

# Adult, Community and Further Education Board

Annual Report 2023–24



Adult, Community and  
Further Education



We acknowledge the traditional Aboriginal owners of country throughout Victoria and their ongoing connection to this land. We pay our respects to their culture and their Elders past, present and future.

Authorised and published by the Adult, Community and Further Education Board, 35 Collins Street, Melbourne, Victoria, 3000.

October 2024

ISSN: 1835–2243 (print)

ISSN: 1835–2251 (online)

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The Hon Gayle Tierney MP  
Minister for Skills and TAFE  
Minister for Regional Development  
Level 16, 121 Exhibition Street  
Melbourne VIC 3000

Dear Minister,

In accordance with the *Financial Management Act 1994*, I am pleased to present the Adult, Community and Further Education Board's annual report for the year ending 30 June 2024.

A handwritten signature in black ink, appearing to read 'Teresa De Fazio', with a stylized flourish at the end.

Dr Teresa De Fazio OAM  
Chairperson  
Adult, Community and Further Education Board

2 October 2024

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# Year in review

## Our vision

The vision of the Adult, Community and Further Education Board (the board) is that adult, community and further education (ACFE) develops the core skills Victorian adults need for study, work and life.

## Our mission

The mission of the board is to lead literacy, numeracy, English language, employability and digital skills education and training for adult learners in Victoria.

## Our values

In accordance with the *Public Administration Act 2004*, the board upholds the 7 core Victorian public sector values of:

- responsiveness
- integrity
- impartiality
- accountability
- respect
- leadership
- human rights.

## Chairperson's report

There is much to be proud of as the Learn Local sector continues to play its critical role in Victoria's wider skills, training, higher education and employment architecture.

Learn Locals are unique in that they provide local, inclusive and flexible education and training opportunities. The distinct feature of Learn Local courses is that they respond to the learner and context. Learn Locals differ from mainstream post-compulsory education and training settings – it is this difference which *makes a difference*, to learners themselves and to the community.

Funding local, not-for-profit providers of foundation skills training allows adults (who have otherwise faced barriers to study, social and employment engagement and attainment) to receive the tailored support they need to progress towards their lifelong learning goals with confidence.

I'm immensely honoured to lead the board as Chairperson for my second annual report, and first full reporting period. I am also very pleased to have seen such great progress against the goals and aspirations of the Minister for Skills and TAFE's Ministerial Statement, *The future of adult community education in Victoria 2020–25*. As we come towards the final period of both the Ministerial Statement and the board's associated strategy, this report presents our progress and achievements in alignment with the Minister for Skills and TAFE's aspirations. There are many people who contribute to the outcomes – with expertise, commitment and passion for Learn Local education and the values that the sector stands for. This progress would not have been achieved without the work of many.

During 2023–24, the Learn Local sector excelled in meeting its performance goals, showcasing its effectiveness in delivering local education, training and employment pathways solutions that effectively respond to and flexibly meet community expectations and needs.

A standout achievement was the 22% increase in pre-accredited enrolments. This emphasises the high demand and appreciation for responsive, community-based training that responds with agility to the diverse needs of adult learners throughout Victoria.

This exceptional performance reflects the sector's ability to adapt to emerging educational demands and its commitment to providing accessible and relevant training opportunities for all Victorians. It also shows that the sector has recovered from recent disruptions to training delivery and take-up.

### Key initiatives and achievements

We are dedicated to continuing to improve the impact of the Learn Local sector.

Responses to the Pre-accredited Learner Survey show learner's high levels of satisfaction with the training provided at Learn Locals as well as with the safe, inclusive and welcoming environment they offer, leading to far better completion rates than at TAFEs and other accredited training providers.

Additional funding in 2023–24 further enabled digital skills attainment and opportunities for families. New Family Learning Partnership projects have been approved to offer more learning opportunities for those who need extra support to engage, or stay engaged, while managing their domestic responsibilities.

Our partnership with the Victorian Aboriginal Education Association Incorporated (VAEAI) has been pivotal, resulting in new guidelines and resources to better support Aboriginal learners. It was a very proud moment for all when *Koorie education in Learn Locals: Best practice and protocols* was launched on 17 April 2024. Geraldine Atkinson, President of VAEAI, reminded us of the transformative power of education for everyone in the community when no one is left behind.



The board has worked closely with the sector to further progress an updated pre-accredited training model based on the 2013 Pre-accredited Quality Framework (PQF). Known as PQF+, it is aimed at placing educationally disadvantaged learners at the centre of the pre-accredited training system. Work is continuing to ensure that the model reflects the attainment of core language, literacy, numeracy, employability and digital skills in the learning, and contextualised to support the diversity of learners who access Learn Locals.

Building strong partnerships has been key to making our training programs even more relevant and effective. We have teamed up with TAFEs, dual-sector universities and employers to create initiatives such as Learn Local @ Work and Just in Time Industry Partnerships. These collaborations help ensure ongoing alignment of pre-accredited training with industry needs and improve training-to-employment outcomes for learners.

We have also set up new Industry Practice Networks. These connect Learn Local providers across the state with best-practice approaches to engaging with diverse sectors, such as construction, health and aged care, facilitating better industry engagement and knowledge-sharing.

Investing in our people is a top priority, which is why we've provided extensive professional development for Learn Local practitioners. More than 400 practitioners have benefited from training in digital skills, cultural competency and employability. We've also introduced the Professional Practice and Recognition Framework (PPRF) to ensure high-quality delivery of pre-accredited programs and to support long-term professional growth.

Our 'Your Goals, Your Way' promotional campaign, launched in February 2024, is the most substantial investment the board has made in publicising the value of the board's work among potential learners and key stakeholders in the Victorian community. We know that our sector is a quiet one, but it is important to ensure that its value is clear to learners, industry and community members. We have already seen the impact of this investment in boosting the sector's visibility and engagement by learners and key stakeholders. We will continue to refine this campaign to focus on specific priority groups, further strengthening our brand and value in the community.

We also continue to work closely with the sector to ensure we understand and respond to the needs of learners, providers, industry and community. We were pleased to participate in this year's ACEVic Conference, which brought together provider representatives from across Victoria to share knowledge and skills. We are proud to have again sponsored the Community Training Provider of the Year Award at the Victorian Training Awards 2023 – another example of the role ACFE is playing in opening doors to further education and a brighter future.

## **Board and governance**

The board has farewelled 2 key members and contributors to its strategic deliberations, Claudia Fatone and Win Scott. I join my colleagues in thanking them for their insightful contributions and wishing them all the best in future endeavours.

We have also been very lucky to welcome 2 new members. Kate Gaffney brings to the board a wealth of professional and lived experience in higher education, strategy, business and financial management, with a focus on enhancing opportunities for access and equity for regional and rural communities. Ann Maree Playfair also brings fantastic knowledge and experience of higher education, adult community education and TAFE, along with extensive volunteering and board experience, with a focus on the Hume regional area. I am so pleased to have such valuable new insights and discussions taking place because of these appointments.

We also farewelled Lisa Woolmer, Chairperson of the board's Audit and Risk Committee from 2017 to 2023. Her extensive governance, risk and auditing experience led to improvements in risk management and audit oversight, and to reporting innovations, which together have strengthened the committee's functions. We thank her for her commitment and wish her well in her future endeavours.

In early 2024, we welcomed Lisa Tripodi as the new Chairperson of the Audit and Risk Committee. Lisa brings specialised experience in audit, risk, fraud, compliance and governance. We look forward to working with Lisa and being guided by her knowledge.

Our focus remains on meeting ministerial expectations and delivering significant outcomes for adult learners and communities across Victoria. I am excited about the strategic opportunities ahead and look forward to continued collaboration with Learn Local providers and our broader Skills and Employment stakeholders to enhance the sector's impact in coming years.

I also look forward to further strengthening partnerships with providers, industry and community. The professionalism that is harnessed through these collaborations, for the great benefit of learners, should not be underestimated. I thank all those who have been involved this year in the various important programs of work, such as pilots, forums, sector meetings and regional advisory council activities.

I would like to again thank the Hon Gayle Tierney, Minister for Skills and TAFE, for her unwavering commitment to the Learn Local sector and ensuring the board and regional councils are well supported to achieve such important outcomes for all Victorians.

A handwritten signature in black ink, appearing to read 'Teresa De Fazio', with a stylized flourish at the end.

**Dr Teresa De Fazio OAM (MAICD)**  
Chairperson, ACFE Board

## Our purpose and functions

The board was established as an authority under Victorian legislation in 1991. It performs important statutory functions under the *Education and Training Reform Act 2006* to support the development of ACFE in Victoria.

The board has 5 broad functions:

- **advisory** – to advise the Minister for Skills and TAFE and, through the minister, the Victorian Government, on ACFE matters
- **developmental** – to foster and support research and the development of matters relating to ACFE. The board also evaluates and reports on policies, programs, resources and services developed for the coordination, provision, funding and support of ACFE
- **strategic** – to establish strategic objectives, priorities and targets of ACFE in relation to its leadership of ACFE and training provided in the post-secondary education system relating to ACFE. The board strategically plans policies, programs, resources and services for the coordination, provision, funding and support of ACFE, having regard to the economic and social benefits of ACFE to the Victorian community and the quality and equity of access to ACFE
- **profiling** – to advocate for and promote awareness of ACFE in the adult community education sector and the Victorian community
- **registration** – to register providers of ACFE for the delivery of education and training to the Victorian community and for the development of matters related to ACFE.

In performing these functions, the board pays close attention to providing equitable access to adult community learning opportunities for Victorians who have faced barriers to educational attainment. The board monitors the quality of education so that it remains relevant to specific community needs.

## Adult community education in Victoria

The Victorian Government, through the board, registers and funds adult community education providers to deliver pre-accredited training through Learn Local courses to a broad range of adult Victorians, developing their core skills for study, work or life. Short courses are offered free or at low cost to eligible Victorians, with a focus spanning literacy and numeracy skills to job readiness and digital skills. Courses are delivered by experienced and dedicated trainers.

Learn Local courses contribute to learners' wellbeing by building self-confidence and social engagement through positive learning experiences that lead to further study pathways or employment.

They also provide:

- more opportunities for economic participation
- stronger Victorian communities and economies, through greater workforce participation
- increased socio-economic resilience and improved mental health.

By strengthening the ability of adult Victorians to participate fully in Victorian communities, courses deliver the social and societal benefits of true citizen participation.

Adult community education providers delivering board-funded courses are part of the Learn Local sector, an essential part of Victoria's post-secondary education and training system. The sector plays a vital role in providing pathways for adult learners to transition to employment and further training.

The Learn Local sector supports adult learners with diverse needs. Adults who are still developing core skills may not have completed secondary school or may not have been engaged in education for a considerable time. Some face other challenges in their lives, such as poor physical or mental health, disability, homelessness, housing instability, violence or discrimination. They may also have experienced long-term or generational unemployment.

The sector also supports people in the workforce who are vulnerable to job-loss, particularly if their industry changes or is disrupted, such as when new technologies are introduced.

Learn Local providers take an informal, welcoming, flexible approach to learning. They are often the most suitable and accessible education and training option in the local community.

Learn Local providers are community-based, not-for-profit organisations. They range from large, sophisticated organisations with expertise in many areas to smaller organisations with expertise primarily in ACFE. Some Learn Local providers focus solely on delivering board-funded courses. However, the majority have much broader educational and service delivery responsibilities.

In 2024, there are 232 board-registered Learn Local providers, including AMES Australia.

## The ACFE Board's strategic focus 2020–25

### Ministerial Statement

*The Future of Adult Community Education in Victoria 2020–25* (the Ministerial Statement) was launched by the former Minister for Training and Skills and Minister for Higher Education on 14 November 2019. The Ministerial Statement establishes a reform agenda for the board and the adult community education sector. It sets ambitious aspirations and goals, with a range of qualitative and quantitative measures to demonstrate progress.

The Ministerial Statement prioritises training in adult literacy, numeracy, employability and digital skills, to augment Victoria's post-compulsory education sectors. It identifies a stronger role for the Learn Local sector in supporting students to enter and successfully complete TAFE and university courses, and in upskilling and re-skilling low-skilled workers who may be vulnerable to unemployment as the nature of work changes.

The Ministerial Statement sets an agenda that includes:

- building the capability of the adult community education sector to provide literacy, numeracy, employability and digital skills training; enhancing professional development for the sector and its teaching resources; and building board capacity to deliver on ministerial priorities
- developing partnerships with employers across the post-secondary education system and across the Victorian Government to support learners to work, study and fully participate in society
- enhancing learner access, inclusion and engagement across all local government areas, directing all board funding to learners based on need, and promoting the role and value of the adult community education sector.

The Ministerial Statement gives the adult community education sector the recognition and strategic direction it deserves. It guides sectoral collaboration to improve the lives of Victorian learners through education.

## **Strategy 2020–25**

The *Adult, Community and Further Education Board Strategy 2020–25* (the Strategy) is a blueprint for the board and the Learn Local sector for 2020–25. It is the primary means of delivering on the Ministerial Statement by positioning and strengthening the sector's role in Victoria.

It focuses on adult Victorians who are seeking to develop the core skills they need for study, work and life and it places the learner at the centre. It acknowledges the sector's strengths of engagement and participation by adult learners.

The Strategy focuses on 4 strategic directions:

- engaging **learners** and developing their confidence and skills
- building greater collaboration between the Learn Local sector and **partners**, especially employers and TAFEs
- investing in **people** across the sector, and in high-quality products and tools to support them
- maintaining high standards of **board** stewardship and governance, and championing and communicating the sector's value and impact.

## **Ministerial statements of expectations**

In both 2023 and 2024, the Minister for Skills and TAFE (formerly the Minister for Training and Skills) provided the board with a statement of expectations that identified specific areas of focus for that year within the broader context of the Ministerial Statement and the Strategy. The board reports twice a year to the minister on achievements against the statement of expectations and the Ministerial Statement.

# Non-financial performance reporting

Table 1: Performance against output performance measures

Performance measure	Unit of measure	2023–24 actual	2023–24 target	Performance variation (%)	Result
Number of government-subsidised pre-accredited module enrolments funded through the ACFE Board <sup>i</sup>	Number	63,525 <sup>ii</sup>	47,400	34	✓ <sup>iii</sup>

(i) This performance measure is proposed to be discontinued and replaced with a new performance measure, 'Number of government- subsidised pre-accredited training hours funded through the ACFE Board', as payments are based on hours delivered.

(ii) The 2023–24 outcome is higher than the 2023–24 target due to the take-up of shorter pre-accredited training modules delivering agile and responsive training.

(iii) Performance target achieved or exceeded.

