

# STATUTORY AUTHORITIES AND OTHER BODIES

Fifty-three statutory authorities and other bodies work with the education and training communities to provide direct education and training provision and/or advice to the Minister for Education and Training and the Minister for Education Services.

## OVERVIEW

The Minister for Education and Training and the Minister for Education Services are accountable to the Victorian Parliament for the performance of the Department. In the discharge of their responsibilities, the Ministers received advice from several education and training statutory authorities in 2003–04, as indicated in the following table. The Department works in conjunction with statutory authorities to achieve the Government’s goals and targets for education and training and the delivery of Government-funded education and training outputs.

### *Selected statutory authorities and their reporting requirements*

<i>Agency</i>	<i>Minister</i>	<i>Annual report</i>
Adult, Community and Further Education Board	Education and Training	Separate report
Merit Protection Boards	Education Services	See pages 49–52
Registered Schools Board	Education and Training	See pages 27–28
VCAA	Education and Training	Separate report
VLESC	Education and Training	Separate report
VQA	Education and Training	Separate report
VIT	Education and Training	Separate report

Staff of some of these authorities are on the Department’s payroll, as reflected in the workforce data on pages 17 and 112–113. Some of the authorities produce annual reports in their own right. These reports can be accessed from the Department’s website at <[www.det.vic.gov.au](http://www.det.vic.gov.au)>. Summaries of the Registered Schools Board and the Merit Protection Boards reports are included in this report on pages 27–28 and 49–52.

Information about the remaining 47 statutory authorities and other bodies in the portfolio is presented in the table on page 112.

## MERIT PROTECTION BOARDS

The Merit Protection Boards were established in 1993 under the *Teaching Service Act 1981* to:

- advise the Minister for Education Services about principles of merit and equity to be applied in the teaching service
- hear reviews and appeals in relation to decisions made under the Teaching Service Act, 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 to be a decision in respect of which there is a right of review by, or appeal to, a Merit Protection Board.

There are seven Teaching Service Merit Protection Boards, each of which comprises a chairperson, a nominee of the Secretary and a nominee of the former Standards Council of the Teaching Profession. Most members are part-time.

The public sector Merit Protection Boards comprise three members, a chairperson, a nominee of the Secretary and a staff member. The public sector boards make a recommendation to the Senior Chairperson of the Merit Protection Boards who has the delegation from the Secretary of the Department of Education & Training to hear and determine public sector grievances.

The Senior Chairperson, Mr Ian Adams, and the Secretary's nominee, Mr Raymond Wilkinson, are full-time members of the Boards. Ms Beverly Trease is the Registrar.

## Members of the Merit Protection Boards

### Chairs

Mr Ian Adams, Senior Chairperson

Mr John Coulson, Principal, Wellington Secondary College

Ms Avis Grahame, Senior Education Officer, Southern Metropolitan Region

Ms Helen Jackson, Principal, Pascoe Vale Girls Secondary College

Mr Eric Keenan, Principal, Sunbury Secondary College

Mr Francis O'Dea, Principal, Noble Park Secondary College (retired August 2003)

Ms Bronwyn Valente, Principal, University High School

### Secretary's nominees

Mr Raymond Wilkinson, Secretary's nominee

Ms Leonie Fitzgerald, Principal, Dandenong South Primary School

Ms Denise Howes, Principal, Eltham North Primary School

Mr Alex Mifsud, Senior Education Officer, Southern Metropolitan Region

### Teacher nominees

Ms Lorraine Dell, Ormond Primary School (resigned February 2004)

Ms Aniko Kariko, Trafalgar High School

Ms Jennifer Pringle, Mount Waverley Secondary College

The Merit Protection Boards are independent bodies that hear appeals and grievances of employees of the Department and education statutory authorities. Appeals and grievances can relate to matters concerning transfer and promotion, discipline, incapacity, grievances of a general personal nature including sexual harassment and discrimination, and appeals in relation to police records checks.

Members of the Boards make objective decisions about appeals and grievances. The hearing procedures of the Boards are consistent with the principles of procedural fairness.

