Appendices

Appendix 1 Disclosure index 169

Appendix 2 Budget portfolio outcomes 171

Appendix 3 Statutory bodies’ reports 177

Appendix 4 Acronyms and abbreviations 185

Appendix 5 Grants and transfer payments (other than contributions by owners) 187

1. Disclosure index

The annual report of the Department is prepared in accordance with all relevant Victorian legislation and pronouncements. This index has been prepared to facilitate identification of the Department’s compliance with statutory disclosure requirements.

Table 35 – Disclosure index

| Legislation | | Requirement | Page |
| --- | --- | --- | --- |
| Report of operations | | | |
| Charter and purpose | | | |
| FRD 22H | Manner of establishment and the relevant ministers | | 42 |
| FRD 22H | Purpose, functions, powers and duties | | 6 |
| FRD 8D | Departmental objectives, indicators and outputs | | 11 |
| FRD 22H | Initiatives and key achievements | | 14 |
| FRD 22H | Nature and range of services provided | | 6 |
| Management and structure | | | |
| FRD 22H | Organisational structure | | 42 |
| Financial and other information | | | |
| FRD 8D | Performance against output performance measures | | 25 |
| FRD 8D | Budget portfolio outcomes | | 172 |
| FRD 10A | Disclosure index | | 170 |
| FRD 12B | Disclosure of major contracts | | 72 |
| FRD 15D | Executive officer disclosures | | 67 |
| FRD 22H | Employment and conduct principles | | 57 |
| FRD 22H | Occupational health and safety policy | | 57 |
| FRD 22H | Summary of the financial results for the year | | 39 |
| FRD 22H | Significant changes in financial position during the year | | 40 |
| FRD 22H | Major changes or factors affecting performance | | 39 |
| FRD 22H | Subsequent events | | 154 |
| FRD 22H | Application and operation of Freedom of Information Act | | 72 |
| FRD 22H | Compliance with building and maintenance provisions of Building Act | | 74 |
| FRD 22H | Statement on National Competition Policy | | 75 |
| FRD 22H | Application and operation of the Protected Disclosure Act | | 75 |
| FRD 22H | Application and operation of the Carers Recognition Act | | 76 |
| FRD 22H | Details of consultancies over $10,000 | | 72 |
| FRD 22H | Details of consultancies under $10,000 | | 72 |
| FRD 22H | Disclosure of government advertising expenditure | | 71 |
| FRD 22H | Disclosure of ICT expenditure | | 72 |
| FRD 22H | Statement of availability of other information | | 84 |
| FRD 24C | Reporting of office‑based environmental impacts | | 77 |
| FRD 25C | Victorian Industry Participation Policy disclosures | | 70 |
| FRD 29B | Workforce Data disclosures | | 57 |
| SD 5.2 | Specific requirements under Standing Direction 5.2 | | i |
| Compliance attestation and declaration | | | |
| SD 5.1.4 | Attestation for compliance with Ministerial Standing Direction | | 85 |
| SD 5.2.3 | Declaration in report of operations | | i |

|  |  |  |
| --- | --- | --- |
| Financial statements | | |
| Declaration |  |  |
| SD 5.2.2 | Declaration in financial statements | 88 |
| Other requirements under Standing Directions 5.2 | |  |
| SD 5.2.1(a) | Compliance with Australian accounting standards and other authoritative pronouncements | 97 |
| SD 5.2.1(a) | Compliance with Ministerial Directions | 88 |
| SD 5.2.1(b) | Compliance with Model Financial Report | 168 |
| Other disclosures as required by FRDs in notes to the financial statements | |  |
| FRD 9A | Departmental Disclosures of Administered Assets and Liabilities by Activity | 177 |
| FRD 11A | Disclosure of Ex gratia Expenses | N/A |
| FRD 13 | Disclosure of Parliamentary Appropriations | 101 |
| FRD 21C | Disclosures of Responsible Persons, Executive Officers and other Personnel (Contractors with Significant Management Responsibilities) in the Financial Report | 156 |
| FRD 103F | Non-Financial Physical Assets | 131 |
| FRD 110A | Cash Flow Statements | 94 |
| FRD 112D | Defined Benefit Superannuation Obligations | 108 |
| Legislation | | |
| *Freedom of Information Act 1982* | | 72 |
| *Building Act 1993* | | 74 |
| *Protected Disclosure Act 2012* | | 75 |
| *Carers Recognition Act 2012* | | 76 |
| *Victorian Industry Participation Policy Act 2003* | | 70 |
| *Financial Management Act 1994* | | i |

1. Budget portfolio outcomes

The budget portfolio outcomes provide a comparison between the actual Financial Statements of all general government sector entities within the portfolio and the forecast financial information published in the 2016–17 Budget Paper No. 5 Statement of Finances (BP5).[[1]](#footnote-2) The budget portfolio outcomes comprise the operating statements, balance sheets, cash flow statements, statements of equity and administered item statements.

The budget portfolio outcomes have been prepared on a consolidated basis and include all general government sector entities within the portfolio. Financial transactions and balances are classified into either controlled or administered categories as agreed with the Treasurer in the context of the published statements in BP5.