## Participation in board-funded training

In 2023, the board funded the training of 28,013 Victorians through 229 contracted Learn Local providers, including AMES Australia.

This funding provided access to learning opportunities for:

- 19,387 female learners (69% of all learners)
- 6,773 regional learners (24% of all learners)
- 5,939 learners who are early school leavers (21% of all learners)
- 690 learners who are vulnerable workers (that is, those at risk of retrenchment; 2.5% of all learners)
- 546 First Nations learners (1.9% of all learners)
- 7,855 unemployed learners (28% of all learners)
- 5,709 learners with disability (20% of all learners)
- 422 disengaged young learners (1.5% of all learners)
- 13,831 learners from culturally and linguistically diverse backgrounds (49% of all learners).

Note: Learners can be counted in more than one learner group.

## Key initiatives and projects

This annual report describes the board's key initiatives and projects. They are grouped by the Strategy's 4 strategic priorities, which are:

- our learners
- our partners
- our people
- our board.

### **Strategic priority: Our learners**

#### **Engagement and confidence-building**

- Maintaining – and building on – the core strengths of Learn Local education and training
- Continuing to successfully engage and re-engage adult learners
- Providing supportive, inclusive, flexible learning environments

#### **Skills for further education, training, work, volunteering and life**

- Providing access to developing core skills for learners in every local government area
- Offering equitable access for learners, regardless of their location, background or circumstances

### **Pre-accredited Learner Survey**

In 2024, learners in Learn Local courses were again included in the VET Student Satisfaction Survey program.

The 2024 Pre-accredited Learner Survey collected data from learners who participated in Learn Local courses in 2023. It had a response rate of 37% (8,248 learners).

The survey results were very positive and indicated that in 2023 pre-accredited learners were highly satisfied with the teaching and learning provided:

- 83% indicated that they achieved their main reason for training.
- 89% reported satisfaction with course materials and facilities, as well as with the support they received from their trainers.
- 87% reported having positive perceptions of the teaching.
- 93% reported a safe, welcoming and culturally appropriate learning environment that factored in the diversity of learners.
- 91% would recommend their Learn Local provider.
- 92% were satisfied that their provider had identified their learning needs.
- 83% were satisfied that their pre-accredited course addressed their learning needs.

Overall, employment outcomes improved for the pre-accredited learners following a Learn Local course. The survey indicated:

- improved employment outcomes (up by 3.5 percentage points from 2022)

- a decline in unemployment (down by 1.2 percentage points from 2022)
- a slight increase in the rate of volunteering and unpaid work (up by 1.2 percentage points from 2022)
- an increase in workforce participation (up by 3.5 percentage points from 2022).

About 24% of the learners took Learn Local courses for work-related reasons. These learners experienced the greatest overall improvement in employment outcomes (employment up by 13 percentage points from 2022). About 70% of respondents who experienced an increase in employment were in this group. All the respondents who experienced a decline in unemployment were in this group. Almost half the respondents who experienced an increase in labour force participation were in this group.

### **Supporting Koorie Self-Determination in Pre-accredited Training Project**

The board partnered with VAEAI for the Supporting Koorie Self-Determination in Pre-accredited Training and ACFE Programs project as part of its commitment to supporting First Nations peoples in enhancing their capacity and engagement to learn more independently. The partnership produced a set of principles and protocols to increase the capabilities of Learn Locals to support self-determination for Aboriginal learners and Aboriginal community-controlled organisations in Learn Local courses and other board-funded programs.

The principles and protocols resource, *Koorie education in Learn Locals: Best practice and protocols*, was launched by the Minister for Skills and TAFE on 17 April 2024. The resource was distributed to all Learn Local providers and made available on the Learn Local Secure Portal and Resources Hub.

Preparation of professional development for the sector is underway.

### **Stronger by Design initiative and the Pre-accredited Quality Framework+**

Stronger by Design aims to improve opportunities and outcomes for educationally disadvantaged Victorians by supporting their language, literacy, numeracy, employability and digital skills. This helps them access accredited training, secure jobs and participate effectively in their communities.

The Stronger by Design pre-accredited training model approved by the board in late 2022 built on the PQF launched in June 2013, which aimed to provide consistency and foster a culture of continuous improvement in the teaching and learning of pre-accredited programs.

During 2023–24, reviews of the PQF, the Ministerial Statement and the board's Strategy 2020–25 were conducted. This guided the development of the Stronger by Design pre-accredited training model and resources, in partnership with Learn Local providers. The process included gaining input from 3 tranches of Learn Local providers and involved 86 staff members in co-designing, testing and piloting the courses and associated professional development.

### **A kit for employability skills checks**

Employability skills are part of every Learn Local course. They include knowledge and skills such as self-management, learning to learn, teamwork, problem-solving, planning and organising, and initiative and enterprise.

In 2023–24, Learn Local staff participated in professional development that focused on practical approaches to assessing a learner's employability skills using the Employability Skills Initial Check Kit (ESICK).



ESICK is an indicative formative assessment process that allows prospective adult learners to tell their own story about their use of employability skills. They describe experiences in life, education and work in a guided conversation with an educator using a selected scenario.

### **Digital Literacy Skills for Adults**

The Victorian Budget 2021–22 allocated funding over 2 years to the Digital Literacy Skills for Adults program. This program aims to equip pre-accredited learners with digital literacy and related employability skills to enhance their employment prospects.

As the initiative was extended for an additional 2 years in the 2023–24 State Budget, the program will now be delivered in 2024 and 2025. It will feature both centrally and locally developed curriculum, delivered through the Digital Literacy and Employability Essentials, with a digital training component in the program categories.

### **Family Learning Partnerships program**

The Family Learning Partnerships (FLP) program assists families to overcome barriers to participation in education and training. In particular, it supports participants to progress to further education, such as pre-accredited or accredited programs, or to gain employment.

Some adult learners face complex challenges that preclude them from participating in education, including emotional, financial, health and skills-related barriers. In addition, they may experience disproportionate barriers to accessing education due to factors such as childcare and family relationships.

The FLP program, funded by the board and offered by Learn Locals, partners with school, community and industry organisations. It provides opportunities for learners with childcare responsibilities to engage in positive learning experiences and to gain the confidence and skills needed to take their next steps in education or employment.

In response to the impact of COVID-19, and to the effects of bushfires and floods on some regional areas, the board agreed that all Learn Locals managing FLP projects that were to conclude in 2023 could apply for a 12-month funding extension (through to 2024). The board was eager to enable the providers to consolidate outcomes and meet objectives. Twenty-two FLP projects were granted an extension.

The board also approved a new round of FLP projects to commence in 2024 for a 2-year period. An expression of interest was launched in 2023 and received an enthusiastic response from the Learn Local sector. Thirty-five FLP projects were approved and have commenced in 2024. Each Learn Local receives \$35,000 per annum, conditional upon meeting a series of milestones over the period.

Projects are underway across the state, in metropolitan and rural and regional districts. They aim to address the diverse needs that have been identified. Projects include literacy and social inclusion initiatives, multicultural social enterprises and learning engagement programs for young mothers and women from a culturally and linguistically diverse background.

### **Innovation grants**

In February 2023, the board made available a one-off \$8,000 (excl. GST) Local Innovation Grant to all contracted Learn Locals to support them in attracting and retaining pre-accredited learners and improving their learning experiences. Providers impacted by regional flooding could allocate funds to address resulting disruptions to services.

The grant required providers to submit a purchasing plan and rationale that aligned with the program's criteria and did not replicate existing work and deliverables. Following evaluation by the Department of

Jobs, Skills, Industry and Regions (the department), 208 grants were awarded, with a total value of \$1,664,000.

Grants were acquitted following final program delivery in late 2023 and early 2024, in line with the submitted purchasing plans. Examples of project and program innovation supported by the grant funding include:

- building provider profiles and partnerships with local businesses and organisations to increase program visibility
- using media to expand the reach of programs and awareness about them, and build engagement
- purchasing electronic devices to support critical digital skills
- expanding program delivery to include online options
- broadening transport programs to expand student engagement.

### **Certificates in General Education for Adults**

The board sponsors nationally recognised accredited curricula that support adult learners to improve their literacy, basic numeracy and general education skills, so they are better prepared to pursue further study, qualifications and work.

The curricula include one Course in Initial General Education for Adults and 4 Certificates in General Education for Adults (CGEA).

Training organisations in Victoria are the primary users of the CGEA, but other jurisdictions also offer the curricula.

In 2023–24, Victoria University, the board-appointed curriculum maintenance manager, continued to provide core services for the CGEA and teacher professional development sessions.

Accreditation of the certificates has been renewed to 30 June 2025.

### **Certificate IV in Tertiary Preparation**

The board sponsors and funds an accredited curriculum that supports educationally disadvantaged Victorians to successfully transition into tertiary education and training pathways. The Certificate IV in Tertiary Preparation is currently accredited to 30 June 2026.

## **Strategic priority: Our partners**

### **Partnering and collaboration**

- Developing partnerships between Learn Local providers, TAFEs, universities and other parts of the post-compulsory education system
- Developing partnerships between Learn Local providers and employers
- Developing arrangements for non-educational supports for learners from health and community services partners

### **A priority provider of solutions**

- Delivering practical solutions aligned with employers' needs and Victorian Government priorities

## **Just in Time Learn Local Industry Partnerships**

Just in Time Learn Local Industry Partnerships (Just in Time) support Learn Local providers to finalise an emerging partnership with a local business that has an immediate work issue for which there is a pre-accredited program solution.

Just in Time helps the business and the Learn Local providers co-design a pre-accredited training solution. The program to be delivered must have at least one intake of learners. In 2023–24, 8 new projects were contracted across the industry field areas of hospitality, retail, early childhood, aged care, manufacturing, community support, and public service, and 11 of the 2022 contracted projects were completed.

## **Learn Local Industry Practice Networks**

A board initiative, Learn Local Industry Practice Networks develop and pilot sustainable network models that support and promote Learn Local engagement with industry, for the benefit of pre-accredited learners.

Industry Practice Networks comprise Learn Local providers that are specialists in their field. They are led by project coordinators and Learn Local mentors, who support other Learn Local providers interested in working with local employers. Initially, 3 industry practice fields have been approved by the board: building and civil construction, health support and allied services, and aged care.

## **Strategic priority: Our people**

### **Investing in the Learn Local workforce**

- Investing in the professional development of Learn Local leaders and educators

### **Investing in improved products and tools**

- Investing in high-quality learning resources

## **Professional development**

The board's 12-month program of professional development is designed to build the capacity of the Learn Local workforce. All professional development activities are planned and developed in accordance with strategic priorities and demonstrated need in the sector.

In 2023–24, many successful professional development programs were offered to the Learn Local sector to build its capacity to deliver high-quality pre-accredited literacy, numeracy and digital programs:

- The Adult Literacy and Numeracy Practitioners Program (ALNPP) Professional Learning Network extended the teaching practice of more than 270 Learn Local trainers and practitioners through high-quality literacy, numeracy and digital professional learning, mentoring and collaborative learning opportunities.
- The ALNPP Koorie module supported 22 Learn Local practitioners to develop cultural competency and gain a deeper understanding of Aboriginal pedagogies and inclusive teaching practice.

The VET Development Centre (VDC) delivered board-funded digital skills programs to more than 100 Learn Local practitioners to support them to embed digital skills in their teaching practice and embrace blended delivery models.

The VDC also delivered professional learning in teaching vulnerable learners professional leadership skills, in areas such as financial management, governance and strategic planning, for approximately 150 Learn Local practitioners.

Wyndham Community and Education Centre delivered professional development to more than 90 Learn Local practitioners on the use of the board's centralised curricula, focusing on digital skills for jobseekers and the workplace.

Victoria University delivered workshops for Learn Local trainers and practitioners on actively engaging learners in real-world, authentic and meaningful project-based learning.

Women's Health Victoria offered additional gender-equity professional development to build awareness of gender equality and intersectionality within Learn Local educational settings.

The Victorian Adult Literacy and Basic Educational Council offered professional learning to 110 Learn Local practitioners in teaching and contextualised approaches for adults with low literacy, numeracy and digital skills.

A program of professional development on embedding employability skills in Learn Local courses was completed by 32 participants.

The Small Business Mentoring Service offered mentoring opportunities to Learn Local stakeholders on strategic planning, marketing and industry engagement practices.

More than 400 Learn Local practitioners attended the Learn Local Marketplace, which offered professional learning opportunities on a range of innovative programs, practices and resources.

The Learn Local Secure Portal is a learning management system and repository for board-funded centralised curricula for the Learn Local sector. In 2023–24, the Learn Local Secure Portal was optimised for delivery of online professional learning. There are more than 500 users in the portal and existing and professional development assets are now readily accessible, as are high-quality teaching and learning curricula.

### **Professional Practice and Recognition Framework**

The PPRF identifies the professional practices required to deliver high-quality pre-accredited adult language, literacy, numeracy, employability and digital programs. In the second half of 2023, a complementary online learning module and self-assessment tool was made available to the Learn Local sector.

Data from the online assessment tool will inform board decisions about investment in professional development for Learn Local practitioners. It will support an integrated, long-term professional development approach for the Learn Local workforce.

Recognising and building on the talents of the Learn Local workforce is critical to achieving all other goals for the sector.

## **Strategic priority: Our board**

### **Stewardship and governance**

- Meeting the expectations and relevant outcomes set out in the Ministerial Statement *The future of adult community education in Victoria 2020–25*
- Modelling ethical, values-based stewardship and governance

### **Communicating value and impact**

- Championing and communicating the value that the Learn Local sector creates

## **Brand and Value Proposition project**

Implementation of the board's Brand and Value Proposition project continues. An initial literature review in 2019 led to a refreshed approach to Learn Local branding through the development and release of Learn Local Brand Guidelines and a design toolkit in 2021, as well as the roll-out of the Learn Local 'Core Skills' marketing campaign (funded via the Victorian State Budget).

Since then, a range of activities have been designed to establish consistent messaging and refine communications channels and resources. The aim is to support strategic engagement and raise awareness of the sector among learners and key stakeholders, forming the basis of the Brand and Value Proposition workstream.

The Learn Local 'Your Goals, Your Way' campaign was developed and finalised during the reporting period – a major achievement, years in the making. Phase 1 of this large-scale marketing and promotional campaign (the largest investment the board has made in this area) aims to raise awareness of the sector and increase brand recognition of the Learn Local sector among the Victorian community, while increasing enrolments by priority learner groups. It also aims to ensure the Learn Local sector is well understood by key referral and partner stakeholders as a key part of Victoria's post-compulsory education and training ecosystem.