Appeals and grievances are heard in the metropolitan area and regional centres. Access to the Merit Protection Boards is open to all employees in the Department, including principal class officers, teachers, school-based non-teaching staff and public servants.

### Other activities

In 2003–04, the Merit Protection Boards provided advice to the Department on merit and equity issues in relation to major policy initiatives and reviews. The Senior Chairperson and the Secretary's nominee spoke to groups of principal class officers across the State and conducted professional development programs for principal class officers, the field officers of the principals' associations and the Australian Education Union Principal Class Association. In September 2003, the Senior Chairperson attended the National Public Sector Appeals Conference in Brisbane.

## Appeals and grievances

### Teaching service

During 2003–04, the Merit Protection Boards for the teaching service received a total of 171 appeals and grievances, comprising 33 promotion grievances, three discipline appeals and 135 personal grievances. Of the 83 grievances heard, 48 (57 per cent) were upheld.

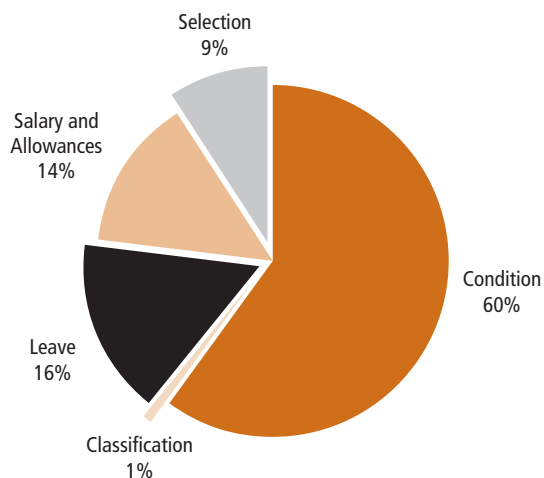
**Teaching service – appeals and grievances, 2003–04**

Category	Received		Upheld		Disallowed		Withdrawn		Pending		No jurisdiction, out of time or lapsed		Total		
	M	F	M	F	M	F	M	F	M	F	M	F			
Promotion	18	15	4	4	7	5	5	2		1	1	3	1	33	
Discipline	2	1			1		1					1		3	
Incapacitated officer															
Personal	48	87	12	28	13	10	6	11	3	5	4	8	10	25	135
<b>Total</b>	<b>68</b>	<b>103</b>	<b>16</b>	<b>32</b>	<b>21</b>	<b>15</b>	<b>12</b>	<b>13</b>	<b>3</b>	<b>7</b>	<b>5</b>	<b>11</b>	<b>11</b>	<b>25</b>	<b>171</b>

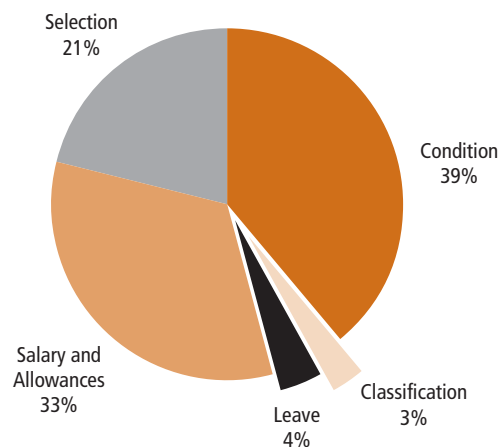
**Public sector – appeals and grievances, 2003–04**

Category	Received		Upheld		Disallowed		Withdrawn		Pending		Lapsed		Conciliated		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
SSO staff																
Promotion		1	2				1	1					1		3	
Discipline																
Personal		4	36		8	3	7		6		1	12		3	40	
<b>Total SSO</b>		<b>5</b>	<b>38</b>		<b>8</b>	<b>3</b>	<b>8</b>	<b>1</b>	<b>6</b>		<b>1</b>	<b>13</b>		<b>3</b>	<b>43</b>	
VPS staff																
Promotion		6	2	1		2	1	2	1	1					8	
Discipline																
Personal		15	14	3	2	6	5	3	4	1	1	1		1	2	29
<b>Total VPS</b>		<b>21</b>	<b>16</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>1</b>		<b>1</b>	<b>2</b>	<b>37</b>
<b>Total VPS and SSO</b>		<b>26</b>	<b>54</b>	<b>4</b>	<b>10</b>	<b>11</b>	<b>14</b>	<b>6</b>	<b>11</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>13</b>	<b>1</b>	<b>5</b>	<b>80</b>

