

# APPENDICES

Providing more detailed information about the education and training portfolio.

1 Consistency of budget and financial reporting	98
2 Portfolio statistics	105
3 Whole-of-government reporting on target groups	110
4 Workforce statistics	112
5 Senior officers as at 30 June 2004	114
6 Freedom of Information	117
7 <i>Whistleblowers Protection Act 2001</i>	119
8 Occupational health and safety	129
9 Consultancies and major contracts	130
10 Additional information	132
11 Portfolio responsibilities	133
12 Office-based environmental impacts	135
13 Disclosure index	136

## APPENDIX 1 CONSISTENCY OF BUDGET AND FINANCIAL REPORTING

### Introduction

The Government's budgeting framework reports each department's financial estimates in the annual State Budget Papers on a basis that consolidates all budget sector agencies within the Department.

Budget sector agencies are those agencies owned by the State Government that receive the majority of their income from State Government sources.

The financial statements provided in this appendix are consistent with those published in the 2003–04 Budget Paper Number 3 – Budget Estimates. Provision of the statements in this appendix allows comparison of the actual financial results of the Department consolidated budget sector agencies with the estimates published in the Budget Papers. This is consistent with the Government's commitment to more transparent financial reporting.

The total resources made available to a department are applied to three uses:

- provision of outputs
- asset investment
- payments on behalf of the State.

The financial statements on the following pages support the Department's provision of outputs. The information provided includes the statement of financial performance, the statement of financial position and the statement of cash flows for the Department, which presented in the format consistent with the AAS29 accounting standard. However, for the purposes of this report they have been divided into controlled and administered items.

Controlled items reflect those resources applied by the Department to carry out its functions and provide outputs.

Administered items refer to those resources over which the Department cannot exercise direct control. Authority is provided through an appropriation for payments made on behalf of the State. Under the AAS29 standard, these items would normally appear as notes to the financial statements.

The financial information consolidates information for the following portfolio entities:

- Department of Education & Training (including government schools)
- Adult, Community and Further Education Board

- Adult Multicultural Education Services
- Centre for Adult Education
- Driver Education Centre of Australia Limited
- International Fibre Centre Limited
- Merit Protection Boards
- Registered Schools Board
- Victorian Curriculum and Assessment Authority
- Victorian Learning and Employment Skills Commission
- Victorian Qualifications Authority
- 14 TAFE institutes and five universities with TAFE divisions.

## Statement of financial performance for the year ended 30 June 2004

Controlled items	Notes	2003–04 Actual (\$ million)	2003–04 Budget (\$ million)	Variation (a) (%)
<b>Revenue from ordinary activities</b>				
Output appropriations	1	5,756.8	5,694.7	1.1
Special appropriations		0.3	0.3	(3.3)
Resources received free of charge or for nominal consideration		0.0	0.7	n/a
Sale of goods and services	2	506.4	487.4	3.9
Commonwealth grants	3	296.6	273.8	8.3
Other revenue and revenue from other parties (b)	2	319.2	285.0	12.0
<b>Total</b>		<b>6,879.3</b>	<b>6,741.9</b>	<b>2.0</b>
<b>Expenses from ordinary activities</b>				
Employee benefits (c)	4	4,063.1	3,907.7	4.0
Depreciation and amortisation	5	280.2	270.2	3.7
Grants and other payments	6	553.5	565.0	(2.0)
Capital asset charge		666.8	666.7	0.0
Supplies and services (d)	7	1,238.3	1,179.1	5.0
Other expenses from ordinary activities		5.0	0.0	n/a
Borrowing costs		0.7	1.7	(57.1)
<b>Total</b>		<b>6,807.6</b>	<b>6,590.4</b>	<b>3.3</b>
<b>Result from ordinary activities</b>		<b>71.7</b>	<b>151.5</b>	<b>(52.7)</b>
Net result for the reporting period		71.7	151.5	(52.7)
<b>Net increase in asset revaluation reserve</b>		<b>1,166.0</b>	<b>0.0</b>	<b>n/a</b>
Total revenues, expenses and revaluation adjustments recognised directly in equity		1,166.0	0.0	n/a
<b>Total changes in equity other than those resulting from transactions with Victorian State Government in its capacity as owner on behalf of the Crown</b>		<b>1,237.7</b>	<b>151.5</b>	<b>n/a</b>