The campaign's first phase was launched in mid-February 2024 and ran until 30 June 2024. Ongoing improvements to the campaign media planning are now underway, with marketing and public relations approaches devised to effectively target priority groups, such as culturally and linguistically diverse people and First Nations Victorians, to feature in the second phase, scheduled to be launched in 2024–25.

Other elements progressed in 2023–24 included a refresh of the Learn Local Brand Guidelines and establishment of a Learn Local Resources Hub in partnership with printing company Finsbury Green. The partnership allows Learn Local providers, regional councils, board members and department staff to order free printed posters and signage, factsheets, Learn Local Regional Stakeholders Profiles, new course guides and other promotional collateral produced under the Brand and Value Proposition project.

## **Governance matters**

During 2023–24, the Audit and Risk Committee continued to fulfil its legislated functions. Achievements included an initial refresh of the board's risk register and a review of the board's risk management processes to align them with those of the department.

The committee again reviewed the board's annual financial statements and the board's annual report, providing recommendations to the board for approval. The committee also maintained engagement with the department's internal audit function, oversaw the board's compliance with various legislative requirements and monitored provision risk in the sector.

The board's Finance Committee continued to fulfil its role to advise the board on matters relating to funding allocations to the sector, debt recovery and budget allocations and expenditure, and lead any improvements to the board's financial efficiency and sustainability.

The board's Planning, Prioritisation and Performance Committee continued to oversee implementation of the Ministerial Statement and the Strategy as they relate to initiatives and projects in the board's annual implementation plan. The committee reported regularly to the board to support the board's strategic discussions and decisions.

## **2023 Learn Local Awards**

The Victorian Learn Local Awards promote the Learn Local sector by recognising the outstanding achievements of learners, practitioners, trainers and Learn Local providers. They encourage and reward best practice, innovation and high standards. In their 17th year, the 2023 awards celebrated individual success stories, leadership, programs, innovation and collaboration in the Learn Local sector.

Presentations were made to the 2023 award winners at an in-person gala on Friday 24 November 2023. The gala was hosted by Master of Ceremonies, Brian Nankervis. Prize money totalling \$84,000 was awarded to recipients in the following categories:

- The Ro Allen Award – Learn Local Pre-accredited Learner (Skills for study and life) Award  
Ayan Daher, Kensington Neighbourhood House
- Victorian Learn Local Young Pre-accredited Learner (Skills for work) Award  
Isabella O'Hara, Cire Services
- Victorian Learn Local Pre-accredited Trainer Award  
Laurie Niven, Pines Learning
- Victorian Learn Local Leadership Award  
Heather McTaggart, The Basin Community House
- Victorian Learn Local Pre-accredited Program Award (for small providers)  
Sew and Grow, Kensington Neighbourhood House
- Victorian Learn Local Pre-accredited Program Award (for large providers)  
Starting work as a cleaner – our collaboration with Spotless, Loddon Campaspe Multicultural Services
- Victorian Learn Local Innovation Award  
Baptcare Language and Literacy Enrichment Program, Carringbush Adult Education

- Victorian Learn Local Partnership Award  
Just in Time Partnership Grant Project 'Hungry 4 Success – Training', Glen Park Community Centre Inc, Eastland Shopping Centre and the Glad Group.

### **2023 Victorian Training Awards – Victorian Community Training Provider of the Year**

The board was proud to again sponsor the Victorian Community Training Provider of the Year Award at the annual Victorian Training Awards. The award was open to all Learn Local providers, for an organisation demonstrating innovation and excellence in local community education.

The winner was judged on:

- design and implementation of quality training programs that are highly valued by the local community and responsive to learners' aspirations
- understanding the local community and how to attract learners facing barriers to participation and attainment in vocational training
- partnerships and participation in broader service delivery within the local community.

The Victorian Aboriginal and Community Controlled Health Organisation (VACCHO) was named the 2023 Community Training Provider of the Year. VACCHO is the peak body for Aboriginal health and wellbeing in Victoria.

Education is a critical factor in closing the gap for the Aboriginal and Torres Strait Islander community in Victoria. In response to this issue, VACCHO sought to deliver high-quality, culturally safe health and social services to these community groups to improve educational programs and outcomes in health and wellbeing.

By providing wraparound services, advocacy and support throughout and beyond their training, VACCHO has expanded services to support students in achieving their goals. As a result, learner completion rates increased from 10% to 43% in just over 12 months.

# Financial performance reporting

## Summary of financial results

Table 2 summarises information from the board's financial reports for the 2023–24 financial year. For comparison, it includes results from the previous 4 financial years.

**Table 2: Five-year financial summary**

<b>Result</b>	<b>30 June 2024 \$'000</b>	<b>30 June 2023 \$'000</b>	<b>30 June 2022 \$'000</b>	<b>30 June 2021 \$'000</b>	<b>30 June 2020 \$'000</b>
Total income from transactions	40,179	38,751	37,975	36,869	37,294
Total expenses from transactions	36,793	35,199	37,674	33,314	34,853
Net result from transactions	3,386	3,552	301	3,555	2,441
Other economic flows included in net result	(9)	(4)	10	122	80
Net result for the period	3,377	3,548	311	3,677	2,521
Net cash flow from operating activities	–	–	–	–	136
Total assets	31,807	30,355	28,833	26,179	19,981
Total liabilities	1,315	3,240	5,266	2,923	402

### Revenue

Total income increased by \$1.4 million in 2023–24 with the receipt of an additional \$0.4 million in funding for pre-accredited training (rate increase), \$0.5 million related to machinery of government changes and a \$0.4 million increase in services received free of charge from the department.

### Expenses

During 2023–24, expenses were \$1.6 million higher – \$1.3 million incurred on the Learn Local Brand Awareness Campaign and a \$0.4 million increase recognised in services provided free of charge.



# Organisational structure and corporate governance

## Board membership matters

The board is to consist of not less than 8 and not more than 12 members, including a chairperson and a deputy chairperson. Members are appointed by the Governor in Council on the recommendation of the Minister for Skills and TAFE.

Members of the board reflect the breadth and diversity of adult education in the community, and provide links to government, industry and community sector activity.

On 31 July 2023, Dr Scott's term ended.

On 9 August 2023, Dr De Fazio was appointed Chairperson.

On 9 August 2023, Ms Gaffney and Ms Playfair were appointed to the board for a 3-year term to 8 August 2026 and Mr Maddock was reappointed to the board for a 3-year term to 8 August 2026.

On 31 December 2023, Ms Fatone resigned.

On 26 June 2024, Mr Grogan's term was extended to 31 October 2024.

On 27 February 2024, Mr Maddock was appointed as Deputy Chairperson of the board to 8 August 2026.

### ACFE Board members 2023–24

**Dr Teresa De Fazio** (Chairperson from 9 August 2023) has extensive experience as a former academic and researcher in the fields of education, leadership, inclusion and equity. She is the Director of Intersect Global Partners and continues to be an active community advocate. Dr De Fazio is a former commissioner of the Victorian Multicultural Commission. She has a strong research and publications profile that reflects her interests in areas such as inclusive educational and leadership practices, curriculum development and student retention.

Dr De Fazio brings to the board a strong board directorship profile, including experience on the boards of Zoos Victoria and Multicultural Arts Victoria. Her own lived and professional experiences have fostered her strong passion for ensuring equitable and high-quality educational opportunities are accessible to all.

**Mr John Maddock AM** (Deputy Chairperson from 27 February 2024) has extensive governance and senior executive leadership experience in the tertiary and adult education sectors, including as former chief executive officer of Box Hill Institute, the Gordon Institute of TAFE and the Centre for Adult Education. His governance experience as a non-executive director in the education sector includes serving on the boards of the Victorian Curriculum and Assessment Authority, Victorian Tertiary Admissions Centre, Deakin University Council, Monash University Faculty of Education, Innovation and Business Skills Australia, Australian Training Products and eCoach. He also served as a member of the Victoria Polytechnic Vice-Chancellor's Advisory Committee at Victoria University.

Mr Maddock is a Fellow of the Australian Institute of Company Directors, a non-executive director of the TasTAFE Board and the Chairperson of the Melbourne Central Basketball Association Board.

Mr Maddock represented Australia in basketball at the Olympics and has played in 2 world championships. Following his playing career, he served as the Chairperson of Basketball Victoria, chairperson of Basketball Australia and Deputy Chairperson of FIBA International Competitions Committee. He was awarded the Australian Sports Medal for volunteer services at the Sydney 2000 Olympics. In 2013, Mr Maddock was

appointed as a Member of the General Division of the Order of Australia for significant service to vocational education and training, and basketball.

**Ms Claudia Fatone** (member to 31 December 2023) is an experienced executive and non-executive director across the sport, community and legal assistance sectors. Ms Fatone is the Chief Executive Officer of Women's Legal Service Victoria. Prior to this, Ms Fatone was general manager of operations and human resources for The Man Cave Global (a mental health and emotional intelligence charity), and chief executive officer of the Fitzroy Legal Service, one of Australia's oldest community legal centres. A graduate member of the Australian Institute of Company Directors, Ms Fatone is also a board member of Respect Victoria and an external member of the Victoria University Compliance Audit and Risk Committee.

Ms Fatone is a former director of Cricket Victoria, Melbourne Stars and Melbourne Renegades, and a former board member of the Victoria Law Foundation.

**Ms Kate Gaffney** (member from 9 August 2023) has more than 20 years' experience in higher education and adult education, specialising in criminology and pathways programs. She transitioned into investment banking and advisory, focusing on sustainable solutions for environmental, economic and social challenges.

In 2024, Ms Gaffney was seconded to Federation University Australia as the Manager of Renewable Energy Transition. Previously, Ms Gaffney served on the Gippsland Regional Council of ACFE and was a non-executive director (cadet) with Community College Gippsland. She currently chairs the Clean Energy Council's nationwide University and Industry Working Group. Her dynamic career trajectory reflects her ability to excel in demanding and competitive environments, showcasing her adaptability and acumen.

Ms Gaffney is also the proud owner of a sustainable farming business based in West Gippsland, where she was born. Her commitment to sustainable practices aligns with her broader vision of advancing the interests of regional and rural communities. A fervent advocate for enhanced access to educational opportunities, Ms Gaffney recognises the profound impact of education in elevating the wellbeing and prospects of people in regional areas.

**Mr Michael Grogan** is the State Director of the Victorian, South Australian and Tasmanian branches of the Advanced Manufacturing Growth Centre. Previously chief executive officer of Sutton Tools Pty Ltd, Mr Grogan sits on the board of Manufacturing Skills Australia, and is Director of DMTC (formerly Defence Materials Technology Centre). He chairs the William Ruthven Secondary College School Council and is a board member of Melbourne Polytechnic.

**Ms Margaret Lewis** has wide-ranging experience on community boards and committees. Ms Lewis is currently the Chairperson of Remembrance Parks Central Victoria and a board member of Dhelkaya Health (formerly Castlemaine Health), Planning for Sustainable Animal Industries Implementation Reference Group and Joyces Creek Cemetery Trust. She is also a board member of other non-government bodies and committees.

A teacher for 25 years and a principal for 18 years in the Loddon Mallee region, she has extensive experience as an educator. Ms Lewis was on the board of the Goldfields Local Learning and Employment Network for more than 20 years, and was its deputy chair for many years before retiring in May 2022.

**Ms Natasha Ngweso** has a strong background in financial and management accounting and leadership. From 2012 to 2016, she worked in management, accountancy and recruitment roles for Woodside Energy Limited, during which time she engaged with members of the Timor-Leste Development Program and developed working relationships with local universities to support graduate recruitment.

Ms Ngweso was Chairperson of Women of Woodside, a community organisation that drives diversity and inclusion. From 2017 to 2021, she held the role of executive manager of store operations at Aldi, Western Australia.

**Mr Ekrem Ozyurek OAM** has more than 30 years' experience in primary and secondary education, including as a principal. He was principal of East Preston Islamic College for 14 years, and before then a founding principal of Mt Hira College.

His experience and expertise extend to community and cultural development in culturally and linguistically diverse communities, specifically Turkish and Islamic communities, with a focus on education and community engagement. In 2010, Mr Ozyurek was awarded the Medal of the Order of Australia for service to the Turkish community of Victoria, and education. He is currently a director of the Yunus Emre Institute and is a member of the Community Advisory Committee of the Southern Metropolitan Cemeteries Trust. Mr Ozyurek also served as the Chairperson and Vice-Chairperson of the Islamic Coordinating Council of Victoria from 2002 to 2020.

**Ms Ann Maree Playfair** (member from 9 August 2023) has 3 decades of experience in marketing, project management and the development of community-based programs across regional Victoria. She has also held various consultancy roles in the areas of business partnerships and sponsorship development.

Ms Playfair's contribution to the board is enriched by her 10 years' experience in vocational teaching, working directly to foster people's growth and development. She has taught at both university and TAFE levels, with positions at Mansfield Adult Community Education, Jesuit Community College/Job Providers and Australian Employment Training Solutions/Job Providers.

She has volunteered for 2 decades with community-based organisations, serving variously as chair, board member or committee member. Ms Playfair has also delivered training at Learn Locals throughout the Hume regional area, with responsibilities extending to managing Learn Local courses to ensure they align with foundation skills and pathways.

**Ms Deborah Sansom** brings to the board a wealth of experience in governance, strategy, stakeholder management and communications. Based in the Barwon region, she currently works at Deakin University, where she leverages her diverse skill set to contribute significantly to the institution. Over the course of her career, she has worked across various sectors including the arts, education, not-for-profit organisations and broadcasting. In each of these fields, she has been a steadfast advocate for equity and has worked to improve access for underrepresented communities.

**Dr Winifred Scott** (member to 31 July 2023) is a consultant with extensive experience in the VET sector. Dr Scott was chief executive officer of Sunraysia Institute of TAFE until her retirement in June 2016. She was awarded an Honorary Doctorate in Education in 2016 by La Trobe University and holds a Master of Educational Management. Dr Scott is a member of the Regional Development Advisory Committee, and a member of other regional and local boards. Before joining the TAFE sector, Dr Scott was a restaurateur in Bendigo.