The following budget portfolio outcomes statements are not subject to audit by the Victorian Auditor General’s Office and are not prepared on the same basis as the Department’s financial statements as they include the consolidated financial information of the following entities:

Department of Education and Training (including government schools)

Adult, Community and Further Education Board

Victorian Curriculum and Assessment Authority

Victorian Registration and Qualifications Authority

12 TAFE institutes.

Comprehensive operating statement for the year ended 30 June 2017

Table 36 – Comprehensive operating statement for the year ended 30 June 2017

|  | 2017 actual $m | 2017 budget $m | Variation % | Variation $m |
| --- | --- | --- | --- | --- |
| **Net result from continuing operations** |  |  |  |  |
| **Income from transactions** |  |  |  |  |
| Output appropriations | 12,184.3 | 12,149.1 | 0.3 | 35.1 |
| Special appropriations | 13.0 | 12.0 | 8.0 | 1.0 |
| Interest | 23.2 | 30.1 | (23.0) | (6.9) |
| Sales of goods and services[[2]](#footnote-3) | 559.4 | 774.4 | (27.8) | (214.9) |
| Grants | 17.2 | 6.1 | 182.5 | 11.1 |
| Other income | 609.8 | 606.8 | 0.5 | 3.0 |
| **Total income from transactions** | **13,406.8** | **13,578.5** | **(1.3)** | **(171.7)** |
|  |  |  |  |  |
| **Expenses from transactions** |  |  |  |  |
| Employee benefits | (6,780.2) | (6,936.3) | (2.3) | 156.1 |
| Depreciation and amortisation | (421.9) | (396.7) | 6.3 | (25.1) |
| Interest expense | (19.9) | (21.0) | (5.1) | 1.1 |
| Grants and other transfers | (1,045.9) | (1,019.9) | 2.5 | (26.0) |
| Capital asset charge[[3]](#footnote-4) | (1,467.4) | (1,317.4) | 11.4 | (150.0) |
| Other operating expenses[[4]](#footnote-5) | (3,305.3) | (3,798.3) | (13.0) | 492.9 |
| **Total expenses from transactions** | **(13,040.6)** | **(13,489.6)** | **(3.3)** | **449.0** |
| **Net result from transactions (net operating balance)** | **366.2** | **88.9** | **312.0** | **277.3** |
|  |  |  |  |  |
| **Other economic flows included in net result** |  |  |  |  |
| Net gain/(loss) on non-financial assets | 3.6 | (0.3) | (1,235) | 3.9 |
| Net gain/(loss) on financial instruments and  Statutory receivables/payables | (4.5) | (1.2) | 277.1 | (3.3) |
| Other gains/(losses) from other economic flows | 85.0 | (0.7) | (11,442.9) | 85.7 |
| **Total other economic flows included in net result** | **84.1** | **(2.3)** | **(3,835)** | **86.3** |
| **Net result** | **450.3** | **86.6** | **420.0** | **363.7** |
|  |  |  |  |  |
| **Other economic flows—other comprehensive income** |  |  |  |  |
| Change in non-financial assets revaluation surplus[[5]](#footnote-6) | 116.6 | 9.9 | 1,073 | 106.6 |
| Adjustment to accumulated surplus/(deficit) due to a change in accounting policy | (2.2) | – | n/a | (2.2) |
| Other | 3.1 | – | n/a | 3.1 |
| **Total other economic flows—other non-owner changes in equity** | **117.5** | **9.9** | **10.7** | **107.5** |
| **Comprehensive result** | **567.8** | **96.6** | **488.0** | **471.2** |

Balance sheet as at 30 June 2017

Table 37 - Balance sheet as at 30 June 2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2017 actual $m | 2017 budget $m | Variation (%) | Variation $m |
| **Assets** |  |  |  |  |
| Financial assets |  |  |  |  |
| Cash and deposits | 1,049.4 | 1,018.3 | 3 | 31.1 |
| Receivables from government[[6]](#footnote-7) | 2,025.1 | 1,650.5 | 23 | 374.6 |
| Other receivables | 122.8 | 161.1 | (24) | (38.3) |
| Other financial assets | 474.7 | 427.1 | 11 | 47.7 |
| **Total financial assets** | **3,672.0** | **3,256.9** | **13** | **415.1** |
|  |  |  |  |  |
| **Non-financial assets** |  |  |  |  |
| Inventories | 1.6 | 1.8 | (15) | (0.3) |
| Non-financial assets classified as held for sale, including disposal group assets | 33.4 | 10.8 | 208 | 22.6 |
| Property, plant and equipment | 22,411.5 | 22,474.9 | – | (63.3) |
| Investment properties | 93.0 | 91.9 | 1 | 1.0 |
| Intangible assets | 73.8 | 56.1 | 32 | 17.7 |
| Other | 40.1 | 30.0 | 34 | 10.1 |
| **Total non-financial assets** | **22,653.4** | **22,665.6** | **–** | **(12.2)** |
| **Total assets** | **26,325.4** | **25,922.5** | **2** | **402.9** |
|  |  |  |  |  |
| **Liabilities** |  |  |  |  |
| Payables[[7]](#footnote-8) | 694.0 | 478.7 | 45 | 215.3 |
| Borrowings | 406.8 | 395.7 | 3 | 11.2 |
| Provisions | 1,560.5 | 1,628.8 | (4) | (68.3) |
| **Total liabilities** | **2,661.3** | **2,503.2** | **6** | **158.2** |
| **Net assets** | **23,664.1** | **23,419.3** | **1** | **244.8** |
|  |  |  |  |  |
| **Equity** |  |  |  |  |
| Accumulated surplus/(deficit) | 2,823.9 | 2,460.5 | 15 | 363.3 |
| Reserves | 11,422.1 | 11,314.2 | 1 | 107.8 |
| Contributed capital | 9,418.1 | 9,644.6 | (2) | (226.4) |
| **Total equity** | **23,664.1** | **23,419.3** | **1** | **244.8** |

