# Appendices

Contents

[Appendix 1 Disclosure index 2](#_Toc461716615)

[Appendix 2 Budget portfolio outcomes 4](#_Toc461716616)

[Appendix 3 Statutory authorities’ reports 10](#_Toc461716617)

[Appendix 4 Acronyms and abbreviations 17](#_Toc461716618)

[Appendix 5 Grants and transfer payments   
(other than contributions by owners) 18](#_Toc461716619)

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.

| Ministerial direction | | Requirement | Page |
| --- | --- | --- | --- |
| Report of operations—Financial Reporting Direction guidance | | | |
| **Charter and purpose** | | | |
| FRD 22G | Manner of establishment and the relevant ministers | | 5,31 |
| FRD 22G | Purpose, functions, powers and duties | | 5 |
| FRD 8D | Departmental objectives, indicators and outputs | | 10 |
| FRD 22G | Initiatives and key achievements | | 6 |
| FRD 22G | Nature and range of services provided | | 5 |
| **Management and structure** | | | |
| FRD 22G | Organisational structure | | 47 |
| **Financial and other information** | | | |
| FRD 8D | Performance against output performance measures | | 21 |
| FRD 8D | Budget portfolio outcomes | | 173 |
| FRD 10A | Disclosure index | | 171 |
| FRD 12B | Disclosure of major contracts | | 65 |
| FRD 15C | Executive officer disclosures | | 61 |
| FRD 22G | Employment and conduct principles | | 52 |
| FRD 22G | Occupational health and safety policy | | 52 |
| FRD 22G | Summary of the financial results for the year | | 36 |
| FRD 22G | Significant changes in financial position during the year | | 36 |
| FRD 22G | Major changes or factors affecting performance | | 36 |
| FRD 22G | Subsequent events | | 162 |
| FRD 22G | Application and operation of *Freedom of Information Act 1982* | | 65 |
| FRD 22G | Compliance with building and maintenance provisions of *Building Act 1993* | | 66 |
| FRD 22G | Statement on National Competition Policy | | 67 |
| FRD 22G | Application and operation of the *Protected Disclosure Act 2012* | | 68 |
| FRD 22G | Details of consultancies over $10,000 | | 64 |
| FRD 22G | Details of consultancies under $10,000 | | 65 |
| FRD 22G | Disclosure of government advertising expenditure | | 64 |
| FRD 22G | Disclosure of ICT expenditure | | 65 |
| FRD 24C | Reporting of office‑based environmental impacts | | 69 |
| FRD 25B | Victorian Industry Participation Policy disclosures | | 64 |
| FRD 29A | Workforce Data disclosures | | 57 |
| SD 4.5.5 | Attestation for compliance with Ministerial Standing Direction 4.5.5 compliance attestation | | 79 |

|  |  |  |  |
| --- | --- | --- | --- |
| Ministerial direction | | Requirement | Page |
| Financial Report | | | |
|  |  | |  |
| SD 4.2(j) | Sign‑off requirements | | 82 |
| **Financial statements required under Part 7 of the FMA** | | | |
| SD4.2(a) | Statement of changes in equity | | 87 |
| SD4.2(b) | Operating statement | | 85 |
| SD4.2(b) | Balance sheet | | 86 |
| SD4.2(b) | Cash flow statement | | 88 |
| **Other requirements under Standing Directions 4.2** | | | |
| SD4.2(c) | Compliance with Australian accounting standards and other authoritative pronouncements | | 82 |
| SD4.2(c) | Compliance with Ministerial Directions | | 82 |
| SD4.2(d) | Rounding of amounts | | 93,169 |
| SD4.2(c) | Accountable officer’s declaration | | 82 |
| SD4.2(f) | Compliance with Model Financial Report | | 82 |
| **Other disclosures as required by FRDs in notes to the financial statements** | | | |
| FRD 9A | Departmental Disclosure of Administered Assets and Liabilities by Activity | | 92,121 |
| FRD 11A | Disclosure of Ex-gratia Expenses | | 123 |
| FRD 13 | Disclosure of Parliamentary Appropriations | | 125 |
| FRD 21B | Disclosures of Responsible Persons, Executive Officers and other Personnel (Contractors with Significant Management Responsibilities) in the Financial Report | | 152-156 |
| FRD 102 | Inventories | | NA |
| FRD 103F | Non-Financial Physical Assets | | 131 |
| FRD 106A | Impairment of Assets | | 100 |
| FRD 109A | Intangible Assets | | 103 |
| FRD 107B | Investment Properties | | NA |
| FRD 110A | Cash Flow Statements | | 88 |
| FRD 112D | Defined Benefit Superannuation Obligations | | 143 |
| FRD 113A | Investments in Subsidiaries, Jointly Controlled Entities and Associates | | 92 |
| FRD 114B | Financial Instruments—General Government Entities and Public Non-Financial Corporations | | 145 |
| FRD 119A | Transfers through Contributed Capital | | 87 |