**Breakdown of personal grievances, teaching service**



**Breakdown of personal grievances, public sector**



During the reporting period, there was a decrease in the number of promotion grievances lodged but little change in the proportion of grievances upheld. There was a significant increase in personal grievance claims, with approximately 65 per cent of lodgements upheld. The most common personal grievances were rejections of referred excess teachers and teachers with compassionate transfer status. The vast majority of these grievances were upheld. Performance assessment was also subject to a high number of personal grievance claims.

In relation to the three discipline appeals, one was disallowed, one was withdrawn and the other is pending a decision.

### Public sector

The Merit Protection Boards for the public sector received 80 grievances, comprising 43 from SSOs and 37 from public servants. SSOs lodged three promotion grievances and 40 personal grievances, while public servants lodged eight promotion and 29 personal grievances. Thirty-nine of these grievances were heard and 14 (35 per cent) were upheld.

Promotion grievances lodged by SSOs have declined while personal grievances have increased significantly. The most common personal grievances related to the denial of redeployment rights, being declared in excess, the rejection of referred SSOs, and bullying.

The number of grievances lodged by members of the VPS rose considerably. Personal grievances related to performance assessment and conditions of employment were the main reason for this increase.

## Merit protection accreditation

The Merit Protection Boards provide training in merit and equity for principal class officers, teachers, SSOs and public servants employed by the Department. This fulfils the requirement for the membership of panels to include a merit-accredited employee. In 2003–04, the Board conducted 36 seminars in metropolitan and country centres. A total of 1528 Departmental employees participated, including:

- 119 members of the principal class – accredited principal class officers are eligible to serve on principal class officer selection panels
- 1034 members of the teacher class, of which 71 were recredited – accredited teachers are eligible to assist principals with personnel management decision making in schools. It is a requirement that panels include a merit protection accredited teacher
- 215 SSOs and 160 VPS employees – accredited SSOs and VPS employees are available to assist on panels in decision making concerning selection.

## OTHER STATUTORY AUTHORITIES AND BODIES

Other statutory authorities and bodies in the education and training portfolio include 14 TAFE institute councils, nine regional councils of ACFE, the boards of two adult education institutions, the councils of eight Victorian universities and 13 industry training boards. All of these authorities and bodies report to the Minister for Education and Training. Contact details for these authorities and bodies are on pages 53–54.