Statement of cash flows for the year ended 30 June 2017

Table 38–Statement of cash flows for the year ended 30 June 2017

|  | 2017 actual $m | 2017 budget $m | Variation% | Variation $m |
| --- | --- | --- | --- | --- |
| **Cash flows from operating activities** |  |  |  |  |
| **Receipts** |  |  |  |  |
| Receipts from government | 10,471.6 | 12,272.1 | (15) | (1,800.5) |
| Receipts from other entities | 522.1 | 696.5 | (25) | (174.4) |
| Interest received | 23.3 | 30.1 | (23) | (6.8) |
| Other receipts | 703.8 | 685.7 | 3 | 18.0 |
| **Total receipts** | **11,720.7** | **13,684.4** | **(14)** | **(1,963.7)** |
|  |  |  |  |  |
| **Payments** |  |  |  |  |
| Payments of grants and other transfers | (1,030.6) | (1,017.9) | 1 | (12.8) |
| Payments to suppliers and employees | (9,908.0) | (10,669.1) | (7) | 761.0 |
| Capital asset charge | (1,467.4) | (1,317.4) | 11 | (150.0) |
| Interest and other costs of finance paid | (20.3) | (20.9) | (3) | 0.6 |
| **Total payments** | **(12,426.4)** | **(13,025.2)** | **(5)** | **598.8** |
| **Net cash flows from/(used in) operating activities** | **(705.7)** | **659.2** | **(207)** | **(1,364.9)** |
|  |  |  |  |  |
| **Cash flows from investing activities** |  |  |  |  |
| Net investments | (52.3) | (5.2) | 9.0 | (47.1) |
| Payments for non-financial assets | (678.9) | (850.5) | (0.2) | 171.6 |
| Proceeds from sale of non-financial assets | 9.6 | 2.5 | 2.9 | 7.2 |
| Net loans to other parties | 2.0 | 1.4 | 0.4 | 0.6 |
| **Net cash flow from/(used in) investing activities** | **(719.6)** | **(851.8)** | **(16)** | **132.3** |
|  |  |  |  |  |
| **Cash flows from financing activities** |  |  |  |  |
| Owner contributions by State Government | 31.6 | 242.3 | (87) | (210.7) |
| Repayment of finance leases | (5.1) | (6.4) | (21) | 1.3 |
| Net borrowings | 1,454.2 | (19.0) | (7,772) | 1,473.1 |
| **Net cash flows from/ (used in) financing activities** | **1,480.7** | **217.0** | **582** | **1,263.7** |
|  |  |  |  |  |
| **Net increase/(decrease) in cash and cash equivalents** | **55.4** | **24.3** | **128** | **31.1** |
| Cash and cash equivalents at the beginning of the financial year | 993.9 | 993.9 | ­– | – |
| **Cash and cash equivalents at the end of the financial year** | **1,049.4** | **1,018.3** | **3** | **31.1** |

Statement of changes in equity for the year ending 30 June 2017

Table 39 - Statement of changes in equity for the year ending 30 June 2017

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Accumulated surplus/ (deficit) $m | Contributions by owner $m | Revaluation surplus $m | Other reserves $m | Total equity $m |
| **Actual** |  |  |  |  |  |
| **Opening balance at 1 July 2016** | **2,373.9** | **9,402.2** | **11,302.6** | **1.6** | **23,080.4** |
| Comprehensive result | 450.3 | – | 116.6 | – | **566.9** |
| Transactions with owners in their capacity as owners | – | 15.9 | – | – | **15.9** |
| Adjustment due to change in accounting policy | (2.2) | – | – | – | **(2.2)** |
| Other | 1.9 | – | – | 1.2 | **3.1** |
| Closing balance 30 June 2017 | **2,823.9** | **9,418.1** | **11,419.2** | **2.9** | **23,664.1** |
|  |  |  |  |  |  |
| **Budget** |  |  |  |  |  |
| **Opening balance 1 July 2016** | **2,373.9** | **9,402.2** | **11,302.6** | **1.6** | **23,080.4** |
| Comprehensive result | 86.6 | – | 9.9 | – | **96.6** |
| Transactions with owners in their capacity as owners | – | 242.3 | – | – | **242.3** |
| **Closing balance 30 June 2017 (Published Budget)** | **2,460.5** | **9,644.6** | **11,312.6** | **1.6** | **23,419.3** |
|  |  |  |  |  |  |
| **Variance to budget** |  |  |  |  |  |
| **Opening balance at 1 July 2016** | – | – | – | – | **–** |
| Comprehensive result | 363.7 | – | 106.6 | – | **470.3** |
| Transactions with owners in their capacity as owners | – | (226.4) | – | – | **(226.4)** |
| Adjustment due to change in accounting policy | (2.2) | – | – | – | **(2.2)** |
| Other | 1.9 | – | – | 1.2 | **3.1** |
| **Closing balance 30 June 2017** | **363.3** | **(226.4)** | **106.6** | **1.2** | **244.8** |
|  |  |  |  |  |  |
| **Variance (%)** | **15** | **(2)** | **1** | **­73** | **1** |