**Table 3: Board member appointment and meeting attendance details 2023–24**

Board member	Appointment term	Committee membership	Board meeting attendance during term
Dr Teresa De Fazio	9 August 2023 – 30 June 2024	ARC <sup>i</sup> , FC <sup>ii</sup> , PPPC <sup>iii</sup>	7/7
Mr John Maddock	1 July 2023 – 30 June 2024	ARC, FC	7/7
Ms Claudia Fatone	9 August 2023 – 31 December 2023		3/4
Ms Kate Gaffney	9 August 2023 – 30 June 2024	PPPC	7/7
Mr Michael Grogan	1 July 2023 – 30 June 2024	ARC, FC	7/7
Ms Margaret Lewis	1 July 2023 – 30 June 2024		5/7
Ms Natasha Ngweso	1 July 2023 – 30 June 2024	ARC, FC	5/7
Mr Ekrem Ozyurek	1 July 2023 – 30 June 2024	PPPC	6/7
Ms Ann Maree Playfair	9 August 2023 – 30 June 2024	PPPC	7/7
Ms Deborah Sansom	1 July 2023 – 30 June 2024	PPPC	5/7
Dr Winifred Scott	1 July 2023 – 31 July 2023	PPPC	0/0

(i) ARC: Audit and Risk Committee

(ii) FC: Finance Committee

(iii) PPPC: Planning, Prioritisation and Performance Committee

## Audit and Risk Committee membership and roles

In accordance with legislative requirements, the board has an Audit and Risk Committee to oversee:

- risk management
- financial management, performance and sustainability reporting
- compliance with legislation, regulations and standards
- external audit
- internal audit.

In 2023–24, the independent members on this committee were:

- Ms Lisa Tripodi (Chairperson from 1 January 2024)
- Ms Lisa Woolmer (to 31 December 2023)
- Mr Michael Grogan (Deputy Chairperson)
- Mr John Maddock
- Dr Teresa De Fazio (from 9 August 2023)
- Ms Natasha Ngweso.

## Representation on panels, advisory groups and working groups

Members of the board represent it on advisory and working groups and panels, such as:

- Victorian Learn Local Awards judging panels
- Victorian Training Awards judging panels
- Learn Local Conference working group.

Members of the board took on liaison and communication support roles in regional councils as regional champions.

## Representation on other bodies

Members of the board represent it on other bodies, such as the Marrung Central Governance Committee and the Koorie Skills Working Group at the VAEAI.

## Regional councils of ACFE

Eight regional councils of ACFE were established under the Education and Training Reform Act. The work of the regional councils is supported by departmental staff.

Councils were established for the following regional and rural areas:

- Barwon South-Western
- Gippsland
- Grampians
- Hume
- Loddon Mallee.

Councils were established for the following metropolitan areas:

- Eastern Metropolitan
- North-Western Metropolitan
- Southern Metropolitan.

### **Role of regional councils**

The board and regional councils work together to fulfil the board's mission.

Regional councils draw together different types of expertise and aspects of local knowledge about adult education to advise the board on the needs of adult education across their regions. Regional councils play a key role in:

- providing advice and local intelligence to the board
- promoting and advocating for the Learn Local sector and fostering collaboration and partnerships between Learn Locals and key regional stakeholders.

Regional councils assist the board to meet its objectives by:

- developing processes that enable learners and providers to advise them and the board of adult community education needs in their region
- providing advice and preparing reports for the board
- providing information and contributing to planning for ACFE in the region
- advising the board on the effectiveness of activities in their region, including activities funded by the board
- supporting and promoting ACFE in the region, networks between providers and diversity and flexibility of provision
- participating in recommending statewide priorities and policies to the board.

Regional councils may consult with learners, providers and other education and training organisations in their regions, including local TAFEs.

### **Composition of regional councils**

Each regional council consists of not less than 5 and not more than 9 members, including an elected chairperson and elected deputy chairperson. Members are appointed by the Minister for Skills and TAFE. Regional councils may coopt 2 additional people for up to 12 months.

Members are appointed to make sure that regional councils:

- have knowledge, skills and experience in the adult community education sector
- reflect community diversity
- have knowledge and experience of governance responsibilities
- have knowledge and experience of issues affecting the local industry and the broader local community in that region.

### **2023–24 membership of regional councils**

#### **Barwon South-Western Regional Council**

- Mr Deryck Gall, Chairperson (reappointed from 1 October 2023)
- Ms Leanne Williams, Deputy Chairperson
- Ms Anne Marie Ryan (term ended 30 September 2023)
- Ms Dianne Baxter (term ended 1 January 2024)
- Mr Alan Davis
- Mr Wayne Elliott
- Ms Jan Golden (term ended 30 September 2023)
- Ms Vikki King
- Mr Peter MacDonald
- Ms Sabina Reynolds

- Ms Richelle Yow
- Mr Cameron Quinten (co-opted from 2 February 2024)

### **Eastern Metropolitan Regional Council**

- Ms Beverley Knowles, Chairperson
- Mr Joseph Cullen, Deputy Chairperson (term ended 12 May 2024)
- Ms Jayde Hayes (term ended 16 March 2024)
- Mr Alexander Law
- Ms Fiona Purcell
- Ms Helen Ruddell (term ended 3 January 2024)
- Ms Elizabeth White
- Ms Louisa Ellum (co-opted from 21 March 2024)

### **Gippsland Regional Council**

- Ms Diane Carson, Chairperson
- Ms Shae McGregor, Deputy Chairperson
- Ms Karen Bird (appointed from 4 September 2023)
- Ms Kate Gaffney (term ended 8 August 2023)
- Ms Geraldine Jones
- Ms Den Lim (appointed from 4 September 2023)
- Ms Jennifer McCafferty
- Ms Jenine Smith (appointed from 4 September 2023)

### **Grampians Regional Council**

- Mr Tim Shaw, Chairperson
- Ms Jannine Bennett, Deputy Chairperson
- Ms Annette Creek
- Ms Angela Dunn
- Mr Andrew Henwood
- Mr Greg Tinkler
- Ms Jasmine-Monique McCaw (co-opted from 23 August 2023)

### **Hume Regional Council**

- Ms Trish Curtis, Chairperson
- Ms Melinda Burgess, Deputy Chairperson
- Ms Laura Baker (appointed from 31 July 2023)

- Mr Mewan Dissanayake (appointed from 31 July 2023)
- Ms Jennifer Gordon (appointed from 31 July 2023)
- Ms Melva Tyson
- Ms Sue West (appointed from 31 July 2023)

#### **Loddon Mallee Regional Council**

- Ms Deborah Quin, Deputy Chairperson
- Mr Brian Gould
- Mr Robin Kuhne
- Ms Jessica Mitchell (appointed from 4 September 2023)

#### **North-Western Metropolitan Regional Council**

- Mr Gregory Ferrington, Chairperson
- Ms Christine McCall, Deputy Chairperson
- Ms Julie Johnston (appointed from 4 September 2023)
- Dr Sureshan Marcandan (appointed from 4 September 2023)
- Mr John Sheen

#### **Southern Metropolitan Regional Council**

- Mr Martin Corman, Chairperson
- Mr Ali Aziz
- Ms Sandra George
- Ms Catherine McGrath (reappointed from 30 September 2023)
- Mr Tim Newman
- Ms Jayne Valle (appointed from 4 September 2023)

#### **Administrative and project support**

Under the Education and Training Reform Act, the General Manager of the board is responsible for implementing the board's policies and decisions.

During 2023–24, this role was filled by Ms Georgina Lyell, Acting Executive Director, Adult, Community and Further Education Division, to 4 March 2024. From 4 March 2024, this position was filled by Ms Laura Lo Bianco-Smith, Executive Director of the Adult, Community and Further Education, Higher Education and Workforce Branch within the department.

More broadly, the board's planning, policy and resource allocation roles were supported in the department by the Director of the Adult, Community and Further Education Unit within Skills and Employment.

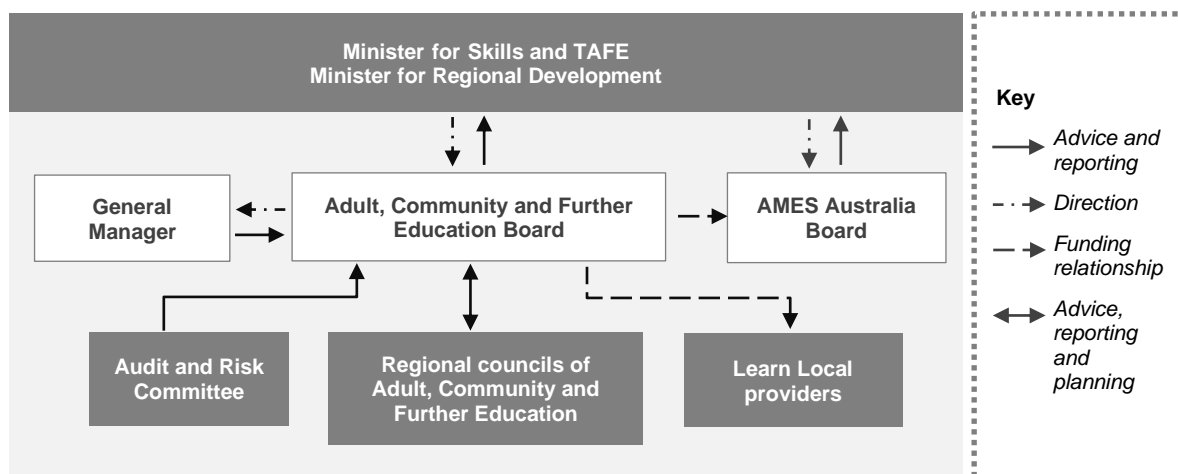
The department supports the 8 regional councils and Learn Local providers to meet the Victorian Government's goals and targets for adult community-based learning. It provides advice about the Learn Local sector, supports the board to build organisational capacity and administers the board's grant programs.



## Organisational structure

Figure 1 charts the legislative relationships, governance and accountabilities of the board as at 30 June 2024.

Figure 1: ACFE Board organisational chart, 30 June 2024



## Occupational health and safety, incident management and employment and conduct principles

The department manages matters related to staffing, workforce data, the application of merit and equity principles, incident management and occupational health and safety on behalf of the board. Information about these matters can be found in the department's annual report for 2023–24.

## Workforce data

### Public sector and employment principles, workforce data, workforce inclusion policies and executive officer data

The board employs no staff. The department manages matters relating to staffing, workforce data, workforce inclusion policies and executive officer data. Information about these matters can be found in the department's annual report for 2023–24.

## Other disclosures

### Local Jobs First

Nil reports.

### Disclosure of major contracts

Nil reports.

## Information and communications technology expenditure

For 2023–24, the board expended a total of \$0.6 million on information and communications technology (ICT), as detailed in Table 4.

**Table 4: Expenditure on ICT 2023–24**

All operational ICT expenditure		ICT expenditure related to projects to create or enhance ICT capabilities		
Business-as-usual ICT expenditure \$'000	Non-business-as-usual ICT expenditure (operational expenditure plus capital expenditure) \$'000	Operational expenditure \$'000	Capital expenditure \$'000	
368	213	213	–	

## Reviews and studies expenditure

During 2023–24, there were 2 reviews and studies undertaken with a total cost of \$155,396 (excl. GST). Details of individual reviews and studies are outlined in Table 5.

**Table 5: Reviews and studies expenditure 2023–24**

Name of the review	Reasons for review/study	Terms of reference/scope	Anticipated outcomes	Estimated cost for the year (excl. GST) \$'000	Final cost if completed (excl. GST) \$'000	Publicly available (Y/N) and URL
Learn Local Brand Recognition Research	<p>To assess prompted brand recognition of the Learn Local sector among:</p> <ul style="list-style-type: none"> <li>potential learners</li> <li>TAFE institutes</li> <li>businesses representing relevant industries.</li> </ul> <p>To acquit Goal 23 of the Ministerial Statement and gauge recognition among key referral organisations representing employment support services and community services.</p>	Representative surveys of designated groups via internet and phone panels to refresh data gathered in 2022. Annual surveys to be conducted until 2025–26 in line with Ministerial Statement period.	Recommendations to better target key stakeholders with marketing, communications and public relations activities and improve Learn Local brand awareness generally.	104	105	N

Name of the review	Reasons for review/study	Terms of reference/scope	Anticipated outcomes	Estimated cost for the year (excl. GST) \$'000	Final cost if completed (excl. GST) \$'000	Publicly available (Y/N) and URL
Concept testing for Learn Local 'Your Goals Your Way' campaign	To test creative concepts with focus groups for major marketing campaign promoting brand recognition of the Learn Local sector	Evaluate creative agency's creative concepts developed for Learn Local marketing campaign.	Provide independent verification of concepts for Learn Local marketing campaign	50	50	N

## Consultancy expenditure

### Details of consultancies of \$10,000 or greater

In 2023–24, there were 8 consultancies with fees payable of \$10,000 or greater. Total expenditure in relation to this was \$515,683 (excl. GST). Details of individual consultancies are outlined in Table 6.

**Table 6: Consultancies of \$10,000 or greater 2023–24**

Consultant	Purpose of consultancy	Total approved project fee (excl. GST) \$'000	Expenditure 2023–24 (excl. GST) \$'000	Future expenditure (excl. GST) \$'000
Scaffidi Hugh-Jones Pty Ltd	ACFE communications and stakeholder engagement	135	103	–
Deloitte Touche Tohmatsu	Strategic analysis of provision	116	116	–
Deloitte Touche Tohmatsu	Review of Learn Local funding Phase 1	111	111	–
Management Governance Australia Pty Ltd	Build the evidence to support ACFE Board decisions	105	10	–
Management Governance Australia Pty Ltd	Towards a sustainable pre-accredited regional provision model	105	10	–
Synergistiq Pty Ltd	Sustainable models evaluation project	165	49	–
Workforce Partners Australia Pty Ltd	Towards a sustainable pre-accredited regional provision model	105	11	–
KPMG	Brand recognition baseline measurement	120	105	–

### **Details of consultancies less than \$10,000**

In 2023–24, there were no consultancies for which the total fees payable to an individual consultant were less than \$10,000. The total expenditure incurred during 2023–24 was nil.

### **Emergency procurement**

The board's operations are administered by the department, including the provision of emergency procurement, in accordance with the requirements of government policy and accompanying guidelines. In 2023–24, nil emergency procurements in relation to the board were activated.

### **Disclosure of procurement complaints**

Nil reports.

### **Competitive neutrality policy**

Competitive neutrality requires that, where services of government business compete or potentially compete with those of the private sector, any advantage arising solely from government is accounted for if it is not in the public interest. Government businesses are required to cost and price these services as if they were privately owned. Competitive neutrality policy supports fair competition between public and private businesses and provides government businesses with a tool to enhance decisions about resource allocation. This policy does not override other policy objectives of government and focuses on efficiency in the provision of service.

The board does not operate as a business whose services compete, or potentially compete, with the private sector, therefore the National Competition Policy is not applicable to the board.

### **Environmental reporting**

The board's operations are administered by the department, including the provision of departmental employees, facilities, office accommodation and fleet services required to support the board's activities. The department's annual report 2023–24 disclosure includes the environmental impact data of the board's operations.