|  |  |
| --- | --- |
| Legislation | |
| *Freedom of Information Act 1982* | 65 |
| *Building Act 1993* | 66 |
| *Protected Disclosure Act 2012* | 68 |
| *Victorian Industry Participation Policy Act 2003* | 64 |
| *Financial Management Act 1994* | 82 |

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 Budget Paper No. 5 (BP5), 2015-16 Statement of Finances. 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 2016

|  | 2016 actual ($m) | 2016 budget ($m) | Variation (%) |
| --- | --- | --- | --- |
| **Net result from continuing operations** |  |  |  |
| **Income from transactions** |  |  |  |
| Output appropriations | 11,172.0 | 11,407.8 | -2.1 |
| Special appropriations | 22.0 | 13.0 | 69.1 |
| Interest | 25.4 | 29.1 | -12.6 |
| Sales of goods and services | 674.6 | 764.5 | -11.8 |
| Grants | 30.1 | 8.4 | 260.0 |
| Other income | 571.6 | 593.5 | -3.7 |
| **Total income from transactions** | **12,495.7** | **12,816.2** | **-2.5** |
|  |  |  |  |
| **Expenses from transactions** |  |  |  |
| Employee benefits | (6,483.8) | (6,443.9) | 0.6 |
| Depreciation and amortisation | (377.0) | (420.1) | -10.3 |
| Interest expense | (15.4) | (15.1) | 2.2 |
| Grants and other transfers | (828.3) | (899.3) | -7.9 |
| Capital asset charge | (1,291.7) | (1,291.7) | 0.0 |
| Other operating expenses | (3,238.8) | (3,629.8) | -10.8 |
| **Total expenses from transactions** | **(12,235.1)** | **(12,699.8)** | **-3.7** |
| **Net result from transactions (net operating balance)** | **260.6** | **116.4** | **123.9** |
|  |  |  |  |
| **Other economic flows included in net result** |  |  |  |
| Net gain/(loss) on non-financial assets | 11.1 | (0.3) | -36.80 |
| Net gain/(loss) on financial instruments | (13.4) | (1.2) | 10.54 |
| Other gains/(losses) from other economic flows | (32.2) | (0.7) | 43.10 |
| **Total other economic flows included in net result** | **(34.5)** | **(2.2)** | **1,473** |
| **Net result** | **226.1** | **114.2** | **98** |
|  |  |  |  |
| **Other economic flows—other non-owner changes in equity** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Change in physical asset revaluation[[1]](#footnote-2) | 3,058.6 | 5.8 | 52,755 |
| Adjustment to accumulated surplus/(deficit) due to a change in accounting policy | 49.8 | – | 0 |
| Other | (3.9) | – | 0 |
| **Total other economic flows—other non-owner changes in equity** | **3,104.5** | **5.8** | **53,548** |
| **Comprehensive result** | **3,330.6** | **120.0** | **2,676** |