Administered items statement for the year ended 30 June 2017

Table 40 - Administered items statement for the year ended 30 June 2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2017 Actual $m | 2017 Budget $m | Variation (%) | Variation $m |
| **Administered income** |  |  |  |  |
| Sale of goods and services | 71.1 | 3.0 | 2,257 | 68.1 |
| Grants | 3,032.4 | 3,036.1 | – | (3.7) |
| Other income | 1.9 | 1.9 | – | – |
|
| **Total administered income** | **3,105.5** | **3,041.0** | **2** | **64.4** |
|  |  |  |  |  |
| **Administered expenses** |  |  |  |  |
| Expenses on behalf of the State | (0.9) | – | n/a | (0.9) |
| Grants and other transfers | (3,030.0) | (3,036.3) | – | 6.3 |
| Payments into the Consolidated Fund | (80.0) | (37.7) | 112 | (42.3) |
| **Total administered expenses** | **(3,110.0)** | **(3,074.0)** | **1** | **(36.0)** |
| **Income less expenses** | **(5.4)** | **(32.9)** | **(84)** | **27.6** |
|  |  |  |  |  |
| **Other economic flows included in net result** |  |  |  |  |
| Net gain/(loss) on non-financial assets | 8.1 | 33.0 | (76) | (24.9) |
| **Total other economic flows included in net result** | **8.1** | **33.0** | **(76)** | **(24.9)** |
| **Net result** | **2.7** | **0.1** | **5,306** | **2.7** |
| **Comprehensive result** | **2.7** | **0.1** | **5,306** | **2.7** |
|  |  |  |  |  |
| **Administered assets** |  |  |  |  |
| Receivables | 16.2 | 13.6 | 20 | 2.7 |
| Other financial assets | 1.3 | 1.3 | – | – |
| Property, plant and equipment | – | – | n/a | – |
| **Total administered assets** | **17.6** | **14.9** | **18** | **2.7** |
|  |  |  |  |  |
| **Administered liabilities** |  |  |  |  |
| Payables | – | – | n/a | – |
| **Total administered liabilities** | – | **–** | **n/a** | – |
| **Net assets** | **17.6** | **14.9** | **18** | **2.7** |

1. Statutory bodies’ reports

Children’s Services Coordination Board

The Children’s Services Coordination Board was established in 2005 under the *Child Wellbeing and Safety Act 2005*. It brings together key decision-makers across the Victorian Government to ensure the coordination of activities affecting children. The role of the Children’s Services Coordination Board is to sponsor and oversee coordination of effort across different Victorian Government services and policies where this is needed to improve outcomes for children and young people, particularly those vulnerable to harm, disadvantage or social exclusion.

The board has responsibility for monitoring the establishment and progress of Children and Youth Area Partnerships in eight areas of the state. The partnerships have a focus on vulnerable children and families as well as youth disengagement.

The board reports annually to the Minister for Families and Children on how Victoria’s children and young people are faring through The State of Victoria’s Children reports. These draw on data available through the Victorian Child and Adolescent Monitoring System.

The Children’s Services Coordination Board met four times in 2016–17. The Department provides secretariat support to the board. Members are shown below.

Table 41 – Children’s Services Coordination Board members

|  |
| --- |
| Children Services Coordination Board members at 30 June 2017 |
| Ms Gill Callister (Chair), Secretary, Department of Education and Training |
| Mr Graham Ashton, Chief Commissioner, Victoria Police |
| Mr Chris Eccles, Secretary, Department of Premier and Cabinet |
| Mr David Martine, Secretary, Department of Treasury and Finance |
| Ms Kym Peake, Secretary, Department of Health and Human Services |
| Mr Greg Wilson, Secretary, Department of Justice and Regulation |

Victorian Children’s Council

The Victorian Children’s Council was established under the Child Wellbeing and Safety Act. The council supports the Premier and the Minister for Families and Children with expert independent advice relating to policies and services that enhance the health, wellbeing, development and safety of children.

Council members are recognised experts in children’s policies and services. They have been selected as individuals, not as representatives of their organisations or sectors. The council’s mandate is to be forward-looking, acting as an adviser to the Victorian Government on how to meet key challenges facing Victorian families and improve outcomes for children. The council is particularly concerned with the problems faced by children who are vulnerable and at risk of poor developmental, learning or longer term life outcomes.

The council actively engages with the Victorian Government in planning to help families give their children the best start in life and to support young people in the transition to adulthood. It is involved in helping Victorian government departments build a stronger evidence base and understanding of how to improve child outcomes and opportunities.

The council held six meetings in 2016–17, with additional meetings of working groups when needed. The Department provides secretariat support to the Victorian Children’s Council.

During the year, three members’ terms were renewed and one member resigned from the council. The 11 members at 30 June 2017 are listed in the table below.

Table 42 – Victorian Children’s Council members

|  |  |
| --- | --- |
| Victorian Children’s Council members at 30 June 2017 | |
| Professor Frank Oberklaid OAM (Chair) | Director, Centre for Community Child Health |
| Ms Sandie de Wolf AM (Deputy Chair) | Chief Executive Officer, Berry Street Victoria |
| Ms Muriel Bamblett AM | Chief Executive Officer, Victorian Aboriginal Child Care Agency |
| Ms Heather Barnes OAM | Early childhood training consultant |
| Ms Carmel Guerra | Chief Executive Officer, Centre for Multicultural Youth |
| Mr David Huggins | Formerly Assistant Director, Student Services, Catholic Education Office |
| Mr Rob Spence | Chief Executive Officer, Municipal Association of Victoria |
| Ms Kerry Stubbings | Director of Community Services, City of Knox |
| Professor Marie Connolly | Chair and Head of Social Work, University of Melbourne |
| Doctor Susana Gavidia-Payne | Associate Professor, RMIT University |
| Professor Collette Tayler | Chair of ECEC, Melbourne Graduate School of Education, University of Melbourne |

Disciplinary Appeals Boards

The Disciplinary Appeals Boards were established in 2005 following an amendment to the *Teaching Service Act 1981* and are empowered under the *Education and Training Reform Act 2006* to hear and determine appeals in relation to decisions of the Secretary of the Department of Education and Training made under sections 2.4.59F and 2.4.61 of the Act.