<b>Administered items</b>	<b>Notes</b>	<b>2003–04 Actual (\$ million)</b>	<b>2003–04 Budget (\$ million)</b>	<b>Variation (a) (%)</b>
<b>Administered revenue</b>				
Sale of goods and services		1.8	1.7	4.1
Commonwealth grants	8	1,700.7	1,627.6	4.5
Other		(8.1)	11.7	n/a
<b>Total</b>		<b>1,694.4</b>	<b>1,641.0</b>	<b>3.3</b>
<b>Administered expenses</b>				
Grants and other payments	8	1,203.7	1,162.0	3.6
Payments into the Consolidated Fund		500.9	478.9	4.6
<b>Total</b>		<b>1,704.6</b>	<b>1,640.9</b>	<b>3.9</b>
Revenue less expenses		(10.3)	0.1	n/a

(a) Variation between 2003–04 Actual and 2003–04 Budget.

(b) Includes revenue for services delivered to parties outside of government.

(c) Includes salaries and allowances, superannuation contributions and payroll tax.

(d) Includes payments to non-government organisations for delivery of services.

The variances for controlled items can be explained as follows:

**Note 1**

The variance reflects additional appropriation funding from the Government for education and training.

**Note 2**

The variance was due to actual revenues raised by schools and TAFE institutes from non-government sources being greater than anticipated.

**Note 3**

The variance reflects increased revenue from the Commonwealth Government for TAFE institutes.

**Note 4**

The variance reflects the effect on salary expenses of wage increases, voluntary departure packages, the additional day in the leap year and increased employment in schools funded from grants and locally raised funds.

**Note 5**

The variance is due to the effect on depreciation expenses of asset revaluations, asset purchases by schools from locally raised funds and asset purchases by TAFE institutes from Commonwealth funds. These asset purchases are not supported by depreciation funding.

**Note 6**

The variance reflects grants to external organisations being marginally less than originally estimated.

**Note 7**

The variance reflects increased purchases by schools funded from increased locally raised revenue, government funding and the utilisation of cash reserves.

The variance for administered items can be explained as follows:

**Note 8**

The variance reflects indexation of Commonwealth funding for government and non-government schools being greater than anticipated.

## Statement of financial position as at 30 June 2004

Controlled items	Notes	2003-04 Actual (\$ million)	2003-04 Budget (\$ million)	Variation (a) (%)
<b>Assets</b>				
<b>Current assets</b>				
Cash assets	1	458.4	478.9	(4.3)
Other financial assets		164.1	156.1	5.1
Receivables		76.0	69.8	8.8
Inventories		9.4	8.4	11.7
Prepayments		19.5	12.7	53.2
Other assets		1.1	1.2	(9.2)
<b>Total current assets</b>		<b>728.5</b>	<b>727.1</b>	<b>0.2</b>
<b>Non-current assets</b>				
Receivables (b)	2	434.5	448.9	(3.2)
Other financial assets		12.8	8.9	43.6
Property, plant and equipment	3	10,453.1	9,295.7	12.5
Intangible assets		0.5	0.5	0.0
Other		11.8	13.1	(9.6)
<b>Total non-current assets</b>		<b>10,912.7</b>	<b>9,767.1</b>	<b>11.7</b>
<b>Total assets</b>		<b>11,641.2</b>	<b>10,494.2</b>	<b>10.9</b>
<b>Liabilities</b>				
<b>Current liabilities</b>				
Payables	4	199.5	183.2	8.9
Interest-bearing liabilities		0.7	1.8	(60.0)
Provisions (c)	5	234.0	198.6	17.8
Other		78.3	75.9	3.2
<b>Total current liabilities</b>		<b>512.5</b>	<b>459.5</b>	<b>11.5</b>
<b>Non-current liabilities</b>				
Interest-bearing liabilities		4.8	2.6	82.7
Provisions	5	811.0	788.7	2.8
Amounts owing to other departments		0.3	1.1	(71.8)
<b>Total non-current liabilities</b>		<b>816.1</b>	<b>792.4</b>	<b>3.0</b>
<b>Total liabilities</b>		<b>1,328.6</b>	<b>1,251.9</b>	<b>6.1</b>
<b>Net assets</b>		<b>10,312.6</b>	<b>9,242.3</b>	<b>11.6</b>