### Balance sheet as at 30 June 2016

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2016 actual ($m) | 2016 budget ($m) | Variation (%) |
| **Assets** |  |  |  |
| **Financial assets** |  |  |  |
| Cash and deposits | 994.0 | 882.6 | 13 |
| Receivables | 1,900.3 | 1,614.9 | 18 |
| Other financial assets | 421.8 | 380.0 | 11 |
| **Total financial assets** | **3,316.1** | **2,877.5** | **15** |
|  |  |  |  |
| **Non-financial assets** |  |  |  |
| Non-financial assets classified as held for sale, including disposal group assets | 9.7 | 111.7 | -91 |
| Property, plant and equipment[[2]](#footnote-3) | 21,787.4 | 18,136.0 | 20 |
| Intangible assets | 78.0 | 86.4 | -10 |
| Inventories | 1.8 | 2.3 | -21 |
| Biological assets | 0.3 | 1.8 | -84 |
| Investment properties | 91.9 | 33.0 | 179 |
| Other | 29.5 | 28.4 | 4 |
| **Total non-financial assets** | **21,998.6** | **18,399.5** | **20** |
| **Total assets** | **25,314.7** | **21,277.0** | **19** |
|  |  |  |  |
| **Liabilities** |  |  |  |
| Payables | 467.6 | 598.6 | -22 |
| Borrowings | 196.2 | 197.3 | -1 |
| Provisions | 1,570.5 | 1,501.4 | 5 |
| **Total liabilities** | **2,234.3** | **2,297.2** | **-3** |
| **Net assets** | **23,080.4** | **18,979.7** | **22** |
|  |  |  |  |
| **Equity** |  |  |  |
| Accumulated surplus/(deficit) | 2,373.9 | 2,017.9 | 18 |
| Reserves | 11,304.3 | 7,559.5 | 50 |
| Contributed capital | 9,402.2 | 9,402.3 | 0 |
| **Total equity** | **23,080.4** | **18,979.7** | **22** |

### Statement of cash flows for the year ended 30 June 2016

|  | 2016 actual ($m) | 2016 budget ($m) | Variation (%) |
| --- | --- | --- | --- |
| **Cash flows from operating activities** |  |  |  |
| **Receipts** |  |  |  |
| Receipts from Government | 9,709.9 | 11,359.0 | -15 |
| Receipts from other entities | 651.3 | 688.1 | -5 |
| Interest received | 25.3 | 29.3 | -14 |
| Goods and Services Tax recovered from the ATO | (23.1) | 0.2 | -13,063 |
| Dividends received | 2.4 | 2.0 | 17 |
| Other receipts | 623.2 | 638.0 | -2 |
| **Total receipts** | **10,989.0** | **12,716.6** | **-14** |
|  |  |  |  |
| **Payments** |  |  |  |
| Payments of grants and other transfers | (828.0) | (897.2) | -8 |
| Payments to suppliers and employees | (9,603.1) | (10,024.5) | -4 |
| Capital asset charge | (1,291.7) | (1,291.7) | 0 |
| Interest and other costs of finance paid | (15.4) | (15.1) | 2 |
| Goods and Services Tax paid to the ATO | (1.4) | 0.5 | -372 |
| **Total payments** | **(11,739.6)** | **(12,228.0)** | **-4** |
| **Net cash flows from/(used in) operating activities** | **(750.7)** | **488.6** | **-254** |
|  |  |  |  |
| **Cash flows from investing activities** |  |  |  |
| Net investments | (125.4) | (21.0) | (388.9) |
| Payments for non-financial assets | (399.2) | (487.6) | 13.5 |
| Proceeds from sale of non-financial assets | 12.5 | 2.4 | (16.9) |
| Net loans to other parties | (14.3) | 3.5 | n/a |
| **Net cash flow from/(used in) investing activities** | **(526.5)** | **(502.6)** | **6.9** |
|  |  |  |  |
| **Cash flows from financing activities** |  |  |  |
| Owner contributions by State Government | 43.0 | 57.2 | -25 |
| Net borrowings | 1,299.5 | (13.8) | -9,535 |
| Repayment of finance leases | (4.8) | (4.8) | 0 |
| **Net cash flows from/ (used in) financing activities** | **1,337.8** | **38.7** | **3,358** |
|  |  |  |  |
| **Net increase/(decrease) in cash and cash equivalents** | **60.6** | **24.6** | **146** |
| Cash and cash equivalents at the beginning of the financial year | 933.4 | 858.0 | 9 |
| **Cash and cash equivalents at the end of the financial year** | **994.0** | **882.6** | **13** |