The Senior Chairperson of the Merit Protection Board administers the Disciplinary Appeals Boards and selects members to constitute the boards as required. The Merit Protection Boards’ staff provide administrative support to the Disciplinary Appeals Boards.

Each Disciplinary Appeals Board comprises a chairperson, a secretary’s nominee and a minister’s nominee.

The Disciplinary Appeals Boards had three appeals pending at 1 July 2016 and received a further four appeals by 30 June 2017.

Chairpersons, nominated by the Secretary, were appointed under Sections 2.4.73(2)(a) and 2.4.74 of the Education and Training Reform Act. It is a requirement that chairpersons have been admitted to legal practice in Victoria for not less than five years. Chairpersons of the Disciplinary Appeals Boards are shown in table 44.

Secretary’s nominees, who have knowledge and experience in education, education administration or public sector administration, were appointed under Sections 2.4.73(2)(c) and 2.4.74 of the Education and Training Reform Act. Secretary’s nominees are shown below.

Minister’s nominees, who are officers in the teaching service, were appointed under Sections 2.4.73(2)(b) and 2.4.74 of the Education and Training Reform Act. Minister’s nominees are shown below.

Table 43 - Disciplinary Appeals Boards nominees

|  |  |  |
| --- | --- | --- |
| Chairpersons of the Disciplinary Appeals Boards from 1 August 2015 | | |
| Dr Peter Condliffe | Mr Peter Harris | Ms Jo-Anne Mazzeo |
| Mr Russell Daily | Ms Catherine Healy | Mr William O’Shea |
| Mr Phillip Davies | Mr Robert Howard | Ms Paula Robinson |
| Ms Annette Eastman | Mr Peter Kempson | Mr Ian Scott |
| Ms Leneen Forde |  |  |

|  |  |  |
| --- | --- | --- |
| Secretary’s nominees to the Disciplinary Appeals Boards from 1 August 2015 | | |
| Mr David Alsop | Dr Richard Gould | Mr Peter Norden |
| Mr Ian Bentley | Mr Russell Isaac | Mr Brian O’Dea |
| Mr Ross Bevege | Mr Robert Loader | Ms Karen O’Dowd |
| Ms Claire Bolster | Ms Marilyn McMahon |  |

|  |  |  |
| --- | --- | --- |
| Minister’s nominees to the Disciplinary Appeals Boards from 1 August 2015 | | |
| Mr Christopher Chant | Ms Sandra Greenhill | Mr Wayne Smith |
| Ms Janet Evison | Mr Stephen McGarrigle | Ms Karen Terry |
| Mr David Finnerty | Ms Maureen O’Flaherty | Ms Rhonda Warburton |
| Ms Leonie Fitzgerald | Mr Dennis Pratt |  |

|  |  |  |
| --- | --- | --- |
| Chairpersons of the Disciplinary Appeals Boards from 23 August 2016 | | |
| Ms Jordana Millman |  |  |

|  |  |  |
| --- | --- | --- |
| Secretary’s nominees to the Disciplinary Appeals Boards from 23 August 2016 | | |
| Ms Vicki Augustinus | Ms Michonne Van Reese | Ms Lola Wenn |

|  |  |  |
| --- | --- | --- |
| Minister’s nominees to the Disciplinary Appeals Boards from 23 August 2016 | | |
| Ms Vincenzina (Enza) Calabro | Ms Moira Findlay | Ms Glenda Splatt |

Merit Protection Boards

The Merit Protection Boards were established in 1993 under the Teaching Service Act and are currently empowered by the Education and Training Reform Act to:

advise the Minister for Education about principles of merit and equity to be applied in the teaching service

hear reviews and appeals in relation to decisions made under the Education and Training Reform Act (except Part 2.4 Divisions 9A and 10) or any other Act

advise the Minister or the Secretary about any matter referred to them by the Minister or the Secretary relating to merit and equity in the teaching service

hear reviews and appeals in relation to any decision prescribed by the regulations or Ministerial Order, as appropriate

hear reviews and appeals in relation to any decision of the Secretary if the Secretary has delegated his or her function or power to hear reviews and appeals to a Merit Protection Board.

The Senior Chairperson, Mr Peter Hibbins, is a full-time member of the Merit Protection Boards. Ms June Weir is Registrar for the boards and there are three administrative officers who support their work.

Access to the Merit Protection Boards is available to employees of the Department and members of the teaching service, including principals, teachers and school-based non-teaching staff.

Grievances of the Department lodged by Victorian Public Service staff are heard by a Review of Action Board. The senior chairperson establishes the Review of Action Boards, which make recommendations to the Secretary of the Department. In the event that the senior chairperson does not sit on the Review of Action Board, the board will make a recommendation to the senior chairperson, who in turn will make the recommendation to the Secretary.

The Merit Protection Boards and Review of Action Boards provide an independent mechanism to hear appeals and grievances for Department employees and associated statutory authorities in education.

Appeals and grievances may be regarding transfer and promotion, leave, change of time fraction of working hours, outcomes of performance reviews, outcomes of local complaints and other personal management decisions.

