

Compliance with Financial Reporting Direction (FRD) 22H

Additional information available on request

Financial Reporting Direction 22H requires that additional information, as specified in the Direction, must be retained by the Accountable Officer and made available on request to the relevant Ministers, Members of Parliament and the public, subject to the provisions of the *Freedom of Information Act 1982*.

A. Statement that declarations of pecuniary interests have been duly completed by all relevant officers

All declarations of pecuniary interests have been duly completed by all relevant officers.

B. Shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary

No shares are held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary.

C. Publications produced by the Adult, Community and Further Education Board about itself

Publication	Produced	How obtained
ACFEB Annual Report 2016 – 2017	October 2017	Ms Johanna Verberne, 03 7022 1573 https://www.education.vic.gov.au/Documents/about/department/201617ACFEBBoardAnnualReport.pdf

D. Changes in prices, fees, charges, rates and levies charged by the Department

There were no changes during the 2017–18 financial year in prices, fees, charges, rates and levies charged by the Adult, Community and Further Education Board.

E. Major external reviews carried out on the Adult, Community and Further Education Board

There was one major external review carried out by the Adult, Community and Further Education Board during the 2017–18 financial year.

Major review	Conducted by	Purpose	Completed
Audit of the Adult, Community and Further Education Board's 2016–17 Annual Financial Statements	Victorian Auditor-General's Office	To fulfil legislative requirements for publishing the Adult, Community and Further Education Board's Annual Financial Report	September 2017

F. Major research and development activities undertaken by Adult, Community and Further Education Board

There were four major research and development activities carried out by Adult, Community and Further Education Board during the 2017–18 financial year.

Major research and development	Conducted by	Purpose
Professional Development Strategy	Think Impact Pty. Ltd.	To build capability of the pre-accredited training workforce to ensure social inclusion in vocational education and training and employment.
Learn Local Purse Project in response to the Royal Commission into Family Violence Recommendation 121 – Expand financial wellbeing training for victim survivors of family violence.	Women's Information and Referral Exchange Inc	To develop a trauma informed financial literacy and financial management skills pre-accredited course and materials, with a train the trainer module and a one-day training course for Learn Local practitioners.
Community Solutions evaluation	Synergistic	To review the Community Solutions project.
Review of the pre-accredited resource allocation and contracting process	Deloitte Access Economics	To review procurement and allocation processes to inform future design.

G. Overseas visits undertaken

No overseas visits were undertaken during the reporting period.

H. Major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and its services

Major promotional, public relations or marketing activity	Purpose	Total cost
Victorian Learn Local Awards	To showcase the achievements of Learn Local learners, practitioners and organisations.	\$211,000

I. Occupational health and safety

The material included in the 2017–18 Department of Education and Training Annual Report comprehensively covers the *Financial Management Act 1994* reporting requirements in relation to occupational health and safety assessments and measures and safety of employees related to the Adult, Community and Further Education Board.

J. Industrial relations

The material included in the 2017–18 Department of Education and Training Annual Report comprehensively covers the Financial Management Act reporting requirements in relation to industrial relations related to Adult, Community and Further Education Board.

K. Major committees sponsored by Adult, Community and Further Education Board

Major committee	Purpose	Extent of purpose achieved
Adult, Community and Further Education Board Audit and Risk Committee	This committee is established as required under section 3.3.12 of the Education and Training Reform Act 2006. Its role is to oversight the financial, risk management and compliance requirements of the Board. The committee is independently chaired by Ms Lisa Woolmer. The Chairperson of the Adult, Community and Further Education Board and three Board members are appointed to the Audit and Risk Committee.	The Adult, Community and Further Education Board Audit and Risk Committee met four times during the reporting period.
Adult, Community and Further Education Board Finance Committee	<p>The Finance Committee:</p> <ul style="list-style-type: none">• Advises the Board regarding funding allocation setting.• Monitors financial performance against Board funding allocations.• Advises the Board regarding the treatment of unrecoverable debts.• Ensures effective oversight of financial resources in alignment with Board objectives.• Leads improvements to Board financial efficiency and sustainability.	The Adult, Community and Further Education Board Finance Committee met two times during the reporting period.

L. Consultancies and contractors

Eight consultancies or contractors were engaged during the reporting period.

Consultant/contractor engaged	Services provided	Expenditure committed
Deloitte Access Economics	SVT data analytics project -Learner Journey	\$86,000
Deloitte Touche Tomatsu	Pre-accredited training evaluation	\$144,000
Deloitte Touche Tomatsu	SMS Feasibility Report	\$74,000
Effective Governance	Professional services Board review	\$55,000
KPMG	Learner Engagement A-frame program evaluation	\$64,000
KPMG	Registration review	\$44,000
PTR Consulting	Strengthening Pathways for Adult Learners in Gippsland First Contract Payment - SPALG	\$61,000
Think Impact Pty Ltd	Professional Development Project	\$65,000