### Statement of changes in equity for the year ending 30 June 2016

|  | Accumulated surplus/ (deficit) ($m) | Contributions by owner ($m) | Other reserves ($m) | Asset revaluation reserve ($m) | Total equity ($m) |
| --- | --- | --- | --- | --- | --- |
| **Opening balance at 1 July 2015 (Actual)** | **2,094.0** | **9,531.9** | **9.2** | **8,243.9** | **19,879.2** |
| Comprehensive result | 226.1 | – | (7.8) | 3,224.4 | **3,442.6** |
| Transactions with owners in their capacity as owners | – | (129.7) | – | – | **(129.7)** |
| Other-including prior year adjustments | 53.8 | – | – | (165.4) | **(111.6)** |
| **Closing balance 30 June 2016** | **2,373.9** | **9,402.2** | **1.4** | **11,302.9** | **23,080.4** |
|  |  |  |  |  |  |
| **Opening balance 1 July 2015 (Published Budget)** | **1,903.7** | **9,345.1** | **17.5** | **7,536.2** | **18,802.6** |
| Comprehensive result | 114.2 | – | – | 5.8 | **120.0** |
| Transactions with owners in their capacity as owners | – | 57.2 | – | – | **57.2** |
| **Closing balance 30 June 2016 (Published Budget)** | **2,017.9** | **9,402.3** | **17.5** | **7,542.0** | **18,979.7** |
|  |  |  |  |  |  |
| **Variation (%)** | 17.6 | 0.0 | -92.1 | 49.9 | 21.6 |

### Administered items statement for the year ended 30 June 2016

|  | 2016 actual ($m) | 2016 budget ($m) | Variation (%) |
| --- | --- | --- | --- |
| **Administered income** |  |  |  |
| Sale of goods and services | 2.4 | 3.0 | -18 |
| Grants | 2,829.6 | 2,849.7 | -1 |
| Interest | 0.0 | 0.1 | n/a |
| Other income | 27.2 | 1.8 | 1,395 |
| **Total administered income** | **2,859.3** | **2,854.5** | **0** |
|  |  |  |  |
| **Administered expenses** |  |  |  |
| Grants and other transfers | (2,830.0) | (2,849.8) | -1 |
| Payments into the consolidated fund | 98.4 | (49.9) | n/a |
| Other operating expenses | (0.8) | – | n/a |
| **Total administered expenses** | **(2,732.4)** | **(2,899.7)** | **-6** |
| **Income less expenses** | **126.9** | **(45.2)** | **-381** |
|  |  |  |  |
| **Other economic flows included in net result** |  |  |  |
| Net gain/(loss) on non-financial assets | (124.1) | 45.2 | -374 |
| **Total other economic flows included in net result** | **(124.1)** | **45.2** | **-374** |
| **Net result** | **2.9** | **0.0** | **5,601** |
|  |  |  |  |
| **Administered assets** |  |  |  |
| Receivables | 13.5 | 4.9 | 178 |
| Other financial assets | 1.3 | 2.6 | -49 |
| Non-financial assets | – | 8.3 | -100 |
| **Total administered assets** | **14.9** | **15.7** | **-6** |
|  |  |  |  |
| **Administered liabilities** |  |  |  |
| Payables | – | – | n/a |
| **Total administered liabilities** | – | – | n/a |
| **Net assets** | **14.9** | **15.7** | **-6** |
|  |  |  |  |
| **Equity** |  |  |  |
| Contributed capital | – | 8.3 | -100 |
| Accumulated surplus/(deficit) | 14.9 | 7.4 | 100 |
| **Total equity** | **14.9** | **15.7** | **-6** |

1. Statutory authorities’ 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 2015–16. The Department provides secretariat support to the Board. Members are shown in below.

Children’s Services Coordination Board members

|  |
| --- |
| Children Services Coordination Board members at 30 June 2016 |
| 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 2005*. 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 assisting Victorian Government departments to build a stronger evidence base and understanding of how to improve child outcomes and opportunities.

Membership of the Council was refreshed during the year, with the terms of four members ending in December 2015 and four new members commencing in January 2016. The 12 members at 30 June 2016 are listed in the table below.

The Council held seven meetings in 2015–16, with additional meetings of working groups when needed. The Department provides secretariat support to the Victorian Children’s Council.

Victorian Children’s Council members

|  |  |
| --- | --- |
| Victorian Children’s Council members at 30 June 2016 | |
| 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 Kerry Arabena | Chair in Indigenous Health, University of Melbourne; Director, Onemda: VicHealth Koori Health Group |
| Professor Marie Connolly | Chair and Head of Social Work, University of Melbourne |
| Doctor Susana Gavidia-Payne | Associate Professor, RMIT University |
| Professor Collette Tayler | Chair in Early Childhood Education and Care, 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 section 2.4.6.1 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 two appeals pending at 1 July 2015 and received a further seven appeals by 30 June 2016.

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 2006*. 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 below.