Appeals and grievances may be heard in the metropolitan area and regional centres, as appropriate.

Members of the Merit Protection Boards and Review of Action Boards have a duty to act as individuals in an independent and objective manner in fairly hearing and determining appeals and grievances. The hearing procedures of both boards are consistent with the principles of procedural fairness.

Table 44 – Members of the Merit Protection Boards

|  |  |  |  |
| --- | --- | --- | --- |
| Chairpersons of the Merit Protection Boards to 21 September 2016 | | | |
| Mr Peter Hibbins  (Senior Chairperson, full-time) | | Dr Mary Cannon | Ms Leonie Fitzgerald |
| Ms Rowena Archer | | Ms Anne Dalton | Ms Karen O’Dowd |
| Ms Vincenzina Calabro | | Ms Kerrie Dowsley | Dr Jenny Wajsenberg |
| Mr Rick Gervasoni | Ms Angeliki Karvouni | |  | |

|  |  |  |
| --- | --- | --- |
| Secretary’s nominees to the Merit Protection Boards to 21 September 2016 | | |
| Ms Clare Berger | Mr David Green | Mr Michael Kennedy |
| Ms Tanya Burton | Ms Sandra Greenhill | Mr Matthew McKittrick |
| Ms Judy Curson | Mr Vernon Hilditch | Mr Dean McLean |
| Ms Janet Evison | Ms Karen Hutchinson | Mr Wayne Smith |
| Mr David Finnerty | Ms Alison Ivey | Ms Katrina Tenson |

|  |  |  |
| --- | --- | --- |
| Minister’s nominees to the Merit Protection Boards to 21 September 2016 | | |
| Ms Fiona Anderson | Ms Lynette Hannon | Ms Leanne Preece |
| Mr Nathan Chisholm | Ms Julie Hommelhoff | Ms Glenda Splatt |
| Ms Louise Chocholis | Ms Susan Mattingley | Ms Meredith Stephenson |
| Ms Lorraine Dell | Mr Brett Miller | Mr Warren Wills |
| Mr Ian Dendle |  |  |

|  |  |  |
| --- | --- | --- |
| Chairpersons of the Merit Protection Boards from 22 September 2016 | | |
| Mr Peter Hibbins  (Senior Chairperson, full-time) | Mr David Finnerty | Mr Wayne Smith |
| Mr Neil Campbell | Mr Vernon Hilditch |  |
| Dr Mary Cannon | Ms Jo-Anne Mazzeo |  |

|  |  |  |
| --- | --- | --- |
| Secretary’s nominees to the Merit Protection Boards from 22 September 2016 | | |
| Ms Rowena Archer | Ms Meaghan Cook | Ms Alison Ivey |
| Ms Kate Atkin | Mr Ian Dendle | Mr Matt McKittrick |
| Ms Clare Berger | Ms Janet Evison | Mr Dean McLean |
| Ms Melissa Bray | Mr Rick Gervasoni | Ms Leanne Preece |
| Ms Tanya Burton | Ms Sandra Greenhill | Ms Paula Robinson |
| Mr Roger Chao | Mr Andrew Harnett | Ms Wendy Sengotta |
| Ms Louise Chocholis | Ms Karen Hutchinson | Ms Rhonda Warburton |

|  |  |  |
| --- | --- | --- |
| Minister’s nominees to the Merit Protection Boards from 22 September 2016 | | |
| Mr Steven Adams | Ms Rebekah Fewkes | Mr George Porter |
| Mr Andrew Bennett | Ms Lynette Hannon | Ms Susan Seneviratne |
| Ms Rachel Carlyon | Ms Sally Lasslett | Ms Glenda Splatt |
| Mr Nathan Chisholm | Ms Susan Mattingley | Ms Meredith Stephenson |
| Mr Jason Coningsby | Ms Alison Murphy | Mr Aaron Wolanuik |
| Ms Tracey Cronin | Ms Natalie Nelson | Mr Chris Woodhouse |

Appeals and grievances

Table 45 – Teaching service appeals and grievances 2016–17

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | Received | | Upheld and partially upheld | | Conciliated | | Disallowed | | Withdrawn | | Abandoned, lapsed, no grounds, no jurisdiction or out of time | | Pending | | Total |
| Male / Female | F | M | F | M | F | M | F | M | F | M | F | M | F | M |  |
| Personal[[8]](#footnote-9) | 81 | 29 | 22 | 2 | 8 | 4 | 18 | 12 | 11 | 4 | 16 | 5 | 6 | 2 | **110** |
| Selection | 9 | 12 | 1 | 0 | 0 | 0 | 0 | 3 | 2 | 0 | 6 | 9 | 0 | 0 | **21** |
| **Total** | **90** | **41** | **23** | **2** | **8** | **4** | **18** | **15** | **13** | **4** | **22** | **14** | **6** | **0** | **131** |

Table 46 – Public service appeals and grievances 2016–17

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | Received | | Upheld | |  | | Disallowed | | Withdrawn | | Abandoned | | Pending | | Total |
| Male / Female | F | M | F | M |  |  | F | M | F | M | F | M | F | M |  |
| Personal | 9 | 2 | 3 | 1 |  |  | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | **11** |
| Selection | 3 | 2 | 2 | 0 |  |  | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | **5** |
| **Total** | **12** | **4** | **5** | **1** |  |  | **5** | **1** | **1** | **1** | **1** | **0** | **0** | **1** | **16** |

Merit protection training

It is a requirement that all of the Department’s recruitment and promotion selection panels include a merit-trained employee as a member. To facilitate this, the Merit Protection Boards provide training in the principles of merit and equity for members of the teaching service and public service staff.