### **Asset Management Accountability Framework (AMAF) maturity assessment**

The ACFE Board does not have any assets for the purposes of the AMAF.

### **Attestation for financial management compliance with Standing Direction 5.1.4**

I, Dr Teresa De Fazio, Chairperson, on behalf of the Responsible Body, certify that the Adult, Community and Further Education Board has no Material Deficiency with respect to the applicable Standing Directions under the *Financial Management Act 1994* and Instructions.

## Government advertising expenditure

In 2023–24, there was one government advertising campaign with total media spend of \$100 000 or greater (excl. GST). The detail of the campaign is outlined in Table 7 below.

**Table 7: Details of government advertising expenditure 2023–24**

Name of campaign	Campaign summary	Start/end date	Advertising (media) expenditure (excl. GST) \$'000	Creative and campaign development expenditure (excl. GST) \$'000	Research expenditure (excl. GST) \$'000	Post-campaign evaluation expenditure (excl. GST) \$'000	Print and collateral expenditure (excl. GST) \$'000	Other campaign expenditure (excl. GST) \$'000	Total (excl. GST) \$'000
Learn Local 'Your Goals, Your Way' campaign	Major marketing campaign promoting brand recognition of the Learn Local sector	15 Feb – 30 June 2024	Approved <sup>(i)</sup> : 700 Actual: 699	Planned <sup>(ii)</sup> : 532 Actual: 495	Planned: 50 Actual: 45	Planned: 0 Actual: 0	Planned: 0 Actual: 0	Planned: 45 Actual: 45	Planned/approved: 1,333 Actual: 1,285

(i) Approved 'Advertising (media) expenditure' is the amount approved for each campaign by the Advertising Approval Group (AAG).

(ii) Planned campaign expenditure amounts are the amounts included in the Campaign Strategy form submitted to the AAG for review.

## Freedom of information

Victoria's *Freedom of Information Act 1982* (FOI Act) allows the public a right of access to documents held by the board. The purpose of the FOI Act is to extend as far as possible the right of the community to access information held by government departments, local councils, ministers and other bodies subject to the FOI Act.

An applicant has a right to apply for access to documents held by the board. This comprises documents both created by the board or supplied to the board by an external organisation or individual, and may also include maps, films, microfiche, photographs, computer printouts, computer discs, tape recordings and videotapes. Information about the type of material produced by the board is available on the department's website under its Part II Information Statement at [Freedom of Information Part II – Information Statements – Department of Jobs, Skills, Industry and Regions \(djsir.vic.gov.au\)](http://Freedom of Information Part II – Information Statements – Department of Jobs, Skills, Industry and Regions (djsir.vic.gov.au)).

The FOI Act allows a department to refuse access, either fully or partially, to certain documents or information. Examples of documents that may not be accessed include:

- Cabinet documents
- some internal working documents
- law enforcement documents
- documents covered by legal professional privilege, such as legal advice
- personal information about other people
- information provided to a department in confidence and information that is confidential under another Act.

Under the FOI Act, the processing time for FOI requests received is 30 calendar days. However, when external consultation is required under subsections 29, 29A, 31, 31A, 33, 34 or 35, a 15-day automatic extension applies. Processing time may also be extended by periods of up to 30 days, in consultation with the applicant. With the applicant's agreement, this may occur any number of times. However, obtaining an applicant's agreement for an extension cannot occur after the expiry of the timeframe for deciding a request.

If an applicant is not satisfied by a decision made by the board, under section 49A of the FOI Act they have the right to seek a review by the Office of the Victorian Information Commissioner (OVIC) within 28 days of receiving a decision letter.

### Making a request

FOI requests may be submitted to the board via the freedom of information form on the OVIC website at [Find and request access to information – Office of the Victorian Information Commissioner \(ovic.vic.gov.au\)](http://Find and request access to information – Office of the Victorian Information Commissioner (ovic.vic.gov.au)). An application fee of \$32.70 applies. Access charges may also be payable if the document pool is large and the search for material time-consuming.

Documents can also be accessed by making a written request to the board's FOI team, as detailed in section 17 of the FOI Act.

To be valid, all FOI requests must be in writing, clearly identify what types of materials or documents are sought and include the application fee.

Requests for documents and other material in possession of the board should be addressed to:

Freedom of Information Manager  
Adult, Community and Further Education Board  
Department of Jobs, Skills, Industry and Regions  
GPO Box 4509  
Melbourne VIC 3001

### **Freedom of information statistics**

For the 12 months ending 30 June 2024, the board received no new FOI applications.

### **More information**

More information regarding the operation and scope of FOI can be obtained from the FOI Act, regulations made under the FOI Act and [ovic.vic.gov.au](http://ovic.vic.gov.au)

### **Compliance with the *Public Interest Disclosures Act 2012***

Victoria's *Public Interest Disclosures Act 2012* (PID Act) encourages and assists people to make disclosures of improper conduct by public officers and public bodies. The PID Act protects people who make disclosures in accordance with the PID Act and establishes a system to investigate and take rectifying action on the matters that have been disclosed.

The board does not tolerate improper conduct or reprisals against those who have come forward to disclose such conduct. The board is committed to ensuring transparency and accountability in its administrative and management practices. It supports disclosures that reveal corrupt conduct, conduct involving substantial mismanagement of public resources, or conduct involving a substantial risk to public health, safety or the environment.

The board will take all reasonable steps to protect people who make such disclosures from any detrimental action as reprisal for making the disclosure. It will also afford justice to the person who is the subject of the disclosure, to the extent legally possible.

### **Reporting procedures**

Disclosures of improper conduct or detrimental action by the board or its officers may be made directly to the Independent Broad-based Anti-corruption Commission (IBAC):

Independent Broad-based Anti-corruption Commission  
Level 1, North Tower  
459 Collins Street  
Melbourne VIC 3000  
Phone: 1300 735 135  
Website: [ibac.vic.gov.au](http://ibac.vic.gov.au)

Email: See the IBAC website for the secure email disclosure process, which also provides for anonymous disclosures.

### **More information**

Information on public interest disclosure procedures, including the system for reporting disclosures of improper conduct or detrimental action, is available from the board's public interest disclosures officer:

Public Interest Disclosures Officer  
Adult, Community and Further Education Board  
Department of Jobs, Skills, Industry and Regions  
GPO Box 4509  
Melbourne VIC 3001  
Email: [acfe@djsir.vic.gov.au](mailto:acfe@djsir.vic.gov.au)

### **Compliance with the *Disability Act 2006***

The *Disability Act 2006* reaffirms and strengthens the rights and responsibilities of persons with disability and recognises that doing so requires support across the government sector and in the community. The department manages the implementation of a disability plan related to the employment of staff (see the department's annual report for 2023–24).

Through the board, the Victorian Government funds Learn Local providers to deliver pre-accredited training to people whose current or past life circumstances are barriers to educational achievement. The board targets funding for vulnerable learners, including people with disability.

### **Compliance with the *Building Act 1993***

The board does not own or control any government buildings, so is exempt from notifying its compliance with the building and maintenance provisions of the *Building Act 1993*.

### **Compliance with the Social Procurement Framework**

The Victorian Government's Social Procurement Framework (SPF) clearly defines social and sustainable procurement as a key value-for-money component and outlines how it can make a difference to Victorian communities. For buyers, the SPF provides guidance on embedding social and sustainable procurement into existing processes. For suppliers, the SPF describes methods to deliver government objectives, while continuing to participate in government procurement processes and grow their business.

The SPF applies to all Victorian Government procurement relating to goods, services and construction.

In 2019, the board received an exemption from developing its own social procurement strategy. The board has agreed to comply with all associated departmental policies and procedures related to procurement, including social procurement and implementation of the SPF.

Social procurement objectives prioritised by the department during 2023–24 were:

- opportunities for Aboriginal Victorians
- opportunities for Victorians with disability
- women's equality and safety
- opportunities for Victorian priority jobseekers
- sustainable Victorian social enterprise and Aboriginal business sectors
- sustainable Victorian regions.

During the reporting period, the department advised staff undertaking procurement activity on behalf of the board on how to implement the SPF.



In 2023–24, the board undertook the social procurement activities outlined in Table 8.

**Table 8: ACFE Board social procurement activities 2023–24**

Social procurement activities	2023–24
Number of social benefit suppliers engaged during the reporting period	1
Total amount spent with social benefit suppliers (direct spend) during the reporting period (\$ excl. GST)	\$560.00
Total number of mainstream suppliers engaged that have made social procurement commitments in their contracts with the Victorian Government	0
Total number of contracts that included social procurement commitments	0

Table 9 outlines the board's performance in 2023–24 against the SPF objectives.

**Table 9: ACFE Board performance against SPF objectives**

SPF objective	Outcome	Metric	Unit of measure	2023–24 (actual)
Opportunities for Victorians with disability	Purchasing from Victorian social enterprises and Australian Disability Enterprises	Total expenditure with Victorian social enterprises (led by a mission for people with disability) and Australian Disability Enterprises	\$ (excl. GST)	560.00
		Number of Victorian social enterprises (led by a mission for people with disability) and Australian Disability Enterprises engaged	Number	1
Sustainable Victorian social enterprises and Aboriginal business sectors	Purchasing from Victorian social enterprises and Aboriginal businesses	Total expenditure with other Victorian social enterprises	\$ (excl. GST)	560.00
		Number of other Victorian social enterprises engaged	Number	1

Note: Businesses may be counted in more than one group.

### Additional information available on request

Consistent with the requirements of the Financial Management Act, the board has prepared material on the topics listed below. Details of this material are held by the executive director of the department's Adult, Community and Further Education, Higher Education and Workforce Branch and are available to the public on request, subject to the FOI Act.

The information retained by the board includes details (where applicable) of any:

- statement that declarations of pecuniary interests have been duly completed by all relevant officers
- shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary
- publications produced by the board about itself, and details on how these can be obtained
- changes in prices, fees, charges, rates and levies charged by the board
- major external reviews carried out on the board
- major research and development activities undertaken by the board

- overseas visits undertaken, including a summary of the objectives and outcomes of each visit
- major promotional, public relations and marketing activities undertaken by the board to develop community awareness of the entity and its services
- assessments and measures undertaken to improve the occupational health and safety of employees
- general statement about industrial relations within the board, and details of time lost through industrial accidents and disputes
- list of major committees sponsored by the board, the purposes of each committee and the extent to which the purposes have been achieved
- consultancies and contractors, including:
  - the consultants or contractors engaged
  - the services provided
  - expenditure committed for each engagement.

Enquiries regarding details of this information should be made to:

Executive Director, Adult, Community and Further Education, Higher Education and Workforce Skills and Employment

Department of Jobs, Skills, Industry and Regions

GPO Box 4509

Melbourne VIC 3001

Telephone: 03 9651 9999

# Financial statements

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## Declaration in the financial statements

### Declaration in the financial statements

The attached financial statements for the Adult, Community and Further Education Board have been prepared in accordance with Direction 5.2 of the Standing Directions of the Assistant Treasurer under the *Financial Management Act 1994*, applicable Financial Reporting Directions, Australian Accounting Standards including Interpretations, and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes, presents fairly the financial transactions during the year ended 30 June 2024 and financial position of the Board at 30 June 2024.

At the time of signing, we are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

We authorise the attached financial statements for issue on 3 October 2024.



Ms Laura Lo Bianco-Smith  
Accountable Officer  
Adult, Community and Further Education  
Board

3 October 2024



Mr Ron Mak  
Acting Chief Finance Officer  
Adult, Community and Further Education  
Board

3 October 2024



Dr Teresa De Fazio  
Chairperson  
Adult, Community and Further Education  
Board

3 October 2024

# VAGO independent auditor's report

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Victorian Auditor-General's Office

## Independent Auditor's Report

To the board of the Adult, Community and Further Education Board

<b>Opinion</b>	<p>I have audited the financial report of the Adult, Community and Further Education Board (the board) which comprises the:</p> <ul style="list-style-type: none"><li>• balance sheet as at 30 June 2024</li><li>• comprehensive operating statement for the year then ended</li><li>• statement of changes in equity for the year then ended</li><li>• cash flow statement for the year then ended</li><li>• notes to the financial statements, including material accounting policy information</li><li>• declaration in of the financial statements.</li></ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the board as at 30 June 2024 and its financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 7 of the <i>Financial Management Act 1994</i> and applicable Australian Accounting Standards.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the board in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Other information</b>	<p>The board is responsible for the other information. The other information obtained at the date of this auditor's report is information included in the annual report, (but does not include the financial report and our auditor's report thereon).</p> <p>Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.</p> <p>In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report, or our knowledge obtained in the audit, or otherwise appears to be materially misstated.</p> <p>If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.</p>
<b>Board's responsibilities for the financial report</b>	<p>The board of the board is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Financial Management Act 1994</i>, and for such internal control as the board determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the board is responsible for assessing the board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

Level 31 / 35 Collins Street, Melbourne Vic 3000  
T 03 8601 7000 enquiries@audit.vic.gov.au www.audit.vic.gov.au

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**Auditor's responsibilities for the audit of the financial report**

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit 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
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the board
- conclude on the appropriateness of the board's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the board's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the board to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE  
15 October 2024



Charlotte Jeffries  
*as delegate for the Auditor-General of Victoria*

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# Comprehensive operating statement

For the financial year ended 30 June 2024

	Notes	30 June 2024 \$'000	30 June 2023 \$'000
<b>Income from transactions</b>			
Grants	2	33,617	32,645
Services received free of charge	2	6,562	6,106
<b>Total income from transactions</b>		<b>40,179</b>	<b>38,751</b>
<b>Expenses from transactions</b>			
Grants and transfer payments	3	(27,127)	(27,273)
Operating expenses	4	(3,104)	(1,820)
Services provided free of charge	4	(6,562)	(6,106)
<b>Total expenses from transactions</b>		<b>(36,793)</b>	<b>(35,199)</b>
<b>Net result from transactions (net operating balance)</b>		<b>3,386</b>	<b>3,552</b>
<b>Other economic flows included in net result</b>			
Net loss on financial instruments	5	(9)	(4)
<b>Total other economic flows included in net result</b>		<b>(9)</b>	<b>(4)</b>
<b>Net result</b>		<b>3,377</b>	<b>3,548</b>
<b>Other economic flows – other comprehensive income</b>			
Items that will not be reclassified to net result			
<b>Total other economic flows – other comprehensive income</b>		<b>–</b>	<b>–</b>
<b>Comprehensive result</b>		<b>3,377</b>	<b>3,548</b>

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

# Balance sheet

As at 30 June 2024

	Notes	30 June 2024 \$'000	30 June 2023 \$'000
<b>Assets</b>			
<b>Financial assets</b>			
Receivables	6,9	31,773	30,254
<b>Total financial assets</b>		<b>31,773</b>	<b>30,254</b>
<b>Non-financial assets</b>			
Prepayment		34	101
<b>Total non-financial assets</b>		<b>34</b>	<b>101</b>
<b>Total assets</b>		<b>31,807</b>	<b>30,355</b>
<b>Liabilities</b>			
Payables	7,9	1,315	3,240
<b>Total liabilities</b>		<b>1,315</b>	<b>3,240</b>
<b>Net assets</b>		<b>30,492</b>	<b>27,115</b>
<b>Equity</b>			
Accumulated surplus/(deficit)		30,492	27,115
<b>Net worth</b>		<b>30,492</b>	<b>27,115</b>

The above balance sheet should be read in conjunction with the accompanying notes.