	2003–04 Actual (\$ million)	2003–04 Budget (\$ million)	Variation (a) (%)
<b>Administered items</b>			
<b>Assets</b>			
Current assets			
Cash assets	0.0	0.1	(100.0)
Receivables	16.8	16.5	1.5
Other current assets	0.0	0.0	n/a
Prepayments	3.2	3.0	6.0
Other financial assets	1.3	1.3	0.8
Total current assets	21.3	20.9	16.3
<b>Non-current assets</b>			
Property, plant and equipment	10.9	14.0	(22.3)
	10.9	14.0	(22.3)
<b>Total assets</b>	32.2	34.9	(6.0)
<b>Liabilities</b>			
<b>Current liabilities</b>			
Payables	0.1	0.2	(35.0)
Other	3.2	3.0	7.0
<b>Total current liabilities</b>	3.3	3.2	4.4
<b>Net assets</b>	28.9	31.7	(10.4)

(a) Variation between 2003–04 Actual and 2003–04 Budget.

(b) Includes cash balance held in trust in the Public Account.

(c) Includes employee benefits and superannuation.

The variances for controlled items can be explained as follows:

**Note 1**

The decrease reflects utilisation by schools of cash assets.

**Note 2**

The variance in the balance reflects the output revenue appropriated to the Department from the Government that is yet to be drawn down to meet cash flow needs. In addition to improved cash collection activities, the balance is directly influenced by the level of accruals and creditors at balance day.

**Note 3**

The variance is due to significant revaluation of property assets.

**Note 4**

The variance reflects timing of payments to creditors.

**Note 5**

The variance reflects the combined effect of salary increases, changes in the discount rate and the amount and timing of payments to employees during the year affecting the long-service leave liability of the Department.

## Statement of cash flows for the year ended 30 June 2004

Controlled items	Notes	2003-04 Actual (\$ million)	2003-04 Budget (\$ million)	Variation (a) (%)
<b>Cash flows from operating activities</b>				
<b>Operating receipts</b>				
Receipts from Government		5,757.1	5,904.2	(2.5)
Receipts from other entities		289.6	496.6	(41.7)
Interest received		35.4	20.0	76.9
Other revenue		806.9	265.1	n/a
	1	6,889.0	6,685.9	3.0
<b>Operating payments</b>				
Payments for supplies, grants and employees	2	(5,765.8)	(5,624.7)	2.5
Capital asset charge		(666.7)	(666.7)	n/a
Borrowing costs expense		(0.8)	(1.7)	(55.9)
		(6,433.3)	(6,293.1)	2.2
<b>Net cash inflow (outflow) from operating activities</b>		455.7	392.8	16.0
<b>Cash flows from investing activities</b>				
<b>Investing receipts</b>				
Payments for property, plant and equipment	3	(494.3)	(460.7)	7.3
Proceeds from sale of property, plant and equipment		8.8	1.5	n/a
Payments for investments		8.4	n/a	n/a
Repayment of loans by other entities		(0.2)	n/a	n/a
<b>Net cash inflow (outflow) from investing activities</b>		(477.3)	(459.2)	3.9
<b>Cash flows from financing activities</b>				
Net proceeds from capital contribution by State Government		n/a	68.2	0.1
Net proceeds of borrowings		2.7	n/a	n/a
<b>Net cash inflow (outflow) from financing activities</b>		2.7	68.2	n/a
<b>Net increase (decrease) in cash held</b>		(18.9)	1.8	(1,155.9)
<b>Cash at beginning of period</b>		477.3	477.2	0.0
<b>Cash at end of financial year</b>		458.4	478.9	(4.3)

