketing activities;
- industrial relations issues; and
- major committees sponsored by the ACFE Board.

Enquiries regarding details of this information should be made to:

General Manager
Adult, Community and Further Education
GPO Box 2392
Melbourne Victoria 3001
Telephone: (03) 9208 3333

Occupational Health and Safety

ACFE Central Office

The annual report of the Department for Victorian Communities covers occupational health and safety matters and performance indicators concerning staff employed in the ACFE Central Office.

ACFE Regional Offices

Each ACFE Regional Council is responsible for occupational health and safety matters and performance indicators concerning staff employed in that Regional Office.

The performance indicators for Regional Councils of ACFE Offices include the number of:

- Reported incidents;
- Areas identified for improvement by Workcover representatives; and
- Hazards (and potential hazards) identified.

No incidents were reported in any of the nine Regional Council of ACFE Offices. No areas were identified for improvement by Workcover representatives. Regular OH&S related activities include: ongoing archiving and disposal of records; risk audits; evacuation plan reviews; updating of First Aid box; and fire drills.

Appendix 6: Disclosure index

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

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Acronyms and abbreviations

ACE	Adult Community Education
ACFE	Adult, Community and Further Education
ALW	Adult Learners' Week
AMES	Adult Multicultural Education Services
CAE	Centre for Adult Education
CALD	Culturally and Linguistically Diverse
CLP	Community Learning Partnership
DE&T	Department of Education and Training
DVC	Department for Victorian Communities
ESL	English as a Second Language
ICT	Information and Communication Technology
OTTE	Office of Training and Tertiary Education
TAFE	Training and Further Education
VCAL	Victorian Certificate of Applied Learning
VCE	Victorian Certificate of Education
VET	Vocational Education and Training
VLESC	Victorian Learning and Employment Skills Commission
YPP	Youth Pathways Program



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