## Cash flow statement

For the financial year ended 30 June 2024

Notes	30 June 2024 \$'000	30 June 2023 \$'000
<b>Cash flows from operating activities</b>		
<b>Receipts</b>		
Receipts from government	31,957	30,650
GST recovered from ATO	3,055	3,111
<b>Total receipts</b>	<b>35,012</b>	<b>33,761</b>
<b>Payments</b>		
Payments of grants and other expenses	(35,012)	(33,761)
<b>Total payments</b>	<b>(35,012)</b>	<b>(33,761)</b>
<b>Net cash flows from/(used in) operating activities</b>	<b>–</b>	<b>–</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		
Cash and cash equivalents at the beginning of the financial year	–	–
<b>Cash and cash equivalents at the end of the financial year</b>	<b>–</b>	<b>–</b>

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

## Statement of changes in equity

For the financial year ended 30 June 2024

	Accumulated surplus \$'000	Contributions by owner \$'000	Total \$'000
<b>Balance at 30 June 2022</b>	<b>23,567</b>	<b>–</b>	<b>23,567</b>
Net result for the year	3,548	–	3,548
<b>Balance at 30 June 2023</b>	<b>27,115</b>	<b>–</b>	<b>27,115</b>
Net result for the year	3,377	–	3,377
<b>Balance at 30 June 2024</b>	<b>30,492</b>	<b>–</b>	<b>30,492</b>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

# Notes to and forming part of the financial statements

## **Note 1 About this report**

The financial statements cover the Adult, Community and Further Education Board (the board) as a statutory authority/individual reporting entity under the Education and Training Reform Act. The board reports separately to Parliament through the Minister for Skills and TAFE.

The board's principal address is:

Adult, Community and Further Education Board  
Level 32  
35 Collins Street  
Melbourne VIC 3000

A description of the nature of the board's operations and its principal activities is included in the report of operations, which does not form part of these financial statements.

## **Objectives and funding**

The board's overall objective is to support the expansion of adult community education across all learner groups, qualification levels and industry sectors, and to develop a strong Learn Local provider base that is responsive to industry and community needs. The board is predominantly funded by accrual-based parliamentary appropriations.

## **Basis of preparation**

These financial statements are in Australian dollars and the historical cost convention is used unless a different measurement basis is specifically disclosed in the note associated with the item measured on a different basis.

The accrual basis of accounting has been applied in the preparation of these financial statements whereby transactions are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

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

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods affected by the revision. Judgements and assumptions made by management in the application of Australian Accounting Standards (AASs) that have significant effects on the financial statements and estimates, are disclosed in the notes to the financial statements.

Amounts in the financial statements have been rounded to the nearest 1,000 dollars unless otherwise stated. Figures in the financial statements may not equate due to rounding.

## **Compliance information**

These general-purpose financial statements have been prepared in accordance with the Financial Management Act, applicable Financial Reporting Directions (FRDs) and applicable AASs, which include

interpretations, issued by the Australian Accounting Standards Board (AASB). They are presented in a manner consistent with the requirements of AASB 1049 'Whole of Government and General Government Sector Financial Reporting'.

Where appropriate, those AAS paragraphs applicable to not-for-profit entities have been applied. Accounting policies selected and applied in these financial statements ensure 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.

### Restructuring of administrative arrangements

During the 2022–23 Financial Year, the Victorian Government undertook the restructure of some of its activities via machinery of government changes, taking effect from 1 January 2023. These changes included the transfer of responsibility for the Training and Skills and Higher Education portfolios to the Department of Jobs, Skills, Industry and Regions. Although this restructuring did not alter the operation of the board, it did alter the responsible portfolio department from the Department of Education (formerly known as the Department of Education and Training) to the Department of Jobs, Skills, Industry and Regions.

### Note 2 Income from transactions

Income from transactions	30 June 2024 \$'000	30 June 2023 \$'000
Grants from the Department of Education	–	12,900
Grants from the Department of Jobs, Skills, Industry and Regions	33,617	19,745
Administrative and salaries income received free of charge	6,562	6,106
<b>Total income from transactions</b>	<b>40,179</b>	<b>38,751</b>

Income is recognised to the extent that it is probable that the economic benefits will flow to the entity and the income can be reliably measured.

### Grants

State government grants, received by the board during a reporting period, are recognised as income of that reporting period consistent with AASB 1058 'Income of Not-for-Profit Entities'. Income from grants without sufficiently specific performance obligations, or that are not enforceable, is recognised when the board has an unconditional right to receive cash that coincides with the receipt of grant funding from the department.

### Services received free of charge

Contributions of services received free of charge are recognised at fair value when control is obtained over them, irrespective of whether these contributions are subject to restrictions or conditions over their use. In accordance with AASB 1058 'Income of Not-for-Profit Entities' income in the form of services is only recognised when a fair value can be reliably determined, and the services would have been purchased if they had not been received as a donation.

The fair value of services received free of charge is measured based on an allocation of estimated time incurred by departmental staff in supporting the board, and includes relevant employee benefits (including oncosts), contractor support and other operating costs.

### Note 3 Grants and transfer payments

<b>Grants and transfer payments</b>	<b>30 June 2024</b>	<b>30 June 2023</b>
	<b>\$'000</b>	<b>\$'000</b>
Payments to adult community education organisations	24,686	24,625
Payments to adult education institutions	1,704	1,585
Payments to other education organisations	737	1,063
<b>Total grants and transfer payments</b>	<b>27,127</b>	<b>27,273</b>

#### Grants and transfer payments

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

### Note 4 Operating and administrative expenses

<b>Operating and administrative expenses</b>	<b>30 June 2024</b>	<b>30 June 2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Operational expenditure</b>		
Operating expenses	3,104	1,820
<b>Services provided free of charge</b>		
Administrative and salary expenses provided free of charge	6,562	6,106
<b>Total operating and administrative expenses</b>	<b>9,666</b>	<b>7,926</b>

#### Operating expenses

Operating expenses generally represent the day-to-day running costs incurred in the normal operations of the board. These items are recognised as an expense in the reporting period in which they are incurred.

#### Services provided free of charge

Contributions of resources provided free of charge are recognised at their fair value after control is obtained over them, irrespective of whether restrictions or conditions are imposed over their use. Contributions in the form of services are only recognised when a fair value can be reliably determined, and the services would have been purchased if they had not been donated.

The fair value of services provided free of charge equals the services received free of charge from the relevant portfolio department in supporting the operation of the board.

### Note 5 Other economic flows included in net result

<b>Net gain/(loss) on financial instruments</b>	<b>30 June 2024</b>	<b>30 June 2023</b>
	<b>\$'000</b>	<b>\$'000</b>
Movement in contractual receivables (impairment)	(9)	(4)
<b>Total net gain/(loss) on financial instruments</b>	<b>(9)</b>	<b>(4)</b>

## Net gain/(loss) on financial instruments

Net gain/(loss) on financial instruments includes impairment and reversal of impairment for financial instruments at amortised cost.

## Revaluations of financial instruments at fair value

All financial assets, except for those measured at fair value through profit or loss, are subject to an annual review/assessment of whether there is objective evidence that a financial asset or group of financial assets is impaired. Impaired receivables (expected credit loss) and bad debts not written off by mutual consent are classified as other economic flows in net result. Bad debts considered as written off through mutual consent are classified as transaction expenses. Subsequent recoveries of amounts previously written off are credited against the same line item.

## Note 6 Receivables

Receivables	30 June 2024 \$'000	30 June 2023 \$'000
<b>Contractual receivables</b>		
Trade and other receivables	98	5
Expected credit loss	(13)	(4)
<b>Total contractual receivables</b>	<b>85</b>	<b>1</b>
<b>Statutory receivables</b>		
Receivables from Victorian Government	31,540	29,964
GST input tax credit recoverable	148	289
<b>Total statutory receivables</b>	<b>31,688</b>	<b>30,253</b>
<b>Total receivables</b>	<b>31,773</b>	<b>30,254</b>

Receivables consist of:

- contractual receivables, such as debtors in relation to goods and services. These are recognised as financial instruments
- statutory receivables (i.e. amounts owing from the Victorian Government). These are not classified as financial instruments because the receivable does not arise from a contract.

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

Details of the board's impairment policies, exposure to credit risk, and the calculation of the loss allowance are set out in Note 9 'Financial instruments'.

Movement in the provision for expected credit loss	30 June 2024 \$'000	30 June 2023 \$'000
Opening loss allowance	(4)	–
(Increase)/decrease in allowance recognised in surplus or deficit	(9)	(4)
<b>Balance at end of the year</b>	<b>(13)</b>	<b>(4)</b>

## Note 7 Payables

Payables	30 June 2024 \$'000	30 June 2023 \$'000
Contractual payables	1,315	3,240
Statutory payables	–	–
<b>Total payables</b>	<b>1,315</b>	<b>3,240</b>

Payables consist of:

- contractual payables, such as accounts payable and expenditure accruals, which recognise the liability to make future payments for goods and services received/purchased by the board that remain unpaid at the end of the financial year. These payables are classified as financial instruments and categorised as financial liabilities at amortised cost
- statutory payables, such as GST. These are not classified as financial instruments and not included in the category of financial liabilities at amortised cost, because they do not arise from a contract.

## Note 8 Contingent assets and contingent liabilities

Contingent assets and contingent liabilities are not recognised in the balance sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively. As at 30 June 2024, the board had no knowledge of any contingent assets or contingent liabilities (2023 – Nil).

## Note 9 Financial instruments

### Financial risk management objectives and policies

The board's main financial risks include credit risk and liquidity risk. The board has overall responsibility for the establishment and oversight of its risk management framework.

#### Credit risk

Credit risk arises from the contractual financial assets (contractual receivables) of the board. The board's exposure to credit risk arises from the potential default of a counterparty on its contractual obligations, resulting in financial loss to the board.

The board's credit risk is minimal because the main debtor is the Victorian Government. For debtors other than the government, it is the board's policy to deal only with organisations that meet the standard financial viability requirements.

There are no financial assets that have had their terms renegotiated to prevent them from being past due or impaired, and they are stated at the carrying amounts as indicated.

#### Liquidity risk

Liquidity risk is the risk that the board would be unable to meet its financial obligations as and when they fall due. The board's exposure to liquidity risks is deemed insignificant, as no obligation to allocate funding is entered into without securing appropriate sources to meet the commitments.

## Measurement basis and accounting policy

Financial instrument classification	Accounting policy
Financial assets	
Contractual receivables	Receivables are recognised at fair value, being the amount receivable, which is reduced for any impairment.  Outstanding debts are reviewed at regular intervals to assess their collectability.
Financial liabilities	
Contractual payables	Liabilities are recognised for amounts to be paid in future for services provided by organisations contracted with the board that, at balance sheet date, remain unsettled.

The board considers the carrying amount of financial instrument assets and liabilities recorded in the financial statements to be a fair approximation of their fair values, because of the short-term nature of the financial instruments and the expectation that they will be paid in full.

### Contractual financial assets

The board applies the AASB 9 'Financial Instruments' simplified approach for all contractual receivables to measure expected credit losses using a lifetime expected loss allowance based on assumptions about the risk of default and expected loss rates. The board has grouped contractual receivables on shared credit risk characteristics, days past due/debtors' financial health and selected the expected credit loss rate based on past history, existing conditions and forward-looking estimates at the end of the financial year.

2024 contractual receivables	Current \$'000	Less than 1 month \$'000	1 to 3 months \$'000	3 to 12 months \$'000	1 to 5 years \$'000	Total \$'000
Expected loss rate	–	–	12%	–	100%	12%
Gross carrying amount	25	–	79	–	4	108
Less loss allowance	–	–	(9)	–	(4)	(13)
<b>Net carrying value</b>	<b>25</b>	<b>–</b>	<b>70</b>	<b>–</b>	<b>–</b>	<b>95</b>

2023 contractual receivables	Current \$'000	Less than 1 month \$'000	1 to 3 months \$'000	3 to 12 months \$'000	1 to 5 years \$'000	Total \$'000
Expected loss rate	–	–	–	73%	–	73%
Gross carrying amount	–	–	–	5	–	5
Less loss allowance	–	–	–	(4)	–	(4)
<b>Net carrying value</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>1</b>	<b>–</b>	<b>1</b>

### Ageing analysis of contractual financial liabilities

	Carrying amount \$'000	Nominal amount \$'000	Maturity dates			
			Less than 1 month \$'000	1 to 3 months \$'000	3 to 12 months \$'000	1 to 5 years \$'000
<b>2024 liabilities</b>						
Contractual payables	1,315	1,315	997	318	–	–
<b>Total</b>	<b>1,315</b>	<b>1,315</b>	<b>997</b>	<b>318</b>	<b>–</b>	<b>–</b>

	Carrying amount \$'000	Nominal amount \$'000	Maturity dates			
			Less than 1 month \$'000	1 to 3 months \$'000	3 to 12 months \$'000	1 to 5 years \$'000
<b>2023 liabilities</b>						
Contractual payables	3,240	3,240	1,681	1,559	–	–
<b>Total</b>	<b>3,240</b>	<b>3,240</b>	<b>1,681</b>	<b>1,559</b>	<b>–</b>	<b>–</b>

### Note 10 Cash flow information

Reconciliation of net result for the period to net cash flow from operating activities	30 June 2024 \$'000	30 June 2023 \$'000
Net result for the period	3,377	3,548
<b>Other non-cash items affecting results</b>		
(Increase)/decrease in receivables	(1,519)	(1,740)
(Increase)/decrease in prepayments	67	218
Increase/(decrease) in payables	(1,925)	(2,026)
<b>Net cash flows from/(used in) operating activities</b>	<b>–</b>	<b>–</b>

### Note 11 Responsible persons

In accordance with the Ministerial Directions issued by the Assistant Treasurer under the Financial Management Act, the following disclosures are made regarding responsible persons for the reporting period.