	Notes	2003–04 Actual (\$ million)	2003–04 Budget (\$ million)	Variation (a) (%)
<b>Administered items</b>				
<b>Cash flows from operating activities</b>				
<b>Operating receipts</b>				
Receipts from Government		1,700.8	1,627.6	4.5
Interest received		0.1	0.1	n/a
Other revenue		2.8	2.3	22.0
	<b>4</b>	<b>1,703.7</b>	<b>1,630.0</b>	<b>4.5</b>
<b>Operating payments</b>				
Payments for supplies, grants and employees		(1,704.9)	(1,641.0)	3.9
	<b>4</b>	<b>(1,704.9)</b>	<b>(1,641.0)</b>	<b>3.9</b>
<b>Net cash inflow (outflow) from operating activities</b>				
		<b>(1.2)</b>	<b>(11.0)</b>	<b>n/a</b>
<b>Cash flows from investing activities</b>				
<b>Investing receipts</b>				
Payments for property, plant and equipment		14.0	n/a	n/a
Proceeds from sale of property, plant and equipment		2.6	11.0	n/a
Payments for investments		(15.4)	n/a	n/a
<b>Net cash inflow (outflow) from investing activities</b>				
		<b>1.2</b>	<b>11.0</b>	<b>n/a</b>
<b>Cash at beginning of period</b>				
		<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
<b>Cash at end of financial year</b>				
		<b>n/a</b>	<b>n/a</b>	<b>n/a</b>

(a) Variation between 2003–04 Actual and 2003–04 Budget

Notes

The variances for controlled items can be explained as follows:

Note 1

Refer to notes 1 and 3 of the statement of financial performance.

Note 2

Refer to notes 4, 6 and 7 of the statement of financial performance.

Note 3

The variance reflects purchases above the budgeted level funded from increased Commonwealth capital grants to TAFE institutes; and from schools' and TAFE institutes' locally raised funds.

The variances for administered items can be explained as follows:

Note 4

Refer to note 8 of the statement of financial performance.

## APPENDIX 2 PORTFOLIO STATISTICS

### School education

*FTE students in government schools, Victoria,  
February 2004*

<i>Year level</i>	<i>2004</i>
Preparatory	44,268.8
Year 1	43,836.4
Year 2	44,175.4
Year 3	44,510.6
Year 4	44,921.9
Year 5	45,169.9
Year 6	45,063.6
Ungraded	17.4
<b>Primary total</b>	<b>311,964.0</b>
Year 7	38,853.8
Year 8	39,623.6
Year 9	37,582.8
Year 10	37,478.4
Year 11	35,938.6
Year 12	30,722.3
Ungraded	72.2
<b>Secondary total</b>	<b>220,271.7</b>
Special	6,826.2
Language	1,010.0
<b>Total</b>	<b>540,071.9</b>

**FTE students by student type and sector, Victoria, February 2002-04**

Student type	Government				Catholic				Independent				All schools			
	2002	2003	2004	2002	2003	2004	2002	2003	2004	2002	2003	2004	2002	2003	2004	
	Primary	312,689.2	312,134.4	311,964.0	101,519.6	99,665.2	98,863.6	38,319.9	39,381.20	40,170.2	452,528.7	451,180.8	450,997.8	452,528.7	451,180.8	450,997.8
Secondary	216,858.8	218,740.7	220,271.7	79,744.1	80,626.2	81,514.5	61,747.8	64,194.30	65,659.0	358,350.7	363,561.2	367,445.2	358,350.7	363,561.2	367,445.2	
Special	6,170.5	6,517.0	6,826.2	170.4	171.2	165.8	299.6	310.8	331	6,640.5	6,999.0	7,323.0	6,640.5	6,999.0	7,323.0	
Language	844	917	1,010.0	-	-	-	-	-	-	844	917	1,010.0	844	917	1,010.0	
<b>Total</b>	<b>536,562.5</b>	<b>538,309.1</b>	<b>540,071.9</b>	<b>181,434.1</b>	<b>180,462.6</b>	<b>180,543.9</b>	<b>100,367.3</b>	<b>103,886.30</b>	<b>106,160.2</b>	<b>818,363.9</b>	<b>822,658.0</b>	<b>826,776.0</b>	<b>818,363.9</b>	<b>822,658.0</b>	<b>826,776.0</b>	
<b>% of all students</b>	<b>65.6</b>	<b>65.4</b>	<b>65.3</b>	<b>22.2</b>	<b>21.9</b>	<b>21.8</b>	<b>12.3</b>	<b>12.6</b>	<b>12.8</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	