The programs are conducted statewide and are supported by the Department by senior Departmental staff delivering the sections of training that focus on human resource policies. In 2016–17, the board conducted 28 seminars and provided training for 974 members of the teaching service and public service staff.

Table 47 – Number of employees trained by region (includes reaccreditation)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Region | Principals | Teachers | Education Support Class | Victorian Public Service | Total |
| North Eastern Victoria | 20 | 121 | 12 | 7 | 160 |
| North Western Victoria | 29 | 127 | 24 | 12 | 192 |
| South Eastern Victoria | 18 | 87 | 19 | 9 | 133 |
| South Western Victoria | 42 | 191 | 34 | 2 | 269 |
| Central | 1 | 4 | 1 | 214 | 220 |
| **Total** | **110** | **530** | **90** | **244** | **974** |

Other activities

The Merit Protection Boards provided advice to the Department on merit and equity issues in relation to major policy initiatives in response to requests, as well as advice when existing policies and procedures were being reviewed.

The senior chairperson accepted invitations to address groups of principals, field officers of the principals’ associations and the Australian Education Union and regional staff about the workings of the Merit Protection Boards.

Senior Merit Protection Board staff deliver statewide training programs for principals, members of the teaching service and public service staff on the legislative and policy requirements for human resource management within the Department.

Information about appeal and grievance processes and merit protection accreditation programs is available on the Merit Protection Boards’ website at [www.mpb.vic.gov.au](file:///C:/Users/08327039/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.IE5/Admin/www.mpb.vic.gov.au).

1. Acronyms and abbreviations

|  |  |
| --- | --- |
| AASB | Australian Accounting Standards Board |
| ABS | Australian Bureau of Statistics |
| ACFE | Adult and Committee Further Education Board |
| AEDC | Australian Early Development Census |
| AMES | Adult Multicultural Education Services |
| ARC | Audit and Risk Committee |
| BAU | Business As Usual |
| BP3 | Budget Paper No. 3 |
| BP4 | Budget Paper No. 4 |
| CAC | Capital Asset Charge |
| CAE | Centre for Adult Education |
| COAG | Council of Australian Governments |
| CPA | Certified Practicing Accountants |
| Department | Department of Education and Training |
| DPC | Department of Premier and Cabinet |
| DTF | Department of Treasury and Finance |
| ECEC | Early Childhood Education and Care |
| ECSEG | Early Childhood and School Education Group |
| EMS | Environmental Management System |
| ESK | Early Start Kindergarten |
| FISO | Framework for Improving Student Outcomes |
| FOI | Freedom of Information |
| FRD | Financial Reporting Direction |
| FTE | Full-time Equivalent |
| GST | Goods and Services Tax |
| HESG | Higher Education and Skills Group |
| IBAC | Independent Broad-based Anti-corruption Commission |
| ICT | Information and Communication Technology |
| IFSG | Infrastructure and Finance Services Group |
| IMTC | Information Management and Technology Committee |
| KAS | Key Age and Stage |
| LLEN | Local Learning and Employment Network |
| MCH | Maternal and Child Health |
| NAPLAN | National Assessment Program—Literacy and Numeracy |
| NQF | National Quality Framework |
| NQS | National Quality Standards |
| NQSA1 | National Quality Standard Area 1 |
| NQSA6 | National Quality Standard Area 6 |
| PEC | Performance and Evaluation Committee |
| PESG | People and Executive Services Group |
| PIC | Policy and Implementation Committee |
| PISA | Programme for International Student Assessment |
| PPC | Procurement and Probity Committee |
| PRG | Policy Reform Group |
| PSD | Program for Students with Disabilities |
| RSG | Regional Services Group |
| RTO | Registered Training Organisation |
| SEHQ | School Entrance Health Questionnaire |
| STEM | Science Technology Engineering and Mathematics |
| SWL | Structured Workplace Learning |
| TAFE | Technical and Further Education |
| TIMSS | Trends in International Mathematics and Science Study |
| VAEAI | Victorian Aboriginal Education Association Incorporated |
| VAGO | Victorian Auditor-General’s Office |
| VCAA | Victorian Curriculum and Assessment Authority |
| VCAL | Victorian Certificate of Applied Learning |
| VCAT | Victorian Civil and Administrative Tribunal |
| VET | Vocational Education and Training |
| VEYLDF | Victorian Early Years Learning and Development Framework |
| VGPB | Victorian Government Purchasing Board |
| VGV | Valuer-General Victoria |
| VIT | Victorian Institute of Teaching |
| VPS | Victorian Public Service |
| VRQA | Victorian Registration and Qualifications Authority |
| VSBA | Victorian School Building Authority |
| WDCC | Workforce Development and Culture Committee |