The persons who held the positions of minister and accountable officer on the board are as follows:

#### Responsible minister

- The Hon Gayle Tierney MP (1 July 2023 – 30 June 2024)

#### Accountable officer

- Ms Laura Lo Bianco-Smith (4 March 2024 – 30 June 2024)

The following officers acted in the role during the year:

- Ms Georgina Lyell (31 July 2023 – 1 March 2024)
- Ms Michelle Willetts (1 July 2023 – 28 July 2023)



## Significant transactions with government-related entities

During the year, the board had the following significant government-related entity transactions:

- Grant funding was received from the Department of Jobs, Skills, Industry and Regions (\$33.6 million).
- Services were received free of charge (\$6.6 million), from the Department of Jobs, Skills, Industry and Regions to undertake legislative responsibilities.
- Payments were made to the Department of Families, Fairness and Housing (\$0.5 million) for the support of a grants management system. These included costs relating to migrating the grants management system into the Department of Jobs, Skills, Industry and Regions.
- The Victorian Skills Authority was paid \$0.4 million to support the board's 2024 Pre-accredited Learner Survey and Learn Local Awards.
- The TAFE division of Victoria University, Victoria Polytechnic, received \$0.3 million for curriculum maintenance and management services.
- Payments were made to the Centre for Adult Education (\$0.7 million) and AMES Australia (\$1.1 million) for the delivery of educational services.

## Key management personnel and related parties

Related parties of the board include all key management personnel and their close family members and personal business interests (controlled entities, joint ventures and entities over which they may have significant influence). Other related parties include Victorian Cabinet ministers (including their close family members) and public sector entities that are controlled and consolidated into the whole-of-government consolidated financial statements.

Key management personnel of the board include:

- board members
- Minister for Skills and TAFE in the Parliament of Victoria
- accountable officer.

Entity	Key management personnel	Position title	Period
Parliament of Victoria	The Hon Gayle Tierney MP	Minister for Skills and TAFE	1 July 2023 – 30 June 2024
Board	Ms Laura Lo Bianco-Smith	Accountable Officer	4 March 2024 – 30 June 2024
Board	Ms Georgina Lyell	Accountable Officer (Acting Executive Director)	31 July 2023 – 1 March 2024
Board	Ms Michelle Willetts	Accountable Officer (Acting Executive Director)	1 July 2023 – 28 July 2023
Board	Dr Teresa De Fazio	Chairperson	9 August 2023 – 30 June 2024
Board	Mr John Maddock	Acting Chairperson	1 July 2023 – 8 August 2023
		Board member	9 August 2023 – 26 February 2024

Entity	Key management personnel	Position title	Period
		Deputy Chairperson	27 February 2024 – 30 June 2024
Board	Mr Michael Grogan	Acting Deputy Chairperson	1 July 2023 – 26 February 2024
		Board member	27 February 2024 – 30 June 2024
Board	Ms Claudia Fatone	Board member	9 August 2023 – 31 December 2023
Board	Ms Kate Gaffney	Board member	9 August 2023 – 30 June 2024
Board	Ms Margaret Lewis	Board member	1 July 2023 – 30 June 2024
Board	Ms Natasha Ngweso	Board member	1 July 2023 – 30 June 2024
Board	Mr Ekrem Ozyurek	Board member	1 July 2023 – 30 June 2024
Board	Ms Ann Maree Playfair	Board member	9 August 2023 – 30 June 2024
Board	Ms Deborah Sansom	Board member	1 July 2023 – 30 June 2024
Board	Dr Winifred Scott	Acting board member	1 July 2023 – 31 July 2023

The compensation detailed below excludes salaries and benefits that the portfolio minister received. The minister's remuneration and allowances are set by the *Parliamentary Salaries and Superannuation Act 1968* and are reported in financial report of the Department of Parliamentary Services.

### Remuneration of key management personnel

Other than ministers and accountable officers, the number of key management personnel and their total remuneration during the reporting period are shown in the table below. Remuneration comprises employee benefits in all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered, and is disclosed in the following categories:

- **short-term employee benefits** – includes amounts such as wages, salaries, annual leave and sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services
- **post-employment benefits** – includes pensions and other retirement benefits paid or payable on a discrete basis when employment has ceased
- **other long-term benefits** – includes long-service leave, other long-service benefits or deferred compensation
- **termination benefits** – includes termination-of-employment payments, such as severance packages.

<b>Remuneration of key management personnel (excluding responsible ministers)</b>	<b>30 June 2024</b>	<b>30 June 2023</b>
Short-term benefits	166,522	175,657
Post-employment benefits	18,684	3,941
Other long-term benefits	–	–
Termination benefits	N/A	N/A
Share-based payments	N/A	N/A
<b>Total remuneration</b>	<b>185,206</b>	<b>179,598</b>
<b>Total number of key management personnel</b>	<b>11</b>	<b>12</b>
<b>Total annualised employee equivalents <sup>(i)</sup></b>	<b>N/A</b>	<b>N/A</b>

(i) Board members do not fall within employee definitions.

### Remuneration of accountable officer

The accountable officer is an executive officer employed by the portfolio department, with information on remuneration disclosed in the department's financial statements. The board recognises the indirect cost associated with the accountable officer's time within the services free of charge recognised in the operating statement.

### Retirement benefits of responsible persons

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

### Transactions and balances with key management personnel and other related parties

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

Outside normal citizen-type transactions, there were no related-party transactions that involved key management personnel, their close family members or their personal business interests. No provision has been required, nor any expense recognised, for impairment of receivables from related parties. Other related transactions and loans requiring disclosure under the Directions of the Assistant Treasurer have been considered, and there are no matters to report.

### Note 12 Remuneration of executives

There is no remuneration of executive officers (other than the accountable officer) to be reported for the accounting period, because it was paid by the relevant portfolio department.

### Note 13 Remuneration of auditors

<b>Victorian Auditor-General's Office</b>	<b>30 June 2024 \$'000</b>	<b>30 June 2023 \$'000</b>
Audit of the financial statements	37	35

## Note 14 Subsequent events

No matters or circumstances have arisen since the end of the financial year that significantly affected or may affect the operations, the results of operations or the state of affairs of the board in future financial years.

## Note 15 Commitments for expenditure across payment timeframe

Operating commitments 30 June 2024	Payment timeframe			
	Total \$'000	1 year \$'000	1 to 5 years \$'000	5 years or more \$'000
Pre-accredited training delivery	9,783	9,783	–	–
Other program delivery	2,593	913	1,680	–
<b>Total expenditure commitments</b>	<b>12,376</b>	<b>10,696</b>	<b>1,680</b>	<b>–</b>

Operating commitments 30 June 2023	Payment timeframe			
	Total \$'000	1 year \$'000	1 to 5 years \$'000	5 years or more \$'000
Pre-accredited training delivery	9,744	9,744	–	–
Other program delivery	1,823	1,823	–	–
<b>Total expenditure commitments</b>	<b>11,567</b>	<b>11,567</b>	<b>–</b>	<b>–</b>

Commitments for future expenditure include operating and capital commitments arising from contracts. These commitments are not recognised in the balance sheet but are disclosed at their nominal value and inclusive of GST payable. In addition, where it is considered appropriate and provides additional relevant information to users, the net present values of significant individual projects are stated. These future expenditures cease to be disclosed as commitments once the related liabilities are recognised in the balance sheet.

## Note 16 Other accounting items

### Cash and deposits

The board does not hold a bank account with any financial institution. Total approved appropriations for the relevant period are transferred by the relevant portfolio department to the board, in a phased manner throughout the financial year via inter-entity transactions.

### Comprehensive operating statement

The comprehensive operating statement comprises 3 components: 'net result from transactions' (or 'net operating balance'), 'other economic flows included in net result' and 'other economic flows – other comprehensive income'. The sum of the first 2, together with the net result from discontinued operations, represents the net result.

The 'net result from transactions' or 'net operating balance' is a key fiscal aggregate and is derived by income from transactions minus expenses from transactions. It is a summary measure of the ongoing sustainability of operations. It excludes gains and losses resulting from changes in price levels and other

changes in the volume of assets. It is the component of the change in net worth that is due to transactions and can be attributed directly to government policies.

'Transactions' are those economic flows that are considered to result from policy decisions, usually interactions between 2 entities by mutual agreement. Transactions also include flows within an entity, such as depreciation, where the owner is simultaneously acting as the owner of the depreciating asset and as the consumer of the service provided by the asset. Taxation is regarded as mutually agreed interactions between the government and taxpayers.

Transactions can be in-kind (for example, assets provided or given free of charge or for nominal consideration) or where the final consideration is cash.

### **Balance sheet**

Assets and liabilities are presented in liquidity order, with assets aggregated into financial assets and non-financial assets.

Current and non-current assets and liabilities (those expected to be recovered or settled beyond 12 months) are disclosed in the notes, where relevant.

### **Statement of changes in equity**

The statement of changes in equity presents reconciliations of each non-owner and owner equity opening balance at the beginning of the reporting period to the closing balance at the end of the reporting period.

It also separately shows the changes due to amounts recognised in the 'comprehensive result' and amounts recognised in 'other economic flows – other movements in equity' related to 'transactions with owner in its capacity as owner'.

### **Cash flow statement**

Cash flows are classified according to whether they arise from operating activities, investing activities or financial activities. This classification is consistent with requirements in AASB 107 'Statement of Cash Flows'.

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

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

### **Australian Accounting Standards issued that are not yet effective**

Certain new accounting standards and interpretations have been issued but are not effective for the 30 June 2024 reporting period. The board assesses the impact of these new standards to determine their applicability and early adoption where applicable.

As at 30 June 2024, the following standards and interpretations that are applicable to the board had been issued but were not made mandatory for the financial year ending 30 June 2024. The board has not and does not intend to adopt these standards early.

Topic	Key requirements	Effective date
AASB 17 Insurance Contracts	AASB 17 replaces AASB 4 Insurance Contracts, AASB 1023 General Insurance Contracts and AASB 1038 Life Insurance Contracts for not-for-profit public sector entities for annual reporting periods beginning on or after 1 July 2026.	1 July 2026
AASB 2022-8 Amendments to Australian Accounting Standards – Insurance Contracts: Consequential Amendments	AASB 2022-8 makes consequential amendments to other Australian Accounting Standards so that public sector entities are permitted to continue to apply AASB 4 and AASB 1023 to annual periods before 1 July 2026.	1 July 2026
AASB 2022-9 Amendments to Australian Accounting Standards – Insurance Contracts in the Public Sector	AASB 2022-9 amends AASB 17 to make public sector-related modifications (for example, it specifies the pre-requisites, indicators and other considerations in identifying arrangements that fall within the scope of AASB 17 in a public sector context).	1 July 2026

# Appendices

## Appendix 1 Disclosure index

This annual report of the board is prepared in accordance with all relevant Victorian legislation. This index has been prepared to facilitate identification of our compliance with statutory disclosure requirements.

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## Appendix 2 Grants and transfer payments (other than contributions by owners)

The following grant payments were made to certain companies and organisations during 2023–24.

Name of company or organisation	Pre- accredited and associated grants \$'000 (excl. GST)	Sector support grants \$'000 (excl. GST) <sup>1</sup>	Total \$'000 (excl. GST)
Access Australia Group Limited	45	0	45
Adult and Community Education Victoria Inc.	0	23	23
Adult Learning Australia Ltd	0	214	214
Alamein Neighbourhood and Learning Centre Inc.	82	55	137
Albury-Wodonga Volunteer Resource Bureau Inc.	16	0	16
AMES Australia	1,005	76	1,081
Angliss Neighbourhood House Inc.	91	0	91
Ararat Neighbourhood House Inc.	13	0	13
Arrabri Community House Inc.	101	0	101
Art Resource Collective Inc.	11	0	11
Australian Croatian Community Services Ltd	13	0	13
Australian Multicultural Community Services Limited	16	0	16
Australian Romanian Community Welfare, Health and Services Association of Victoria Inc.	16	0	16
Australian Vietnamese Women's Association Inc.	140	0	140
Avenue Neighbourhood House at Eley Inc.	122	0	122
Balance Training Services Pty Ltd	169	0	169
Ballan and District Community House and Adult Education Centre Inc.	12	0	12
Ballarat Neighbourhood Centre Inc.	255	24	279
Banksia Gardens Association Inc.	675	60	735
Bass Coast Adult Learning Inc.	144	124	268
Belgium Avenue Neighbourhood House Inc.	38	0	38
Bellarine Living and Learning Centre Inc.	63	0	63
Belvedere Community Centre Inc.	51	55	106
Bendigo Neighbourhood Hub Inc.	22	0	22
Berry Street Victoria Inc.	68	8	76

<sup>1</sup> This grants classification includes sector development, project and administration funding.