### Number of schools by type and sector, February 2002–04

School type	Government			Catholic			Independent			All schools		
	2002	2003	2004	2002	2003	2004	2002	2003	2004	2002	2003	2004
Primary	1,232	1,223	1,223	386	384	381	61	62	57	1,679	1,669	1,661
Primary–Secondary	47	49	49	10	10	10	126	127	131	183	186	190
Secondary	262	261	262	86	86	85	16	17	18	364	364	365
Special	80	78	80	7	7	7	9	9	10	96	94	97
Language	4	4	4	–	–	–	–	–	–	–	4	4
<b>Total</b>	<b>1,625</b>	<b>1,615</b>	<b>1,618</b>	<b>489</b>	<b>487</b>	<b>483</b>	<b>212</b>	<b>215</b>	<b>216</b>	<b>2,322</b>	<b>2,317</b>	<b>2,317</b>

## Training and tertiary education

### Student contact hours of training and further education by Australian Qualifications Framework levels, Victoria, 2001–03

Level	2001	2002	2003
AQF 1–2	24,594,722	24,347,220	22,288,403
AQF 3–4	41,908,107	44,181,717	50,467,474
AQF 5–6 and above	28,747,905	30,754,842	29,694,560
Secondary	1,297,126	1,332,544	2,327,393
Module only	3,128,182	3,479,010	3,044,575
Not defined*	4,351,890	4,048,972	4,182,817
<b>Total</b>	<b>104,027,932</b>	<b>108,144,305</b>	<b>112,005,222</b>

\*Including non-award courses, bridging and enabling courses, statements of attainment and other courses not identifiable by level.

Data refers to all funding sources, excluding hobby, recreation and leisure (non-VET) activity.

Numbers for 2001–02 have been modified to reflect changes in classifications.

Source: Department of Education & Training

**Student contact hours of training and further education by industry group, Victoria, 2001–03**

Industry	2001	2002	2003
Further education	13,159,882	12,790,707	14,492,304
Automotive	2,803,249	2,644,410	2,705,580
Building and construction	5,454,055	5,500,968	5,663,440
Business services	17,532,611	17,785,756	17,966,543
Community services and health	9,891,082	11,355,930	12,053,380
Cultural and recreation	7,786,376	8,663,928	8,902,974
Electrotechnology and communications	12,065,354	12,211,759	12,024,512
General manufacturing	5,040,667	5,421,878	4,991,695
Metals and engineering	3,663,910	3,754,041	3,638,177
Primary and forest	4,484,012	4,937,665	4,579,413
Public administration and safety	456,939	411,063	414,470
Tourism and hospitality	8,114,423	8,207,689	8,388,306
Transport and storage	3,346,940	3,086,780	4,811,761
Wholesale retail and personal services	5,590,750	5,966,087	5,610,588
Not industry-specific (including module only)	4,637,682	5,405,644	5,762,079
<b>Total</b>	<b>104,027,932</b>	<b>108,144,305</b>	<b>112,005,222</b>

Data refers to all funding sources, excluding hobby, recreation and leisure (non-VET) activity.

Numbers for 2001–02 have been modified to reflect changes in classifications.

Source: Department of Education & Training

## Adult and community education

**Government-funded provision by ACE organisations by region and adult education institutions, Victoria, 2003**

Region	Adult literacy and numeracy		Employment skills		VCE/VCAL*		Vocational		Total	
	E	SCH	E	SCH	E	SCH	E	SCH	E	SCH
BSW	4,028	260,485	4,589	147,579	276	19,887	11,641	349,326	20,534	777,277
CHW	1,352	63,159	1,876	52,544	–	–	12,428	214,129	15,656	329,832
CWM	7,619	510,196	1,573	66,489	–	–	8,390	360,551	17,582	937,236
EM	4,498	233,431	4,673	122,139	–	–	22,016	532,276	31,187	887,846
GIP	4,515	155,293	1,534	52,116	–	–	12,553	229,054	18,602	436,463
GOM	3,007	166,535	970	27,678	157	9,124	13,774	273,466	17,908	476,803
LCM	3,858	175,863	4,364	169,585	22	1,362	13,218	326,286	21,462	673,096
NM	5,309	248,094	2,877	101,018	122	10,500	10,338	291,566	18,646	651,178
SWP	6,493	378,649	2,754	83,962	44	2,562	16,504	397,124	25,795	862,297
AMES	2,115	76,532	2,098	65,437	–	–	6,036	162,397	10,249	304,366
CAE	2,573	176,470	2,182	67,953	2,395	278,641	6,332	293,699	13,482	816,763
<b>Total</b>	<b>45,367</b>	<b>2,444,707</b>	<b>29,490</b>	<b>956,500</b>	<b>3,016</b>	<b>322,076</b>	<b>133,230</b>	<b>3,429,874</b>	<b>211,103</b>	<b>7,153,157</b>