## TAFE institute councils

<i>Institute</i>	<i>Address</i>	<i>Phone and website</i>
Bendigo Regional Institute of TAFE Council	136 McCrae Street, Bendigo Victoria 3550	(03) 5434 1555 < <a href="http://www.britafe.vic.edu.au">www.britafe.vic.edu.au</a> >
Box Hill Institute of TAFE Council	465 Elgar Road, Box Hill Victoria 3128	(03) 9286 9222 < <a href="http://www.bhtafe.edu.au">www.bhtafe.edu.au</a> >
Central Gippsland Institute of TAFE Council	Corner Princes Drive and Monash Way, Morwell Victoria 3814	(03) 5120 4500 < <a href="http://www.gippstafe.vic.edu.au">www.gippstafe.vic.edu.au</a> >
Chisholm Institute of TAFE Council	121 Stud Road, Dandenong Victoria 3175	(03) 9212 5000 < <a href="http://www.chisholm.vic.edu.au">www.chisholm.vic.edu.au</a> >
East Gippsland Institute of TAFE Council	48 Main Street, Bairnsdale Victoria 3875	(03) 5152 0700 < <a href="http://www.egtafe.vic.edu.au">www.egtafe.vic.edu.au</a> >
Gordon Institute of TAFE Council	2 Fenwick Street, Geelong Victoria 3220	(03) 5225 0500 < <a href="http://www.gordontafe.edu.au">www.gordontafe.edu.au</a> >
Goulburn Ovens Institute of TAFE Council	Fryers Street, Shepparton Victoria 3630	1300 733 111 < <a href="http://www.gotafe.vic.edu.au">www.gotafe.vic.edu.au</a> >
Holmesglen Institute of TAFE Council	Corner Batesford and Warrigal Roads, Holmesglen Victoria 3148	(03) 9564 1555 < <a href="http://www.holmesglen.vic.edu.au">www.holmesglen.vic.edu.au</a> >
Kangan Batman Institute of TAFE Council	Pearcedale Parade, Broadmeadows Victoria 3047	(03) 9279 2222 < <a href="http://www.kangan.edu.au">www.kangan.edu.au</a> >
Northern Melbourne Institute of TAFE Council	77–91 St Georges Road, Preston Victoria 3072	(03) 9269 1200 < <a href="http://www.nmit.vic.edu.au">www.nmit.vic.edu.au</a> >
South West Institute of TAFE Council	Timor Street, Warrnambool Victoria 3280	(03) 5564 8911 < <a href="http://www.swtafe.vic.edu.au">www.swtafe.vic.edu.au</a> >
Sunraysia Institute of TAFE Council	Benetook Avenue, Mildura Victoria 3500	(03) 5022 3666 < <a href="http://www.sunitafe.edu.au">www.sunitafe.edu.au</a> >
William Angliss Institute of TAFE Council	555 La Trobe Street, Melbourne Victoria 3000	(03) 9606 2111 < <a href="http://www.angliss.vic.edu.au">www.angliss.vic.edu.au</a> >
Wodonga Institute of TAFE Council	15 McKoy Street, Wodonga Victoria 3690	(02) 6055 6600 < <a href="http://www.wodonga.tafe.edu.au">www.wodonga.tafe.edu.au</a> >

## Regional councils of ACFE

<i>Council</i>	<i>Address</i>	<i>Phone and website</i>
Barwon South Western Regional Council of ACFE	40 Brougham Street, Geelong Victoria 3220	(03) 5221 8248 < <a href="http://www.acfebsw.vic.edu.au">www.acfebsw.vic.edu.au</a> >
Central Highlands Wimmera Regional Council of ACFE	Level 1, 1220 Sturt Street, Ballarat Victoria 3350	(03) 5332 3989 < <a href="http://www.chw-acfe.ballarat.net.au">www.chw-acfe.ballarat.net.au</a> >
Central Western Metropolitan Regional Council of ACFE	29 Cobden Street, North Melbourne Victoria 3051	(03) 9326 7647 < <a href="http://www.acfecwm.vic.edu.au">www.acfecwm.vic.edu.au</a> >
Eastern Metropolitan Regional Council of ACFE	Rear, 1st Floor, 25 Ringwood Street, Ringwood Victoria 3134	(03) 9879 4000 < <a href="http://www.acfeemr.vic.edu.au">www.acfeemr.vic.edu.au</a> >
Gippsland Regional Council of ACFE	Cnr Haigh and Kirk Streets, Moe Victoria 3825	(03) 5127 6000 < <a href="http://www.acfegip.vic.edu.au">www.acfegip.vic.edu.au</a> >
Goulburn Ovens Murray Regional Council of ACFE	13 Lowry Place, Benalla Victoria 3672	(03) 5762 4655 < <a href="http://www.gomacfe.net">www.gomacfe.net</a> >
Loddon Campaspe Mallee Regional Council of ACFE	Havlin Street East, Bendigo Victoria 3550	(03) 5442 4300 < <a href="http://www.acfelcm.vic.edu.au">www.acfelcm.vic.edu.au</a> >
Northern Metropolitan Regional Council of ACFE	Suite 11–14, 420 Victoria Street, Brunswick Victoria 3056	(03) 9940 1405 < <a href="http://www.acfenmr.vic.edu.au">www.acfenmr.vic.edu.au</a> >
South Western Port Regional Council of ACFE	133 Nepean Highway Seaford Victoria 3198	(03) 9786 9466 < <a href="http://home.vicnet.net.au/~swpacfe/index.htm">http://home.vicnet.net.au/~swpacfe/index.htm</a> >