1. Grants and transfer payments (other than contributions by owners)

Table 48 – Department grant and transfer payments by activity

| Grant | Payment $ |
| --- | --- |
| Anaphylaxis Support & Advisory Line | 105,000 |
| Apprenticeship Completions Project | 640,000 |
| Apprenticeship Support Officer Program | 2,589,055 |
| Association of Business Managers in Victorian State Schools, ES Relief Program | 50,700 |
| Asylum Seeker VET Program Grant | 330,160 |
| Back to Work Reconnect | 7,861,987 |
| Ballarat Future Innovation Community Space | 543,000 |
| Careers and Pathways | 654,227 |
| Children’s Facilities Capital Grants | 14,890,000 |
| Children’s Week Grants | 50,780 |
| Country Education Project | 28,874 |
| Curriculum Maintenance Managers | 1,600,000 |
| Doctors in Secondary Schools - Primary Health Networks Service Agreements | 477,136 |
| Drought Response Traineeships | 477,093 |
| Education Week Grants | 35,059 |
| Gifted Education—Regional seminars for parents and teachers of gifted students | 49,663 |
| Group Schemes—Overheads & Policy Initiatives | 2,556,100 |
| Implementation of the Victorian framework for selection into initial teacher education | 340,000 |
| Knox Innovation, Opportunity and Sustainability Centre | 342,362 |
| Koorie Youth Council | 25,059 |
| Languages Education | 9,581,666 |
| Local Learning and Employment Networks (LLEN) | 8,354,699 |
| Monash Alexander Theatre | 4,000,000 |
| Multicultural Education to enhance social cohesion and cultural competence | 75,556 |
| Museum Victorian, Star 6 Program at Scienceworks | 100,000 |
| Navigator Pilot Program | 1,535,067 |
| Office of the Victorian Skills Commissioner | 28,761 |
| Organisation/peak association support | 1,936,375 |
| Powerful Learning and Teaching project | 181,818 |
| Principals as Literacy Leaders Professional Learning Program | 120,000 |
| Professional Learning Communities Support Grants | 1,993,081 |
| Refugee Education Support | 2,961,515 |
| right@home licence | 356,400 |
| School Breakfast Clubs Program | 3,195,000 |
| Science Graduate Scholarships Program | 464,000 |
| SEHQ Enhancement Project | 239,450 |
| Sir John Monash Foundation to establish a Victorian Government Sir John Monash Scholarship in perpetuity. | 500,000 |
| Skills and Jobs Centres | 495,000 |
| Skills First TAFE Community Service funding (TAFE Rescue Fund (Operating)) | 43,622,324 |
| Specialised Teaching Equipment Fund | 10,000,000 |
| State Schools’ Relief Affordable Uniforms | 4,290,000 |
| State Schools’ Relief Glasses for kids program | 132,000 |
| STEM programs | 1,625,000 |
| Stephanie Alexander Kitchen Garden Program | 500,000 |
| Stronger TAFE Fund (TAFE Supplementary funding) | 107,000,000 |
| Structured Workplace Learning | 3,681,570 |
| Student Teacher Rural Placement Programs (Grants to Universities) | 160,000 |
| Student Voice to promote student involvement in learning, teaching and schooling | 95,604 |
| Support for Deaf and Hard of Hearing Program | 419,301 |
| Supporting Victoria's Industry Advisory Bodies | 2,100,000 |
| TAFE Boost fund | 91,500,000 |
| TAFE Organisational Capability Development Program Grant | 700,000 |
| TAFE Rescue Fund (Capital) | 42,000,000 |
| TAFE Structural Adjustment Fund (Capital) | 10,854,000 |
| TAFE Structural Adjustment Fund (Operating) | 12,940,000 |
| Teach for Australia | 98,000 |
| Teaching Scholarships Program | 100,000 |
| Tech School funding agreements and other grants | 22,192,126 |
| Training Package Programs | 563,870 |
| Training Participation and Facilitation Fund | 10,278,267 |
| VET pathway into initial teacher education | 50,000 |
| VET Professional Development) | 2,990,000 |
| Victorian Aboriginal Child Care Agency | 35,208 |
| Victorian Aboriginal Children and Young People’s Alliance (auspiced by VACCHO) | 85,737 |
| Victorian Aboriginal Education Association Incorporated (VAEAI) Common Funding Agreements (2) | 3,688,816 |
| Victorian Clontarf Football Academies | 594,000 |
| Victorian Institute of Teaching—Effective Mentoring program | 120,000 |
| Vocational Education | 1,001,000 |
| Vocational training Fellowships | 608,000 |
| Wellbeing and Health Programs | 5,268,130 |
| Workforce training innovation Fund | 594,840 |

1. Balance Sheet and equity amounts are restated to incorporate actual opening balances for 2016–17. This corresponds to the figures published in the 2017–18 BP5. [↑](#footnote-ref-2)
2. The variance between the actual result and the published budget is mainly due to TAFE fee revenue being lower than budgeted. [↑](#footnote-ref-3)
3. The variance between the actual result and the published budget is mainly due to an upward revaluation of the Department's buildings. [↑](#footnote-ref-4)
4. The variance between the actual result and the published budget is mainly due to the timing of program delivery. [↑](#footnote-ref-5)
5. The variance between the actual result and the published budget is mainly due to upward revaluations of land in TAFEs. [↑](#footnote-ref-6)
6. The variance between the actual result and the published budget mainly reflects the timing of the drawdown in the State Administration Unit. The State Administration Unit balance is impacted by movements in prepayments and other financial assets, payables, employee benefits and other provisions. [↑](#footnote-ref-7)
7. The variance between the actual results and the published budget is mainly due to higher accruals/payables for various programs including corporate capital works, facilities construction, registered training organisations, prepaid international tuition fees and backdated salary increase accrual under EBA 2017. [↑](#footnote-ref-8)
8. A wide range of issues were raised in personal grievances. Most concerned claims of leave applications being declined, complaints not being managed in accordance with Departmental policy, and those relating to staff being declared excess. [↑](#footnote-ref-9)