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 2006*. 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 2006*. Minister’s nominees are shown below.

|  |  |  |
| --- | --- | --- |
| Chairpersons of the Disciplinary Appeals Boards from 1 May 2015 | | |
| Dr Peter Condliffe | Mr Peter Harris | Mr Ian Scott |
| Ms Anne Dalton | Mr Robert Howard | Dr Ian Turnbull |
| Ms Leneen Forde | Ms Jo-Anne Mazzeo | Mr Peter Kempson |
| Mr Murray Gerkens | Ms Paula Robinson |  |

|  |  |  |
| --- | --- | --- |
| Secretary’s nominees to the Disciplinary Appeals Boards from 1 May 2015 | | |
| Ms Claire Bolster | Mr Russell Isaac | Ms Cheryl Vardon |
| Dr Richard Gould | Mr Robert Loader | Ms Helen Worladge |
| Ms Avis Grahame | Mr Brian O’Dea |  |

|  |  |  |
| --- | --- | --- |
| Minister’s nominees to the Disciplinary Appeals Boards from 1 May 2015 | | |
| Mr Peter Brown | Ms Leonie Fitzgerald | Mr Steve McGarrigle |
| Ms Vincenzina Calabro | Ms Sandra Greenhill | Ms Karen O’Dowd |
| Mr David Finnerty | Ms Angeliki Karvouni | Ms Maureen O’Flaherty |

### Merit Protection Boards

The Merit Protection Boards were established in 1993 under the *Teaching Service Act 1981* and are currently empowered by the *Education and Training Reform Act 2006* 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 2006* (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 lodged by Victorian Public Service staff of the Department 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 employees of the Department 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.

Chairpersons of the Merit Protection Board

|  |  |  |
| --- | --- | --- |
| Chairpersons of the Merit Protection Boards | | |
| 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 |  |

Secretary’s nominees to the Merit Protection Boards

|  |  |  |
| --- | --- | --- |
| Secretary’s nominees to the Merit Protection Boards | | |
| 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 |
| Mr Rick Gervasoni | Ms Angeliki Karvouni | Dr Jenny Wajsenberg |

Minister’s nominees to the Merit Protection Boards

|  |  |  |
| --- | --- | --- |
| Minister’s nominees to the Merit Protection Boards | | |
| 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 |  |  |

### Appeals and grievances

Teaching service appeals and grievances 2015–16

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | F |
| Personal1 | 72 | 33 | 15 | 0 | 14 | 5 | 16 | 16 | 10 | 3 | 11 | 6 | 6 | 3 | 105 |
| Selection | 13 | 15 | 0 | 1 | 0 | 0 | 1 | 0 | 3 | 8 | 8 | 6 | 1 | 0 | 28 |
| **Total** | **85** | **48** | **15** | **1** | **14** | **5** | **17** | **16** | **13** | **11** | **19** | **12** | **7** | **3** | **133** |

Public service appeals and grievances 2015–16

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | Received | | Upheld | | Conciliated | | Disallowed | | Withdrawn | | Lapsed, no grounds or no jurisdiction | | Pending | | Total | | |
| Male / Female | F | M | F | M | F | M | F | M | F | M | F | M | F | M | | |  |
| Personal1 | 7 | 8 | 2 | 0 | 3 | 1 | 1 | 2 | 0 | 1 | 1 | 2 | 0 | 2 | | 15 | |
| Selection | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | | 3 | |
| **Total** | **9** | **9** | **2** | **0** | **3** | **1** | **2** | **2** | **1** | **1** | **1** | **3** | **0** | **2** | | **18** | |

1 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 performance management.

### Merit protection training

It is a requirement that all recruitment and promotion selection panels of the Department 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 2015–16, the Board conducted 29 seminars and provided training for 866 members of the teaching service and public service staff.

Number of employees trained by region (includes reaccreditation)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Region | Principals | Teachers | Education Support Class | Victorian Public Service | Total |
| North Eastern Victoria | 18 | 128 | 14 | 1 | **161** |
| North Western Victoria | 19 | 140 | 21 | 2 | **182** |
| South Eastern Victoria | 38 | 128 | 32 | 3 | **201** |
| South Western Victoria | 28 | 86 | 13 | 2 | **129** |
| Central | 0 | 1 | 0 | 192 | **193** |
| **Total** | **103** | **483** | **80** | **200** | **866** |