## Adult education institution boards

<i>Institution</i>	<i>Address</i>	<i>Phone and website</i>
The CAE	253 Flinders Lane, Melbourne Victoria 3000	(03) 9652 0611 <www.cae.edu.au>
Adult Multicultural Education Services Board	255 William Street, Melbourne Victoria 3000	(03) 9926 4666 <www.ames.net.au>

## Victorian university councils

<i>University</i>	<i>Address</i>	<i>Phone and website</i>
Deakin University Council	221 Burwood Highway, Burwood Victoria 3124	(03) 9244 6100 <www.deakin.edu.au>
La Trobe University Council	Corner Plenty Road and Kingsbury Drive, Bundoora Victoria 3083	(03) 9473 8888 <www.latrobe.edu.au>
Monash University Council	Wellington Road, Clayton Victoria 3800	(03) 9905 4000 <www.monash.edu.au>
RMIT University Council	124 La Trobe Street, Melbourne Victoria 3000	(03) 9925 2000 <www.rmit.edu.au>
Swinburne University Council	John Street, Hawthorn Victoria 3122	(03) 9214 8000 <www.swin.edu.au>
University of Ballarat Council	University Drive, Mt Helen Victoria 3353	(03) 5327 9506 <www.ballarat.edu.au>
University of Melbourne Council	Grattan Street, Parkville Victoria 3052	(03) 8344 4000 <www.unimelb.edu.au>
Victoria University of Technology Council	Corner Nicholson and Buckley Streets, Footscray Victoria 3011	(03) 9688 4000 <www.vu.edu.au>

## Other bodies: Industry training boards

<i>Board</i>	<i>Address</i>	<i>Phone and website</i>
Automotive Industry Training Board	Level 2, 464 St Kilda Road, Melbourne Victoria 3004	(03) 9866 1292 <www.atv.org.au>
Business Services, Finance and Property Industry Training Board	Suite E, 222–224 Church Street, Richmond Victoria 3121	(03) 9429 0004 <www.bsv.org.au>
Community Services and Health Industry Training Board	180A Palmerston Street, Carlton Victoria 3053	(03) 9347 0377 <www.intraining.org.au>
Cultural and Recreation Industry Training Board	Level 5, 313–315 Flinders Lane, Melbourne Victoria 3000	(03) 9614 5566 <www.artv.org.au>
Electrotechnology, Printing, Information and Communications Training Board	29 Drummond Street, Carlton Victoria 3053	(03) 9654 1299 <www.epicitb.com/>
Engineering Industry Training Board	1378A Toorak Road, Burwood Victoria 3125	(03) 9889 0966 <www.estb.com.au> (under construction at 21 July 2004)
Food Industry Training Board	Suite 10, Skipping Girl Place, 651–653 Victoria Street, Abbotsford Victoria 3067	(03) 9428 7744 <www.foodindustrytraining.com.au>
Furnishing Industry Training Board	1 Grattan Street, Carlton Victoria 3053	(03) 8663 2188 <www.vfitb.org.au>
Primary Industry Training Board	Suite 10B, Skipping Girl Place, 651–653 Victoria Street, Abbotsford Victoria 3067	(03) 9428 9811 <www.psv.com.au>
Process Manufacturing Industry Training Board	1378A Toorak Road, Burwood Victoria 3125	(03) 9889 0233 <www.mlvic.com>
Service Skills Victoria	Level 5, 315 Flinders Lane, Melbourne Victoria 3000	(03) 8610 0555 (website under construction)
Transport and Distribution Industry Training Board	Level 3, 33 Walsh Street, West Melbourne Victoria 3003	(03) 9326 7211 <www.careersintransport.org>

Note: The Wholesale, Retail and Personal Services Industry Training Board and the Tourism and Hospitality Industry Training Board have merged to become Service Skills Victoria.