<b>Name of company or organisation</b>	<b>Pre-accredited and associated grants \$'000 (excl. GST)</b>	<b>Sector support grants \$'000 (excl. GST)</b>	<b>Total \$'000 (excl. GST)</b>
Beulah Historical, Learning and Progress Association Inc.	17	0	17
Birallee Park Neighbourhood House Inc.	3	0	3
Bnym Aboriginal Corporation	5	0	5
Boort Resource and Information Centre Inc.	13	0	13
Box Hill Institute	802	0	802
BRACE Education Training & Employment Limited	47	0	47
Brunswick Neighbourhood House Co-operative Limited	253	0	253
Bubup Wilam Aboriginal Child and Family Centre Inc.	7	0	7
Buchan District Outreach Inc.	14	16	30
Carlton Neighbourhood Learning Centre Inc.	113	20	133
Carringbush Adult Education Inc.	208	40	248
Castlemaine Community House Inc.	143	35	178
Central Highlands Group Training Inc.	26	0	26
Central Ringwood Community Centre Inc.	105	0	105
Centre For Participation Inc.	172	0	172
CERES Inc.	58	0	58
Cheltenham Community Centre Inc.	256	0	256
Child And Family Care Network Inc.	6	0	6
Christie Centre Inc.	38	0	38
Churchill Neighbourhood Centre Inc.	33	0	33
Cire Services Inc.	368	156	524
Clota Cottage Neighbourhood House Inc.	18	0	18
Cloverdale Community Centre Inc.	261	37	298
Cobram Community House Inc.	41	60	101
Comm Unity Plus Services Ltd	214	0	214
Community College Gippsland Ltd	119	3	122
Community Hub Inc.	34	0	34
Concern Australia Welfare Inc.	35	0	35
Continuing Education and Arts Centre of Alexandra Inc.	11	18	29
Coonara Community House Inc.	194	0	194
Corryong Neighbourhood House Inc.	15	8	23

<b>Name of company or organisation</b>	<b>Pre-accredited and associated grants \$'000 (excl. GST)</b>	<b>Sector support grants \$'000 (excl. GST)</b>	<b>Total \$'000 (excl. GST)</b>
Craigieburn Education and Community Centre Inc.	47	0	47
Cranbourne Community House Inc.	109	0	109
Dallas Neighbourhood House Inc.	162	0	162
Dandenong Community and Learning Centre Inc.	320	25	345
Daylesford Neighbourhood Centre Inc.	28	0	28
Diamond Valley Learning Centre Inc.	173	0	173
Djerriwarrh Employment and Education Services Inc.	223	10	233
Donald Learning Group Inc.	7	0	7
Doveton Neighbourhood Learning Centre Inc.	150	55	205
Duke Street Community House Association Inc.	212	0	212
East End Community House Inc.	149	0	149
Echuca Neighbourhood House Inc.	27	8	35
Elwood St. Kilda Neighbourhood Learning Centre Inc.	153	0	153
Emerald Community House Inc.	29	0	29
Farnham Street Neighbourhood Learning Centre Inc.	428	1	429
Fitzroy Learning Network Inc.	69	0	69
Foundation 61 Inc.	88	0	88
Foundation Learning Centre Inc.	410	3	413
Frankston City Council	39	0	39
Gippsland Employment Skills Training Inc.	230	0	230
Glen Eira Adult Learning Centre Inc.	153	0	153
Glen Park Community Centre Inc.	224	102	326
Glenroy Neighbourhood Learning Centre Inc.	126	0	126
Great Ocean Road Health	11	0	11
Haddon Community Learning Centre Inc.	17	0	17
Hallam Community Learning Centre Inc.	86	22	108
Hampton Park Care Group Inc.	100	0	100
Healesville Living and Learning Centre Inc.	53	8	61
Heyfield Community Resource Centre Inc.	28	0	28
Holden Street Neighbourhood House Inc.	59	0	59
Horsham Neighbourhood House Inc.	28	0	28

<b>Name of company or organisation</b>	<b>Pre-accredited and associated grants \$'000 (excl. GST)</b>	<b>Sector support grants \$'000 (excl. GST)</b>	<b>Total \$'000 (excl. GST)</b>
Hume City Council	15	0	15
Inclusion Melbourne Inc.	57	0	57
Indie Education	25	0	25
Inner Melbourne Vet Cluster Inc.	15	0	15
Japara Neighbourhood House Inc.	13	0	13
Jesuit Social Services Limited	487	60	547
Jewish Care (Victoria) Inc.	27	5	32
Jika Jika Community Centre (Inc.)	21	0	21
Jobco Employment Services Association Inc.	41	0	41
K.Y.M. (Victoria) Inc.	119	0	119
Kangaroo Flat Community Group Inc.	9	0	9
Karingal St Laurence Limited	213	0	213
Kensington Neighbourhood House Inc.	110	56	166
Kerang and District Community Centre Inc.	27	58	85
Kerrie Neighbourhood House Inc.	16	0	16
Kew Neighbourhood Learning Centre Inc.	222	0	222
King Valley Learning Exchange Inc.	16	0	16
Kinglake Ranges Neighbourhood House Inc.	29	0	29
Kyabram Community and Learning Centre Inc.	53	20	73
Kyneton Community & Learning Centre Inc.	100	6	106
Lalor Neighbourhood House Inc.	95	0	95
Langwarrin Community Centre Inc.	9	0	9
Laurels Education and Training Inc.	39	0	39
Laverton Community Integrated Services Inc.	251	20	271
Life Skills Victoria Inc.	75	0	75
LINK Neighbourhood House Inc.	8	0	8
Living and Learning at Ajani Inc.	59	0	59
Living Learning Pakenham Inc.	290	20	310
Loddon Campaspe Multicultural Services Inc.	120	79	199
Longbeach Place Inc.	44	0	44
Lyrebird Community Centre Inc.	57	0	57

<b>Name of company or organisation</b>	<b>Pre-accredited and associated grants \$'000 (excl. GST)</b>	<b>Sector support grants \$'000 (excl. GST)</b>	<b>Total \$'000 (excl. GST)</b>
MACE Inc.	75	4	79
Macedon Ranges Further Education Centre Inc.	45	0	45
MADEC Australia Limited	38	0	38
Maldon Neighbourhood Centre Inc.	25	0	25
Mallacoota District Health and Support Service Inc.	3	0	3
Manna Gum Community House Inc.	42	0	42
Meadow Heights Learning Shop Inc.	221	0	221
Melton South Community Centre Inc.	78	0	78
Merinda Park Learning and Community Centre Inc.	207	0	207
MiCare Ltd	101	0	101
Migrant Resource Centre, North-West Region Inc.	35	0	35
Mill Park Community Services Group Inc.	262	8	270
Milpara Community House Inc.	37	0	37
Mitcham Community House Inc.	19	0	19
Moe Neighbourhood House Inc.	30	0	30
Moongala Women's Collective Inc.	19	0	19
Mordialloc Neighbourhood House Inc.	45	0	45
Mount Beauty Neighbourhood Centre Inc.	45	0	45
Mount Eliza Neighbourhood House Inc.	10	0	10
Mountain District Women's Co-Operative Limited	282	55	337
Multicultural Community Services Geelong Inc.	592	0	592
Murray Adult Community Education - Swan Hill Inc.	84	0	84
Myrtleford Neighbourhood Centre Inc.	28	0	28
Ngwala Willumbong Aboriginal Corporation	23	0	23
Nhill Neighbourhood House Learning Centre Inc.	163	0	163
Nillumbik Shire Council	51	0	51
Noble Park Community Centre Inc.	12	0	12
North Carlton Railway Station Neighbourhood House Inc.	13	0	13
North Melbourne Language and Learning Inc.	220	0	220
North Ringwood Community House Inc.	58	0	58
North Shepparton Community and Learning Centre Inc.	16	0	16

<b>Name of company or organisation</b>	<b>Pre-accredited and associated grants \$'000 (excl. GST)</b>	<b>Sector support grants \$'000 (excl. GST)</b>	<b>Total \$'000 (excl. GST)</b>
Numurkah Community Learning Centre Inc.	20	20	40
Olympic Neighbourhood House Inc.	254	15	269
Open Door Neighbourhood House Inc.	144	0	144
Orana Neighbourhood House Inc.	114	20	134
Orbost Education Centre Inc.	69	0	69
Outlets Co-operative Neighbourhood House Limited	19	0	19
Outlook (Aust.) Limited	93	0	93
Park Orchards Community House And Learning Centre Inc.	130	0	130
Paynesville Neighbourhood Centre Inc.	72	35	107
Peninsula Training And Employment Program Inc.	169	35	204
Phillip Island Community And Learning Centre Inc.	42	0	42
Pines Learning Inc.	234	4	238
Port Phillip Community Group Limited	97	55	152
PRACE INC.	354	147	501
Prahran Place Ltd	143	20	163
Preston Neighbourhood House Inc.	159	107	266
Pyrenees Community House Inc.	12	0	12
Quantin Binnah Community Centre Inc.	10	0	10
Red Cliffs Community Resource Centre Inc.	41	0	41
Rejoice Chinese Christian Communication Centre Inc.	49	0	49
Resurrection Catholic Church Keysborough	348	20	368
Reynard Street Neighbourhood House Inc.	63	0	63
Richmond Community Learning Centre Inc.	32	0	32
Robinvale Network House Inc.	10	8	18
Rosewall Neighbourhood Centre Inc.	101	0	101
Rowville Neighbourhood Learning Centre Inc.	90	0	90
Rural Industries Skill Training Centre Inc.	82	0	82
Rushworth Community House Inc.	11	8	19
Sale Neighbourhood House Inc.	37	0	37
Sandy Beach Community Co-Operative Society Limited	262	0	262
SCAA Shearer Woolhandler Training Inc.	63	0	63

<b>Name of company or organisation</b>	<b>Pre-accredited and associated grants \$'000 (excl. GST)</b>	<b>Sector support grants \$'000 (excl. GST)</b>	<b>Total \$'000 (excl. GST)</b>
Selby Community House Inc.	35	0	35
Shepparton Access	58	8	66
SisterWorks Inc.	9	0	9
Small Business Mentoring Service Inc.	0	45	45
South Shepparton Community Centre Inc.	10	0	10
Southern Migrant and Refugee Centre Inc.	50	0	50
Southport Community Centre Inc.	97	0	97
Span Community House Inc.	34	8	42
Springdale Neighbourhood Centre Inc.	147	0	147
Springvale Indo-Chinese Mutual Assistance Association Inc.	68	0	68
Springvale Learning and Activities Centre Inc.	240	55	295
Springvale Neighbourhood House Inc.	293	20	313
St. Arnaud Neighbourhood House Inc.	12	0	12
Stawell Neighbourhood House Inc.	11	0	11
Sunraysia Mallee Ethnic Communities Council Inc.	211	0	211
Sunraysia Regional Consulting Limited	52	36	88
Sussex Neighbourhood House Inc.	94	20	114
Taskforce Community Agency Inc.	244	20	264
Tatura Community House Inc.	10	0	10
The Basin Community House Inc.	255	0	255
The Centre for Continuing Education Inc.	626	31	657
The Centre: Connecting Community in North and West Melbourne Inc.	42	0	42
The Endeavour Hills Neighbourhood Centre Inc.	104	0	104
The Kevin Heinze Garden Centre Inc.	13	8	21
The Onemda Association Inc.	134	0	134
The South Kingsville Community Centre Inc.	43	20	63
Traralgon Neighbourhood Learning House Inc.	26	0	26
U3a Network Victoria Inc.	0	150	150
Uniting (Victoria and Tasmania) Limited	61	0	61
Vermont South Community House Inc.	26	26	52

<b>Name of company or organisation</b>	<b>Pre-accredited and associated grants \$'000 (excl. GST)</b>	<b>Sector support grants \$'000 (excl. GST)</b>	<b>Total \$'000 (excl. GST)</b>
VET Development Centre Ltd	0	92	92
VICSEG New Futures	21	8	29
Victoria University	0	265	265
Victorian Aboriginal Community Services Association Limited	42	8	50
Victorian Adult Literacy and Basic Education Council Inc.	0	40	40
Warracknabeal Neighbourhood House and Learning Centre Inc.	54	35	89
Warragul Community House Inc.	51	1	52
Warrandyte Neighbourhood House Inc.	8	0	8
Waverley Community Learning Centre Inc.	83	0	83
Wedderburn Community House Inc.	23	0	23
Wellsprings For Women Inc.	437	71	508
Wendouree Neighbourhood Centre Inc.	133	0	133
Westgate Community Initiatives Group Ltd.	373	0	373
Whittlesea Community Connections Inc.	87	0	87
Whittlesea Community House Inc.	23	0	23
Williamstown Community and Education Centre Inc.	258	2	260
Wingate Avenue Community Centre Inc.	199	24	223
WISE Employment Ltd	43	26	69
Women's Health in the South East Inc.	0	12	12
Wonga Park Community Cottage Inc.	10	0	10
Workforce Plus Inc.	336	0	336
Worn Gundidj Aboriginal Co-operative Ltd	20	0	20
Wycheproof Community Resource Centre Inc.	15	1	16
Wyndham Community and Education Centre Inc.	425	43	468
Yarraville Community Centre Inc.	368	35	403
Yarrowonga Neighbourhood House Inc.	27	0	27
Yarrunga Community Centre Inc.	97	0	97
Youth Projects Limited	47	0	47
YouthNow Inc.	271	35	306
Zoe Support Australia	45	20	65
<b>Grand Total</b>	<b>26,101</b>	<b>3,316</b>	<b>29,417</b>



## List of abbreviations

AAS	Australian Accounting Standards
AASB	Australian Accounting Standards Board
ACFE	adult, community and further education
AM	Member of the Order of Australia
ARC	Audit and Risk Committee
ATO	Australian Taxation Office
AMAF	Asset Management Accountability Framework
ALNPP	Adult Literacy and Numeracy Practitioners Program
CGEA	Certificates in General Education for Adults
the department	Department of Jobs, Skills, Industry and Regions
ESICK	Employability Skills Initial Check Kit
FC	Finance Committee
FLP	Family Learning Partnerships
FOI	freedom of information
FOI Act	Freedom of Information Act 1982
FRD	Financial Reporting Direction
GST	goods and services tax
IBAC	Independent Broad-based Anti-corruption Commission
ICT	information and communications technology
OAM	Medal of the Order of Australia
OVIC	Office of the Victorian Information Commissioner
PID Act	<i>Public Interest Disclosures Act 2012</i>
PPPC	Planning, Prioritisation and Performance Committee
PPRF	Professional Practice and Recognition Framework
PQF	Pre-accredited Quality Framework
PQF+	Pre-accredited Quality Framework+
SD	Standing Directions
SPF	Social Procurement Framework
TAFE	technical and further education
the board	Adult, Community and Further Education Board
VACCHO	Victorian Aboriginal and Community Controlled Health Organisation
VAGO	Victorian Auditor-General's Office
VAEAI	Victorian Aboriginal Education Association Inc.
VDC	VET Development Centre
VET	vocational education and training

## Contacts

### *Central office*

GPO Box 4509

Melbourne VIC 3001

Telephone: 03 9651 9999

Email: [acfe@djsir.vic.gov.au](mailto:acfe@djsir.vic.gov.au)

### *North-Eastern Victoria region*

Suite 16

Level 1

20 Enterprise Drive

Bundoora VIC 3083

Telephone: 03 9651 9999

Email: [training.participation@djsir.vic.gov.au](mailto:training.participation@djsir.vic.gov.au)

### *North-Western Victoria region*

Galkangu Gov Hub

195–229 Lyttleton Terrace

Bendigo VIC 3550

Telephone: 03 9651 9999

Email: [training.participation@djsir.vic.gov.au](mailto:training.participation@djsir.vic.gov.au)

### *South-Eastern Victoria region*

6th Floor

165–169 Thomas Street

Dandenong VIC 3175

Telephone: 03 9651 9999

Email: [training.participation@djsir.vic.gov.au](mailto:training.participation@djsir.vic.gov.au)

### *South-Western Victoria region*

Federal Mills

33 Mackey Street

North Geelong VIC 3215

Telephone: 03 9651 9999

Email: [training.participation@djsir.vic.gov.au](mailto:training.participation@djsir.vic.gov.au)