### 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 |
| BP3 | Budget Paper No. 3 |
| BP4 | Budget Paper No. 4 |
| CAE | Centre for Adult Education |
| Department | Department of Education and Training |
| DTF | Department of Treasury and Finance |
| EMS | Environmental Management System |
| FOI | Freedom of information |
| FRD | Financial Reporting Direction |
| FTE | Full-time equivalent |
| GST | Goods and services tax |
| IBAC | Independent Broad-based Anti-corruption Commission |
| ICT | Information and communication technology |
| LLEN | Local Learning and Employment Network |
| NAPLAN | National Assessment Program—Literacy and Numeracy |
| NQF | National Quality Framework |
| NQS | National Quality Standards |
| PARC | Portfolio Audit and Risk Committee |
| PSD | Program for Students with Disabilities |
| RTO | Registered Training Organisation |
| SSCV | Safe Schools Coalition Victoria |
| SWL | Structured workplace learning |
| TAFE | Technical and further education |
| VAGO | Victorian Auditor-General’s Office |
| VCAA | Victorian Curriculum and Assessment Authority |
| VCAT | Victorian Civil and Administrative Tribunal |
| VET | Vocational education and training |
| VEYLDF | Victorian Early Years Learning and Development Framework |
| VGV | Valuer-General Victoria |
| VCAA | Victorian Curriculum and Assessment Authority |
| VGPB | Victorian Government Purchasing Board |
| VIPP | Victorian Industry Purchasing Policy |
| VIT | Victorian Institute of Teaching |
| VPS | Victorian Public Service |
| VRQA | Victorian Registration and Qualifications Authority |
| VSC | Victorian Skills Council |

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

| Grant | | Payment $ |
| --- | --- | --- |
| Public Communication for Education and Research | | 1,000,000 |
| Advocacy and Representation for Aboriginal Education | | 1,163,501 |
| Aboriginal and Torres Strait Islander Scholarship | | 70,000 |
| Early Childhood Capital grants—(local government) | | 12,382,955 |
| Capital Funding Program for Non-government Schools | | 391,400 |
| School Improvement grants | | 644,444 |
| Inclusive Schools grants | | 63,783 |
| Strategic Partnerships Program | 5,303,539 | | |
| Languages support | 7,528,533 | | |
| Extension learning support | 1,703,326 | | |
| Wellbeing, health and engagement | 6,383,178 | | |
| ‘Navigator’ support for disengaged young people aged 12–17 | 2,870,135 | | |
| Organisation/peak association support | 1,863,311 | | |
| TAFE Rescue Fund | | 66,100,000 |
| Education Renewal: Lily Campus Re-opening Project | | 10,000,000 |
| TAFE Back to Work Fund | | 1,897,381 |
| TAFE Funding Boost | | 51,300,000 |
| Gordon Institute of TAFE Capital Works | | 1,800,000 |
| TAFE Structural Adjustment Fund | | 65,904,881 |
| Governance Training for TAFE Board Members | | 93,250 |
| Local Learning and Employment Network (LLEN) Initiative | | 6,261,649 |
| Support for Deaf and Hard of Hearing VET Students | | 293,089 |
| Asylum Seeker VET Program | | 165,000 |
| Wurreker | | 2,822,166 |
| Vocational Training Fellowships | | 308,000 |
| VET Professional Development | | 2,460,000 |
| Regional Partnership Facilitation Fund | | 3,368,838 |
| Victorian TAFE Teaching Staff Multi-enterprise Agreement | | 80,000 |
| Skills and Jobs Centres | | 19,178,534 |
| Training Participation and Facilitation Fund | | 6,671,012 |
| Automotive Auto Supply Chain initiative | | 37,500 |
| Curriculum Maintenance Managers | | 1,332,500 |
| Training Package Programs | | 500,150 |
| Apprenticeship Support Officer | | 2,875,000 |
| World Skills Australia | | 1,948,650 |
| Workforce Development Centres | | 425,000 |
| Victorian Group Training Program | | 1,406,650 |
| Pre-apprenticeship Training | | 145,066 |

1. The variance between the actual result and the published budget is mainly due to the full asset revaluation undertaken by the Department in 2015-16 in addressing the disclaimer of opinion issued by Victorian Auditor – General’s Office (VAGO) in 2015 on the Department’s property, plant and equipment balances. [↑](#footnote-ref-2)
2. The variance between the actual result and the published budget is mainly due to the full asset revaluation undertaken by the Department in 2015-16 in addressing the disclaimer of opinion issued by Victorian Auditor – General’s Office (VAGO) in 2015 on the Department’s property, plant and equipment balances. [↑](#footnote-ref-3)