E = module enrolments

SCH = student contact hours

Government-funded provision is for education and training provided from State and Commonwealth funds allocated by the ACFE Board and the VLESC.

The ACFE regions and institutions are abbreviated as follows: Barwon South Western (BSW), Central Highlands Wimmera (CHW), Central Western Metropolitan (CWM), Eastern Metropolitan (EM), Gippsland (GIP), Goulburn Ovens Murray (GOM), Loddon Campaspe Mallee (LCM), Northern Metropolitan (NM), Southern Western Port (SWP), Adult Multicultural Education Services (AMES), the CAE.

Source: Department of Education & Training

**Total reported adult, community and further education provision for ACE organisations and adult education institutions, Victoria, 2001–03**

Region	Module enrolments			Student contact hours		
	2001	2002	2003	2001	2002	2003
BSW	38,043	39,340	38,046	1,021,919	1,069,466	1,292,309
CHW	24,496	28,024	25,185	526,217	491,162	468,329
CWM	23,288	24,270	25,804	1,058,608	1,015,956	1,165,634
EM	51,869	59,500	65,019	1,311,723	1,441,593	1,614,746
GIP	21,759	25,292	25,017	526,883	534,254	549,407
GOM	29,062	30,952	33,685	697,354	802,591	843,003
LCM	32,507	36,629	35,660	834,037	995,565	975,937
NM	26,722	28,324	25,029	833,206	892,671	785,451
SWP	43,542	45,328	37,103	1,276,327	1,284,216	1,138,720
CAE	62,674	56,338	53,891	1,598,856	1,510,263	1,518,084
AMES	113,753	98,625	82,636	3,216,979	2,983,912	2,484,438
<b>Total</b>	<b>467,715</b>	<b>472,622</b>	<b>447,075</b>	<b>12,902,109</b>	<b>13,021,649</b>	<b>12,836,058</b>

Total reported adult, community and further education provision is for all funding sources, including fee-for-service activity.

Almost 90 per cent of provision at AMES is funded by other sources, including the Commonwealth Government. This funding is short-term contracted delivery.

Source: Department of Education & Training

## Higher education

**Student enrolments and load in higher education institutions, Victoria, 2001–03**

	2001	2002	2003	2001–03 % change
<i>Students*</i>				
Postgraduate	46,672	63,340	68,915	+47.7
Undergraduate	146,233	162,624	164,835	+12.7
Other	1,162	2,597	3,072	+164.4
<b>Total</b>	<b>194,067</b>	<b>228,561</b>	<b>236,822</b>	<b>+22.0</b>
<i>Load (EFTSU)**</i>				
Postgraduate	29,382	33,286	36,311	+23.6
Undergraduate	125,483	130,116	133,008	+6.0
Other	1,156	1,298	1,596	+38.1
<b>Total</b>	<b>156,020</b>	<b>164,701</b>	<b>170,917</b>	<b>+9.5</b>

\*Students are reported under their 'Major' course level.

\*\*EFTSU: Equivalent full-time student unit

Note: The Victorian campuses of the Australian Catholic University are not included.

## APPENDIX 3 WHOLE-OF-GOVERNMENT REPORTING ON TARGET GROUPS

On coming to office, the Government pledged a whole-of-government reporting approach in relation to cultural diversity, women, youth and Indigenous affairs.

This appendix provides highlights of the Department's activities that are of particular relevance to these four community areas.

### Cultural diversity

The Department recognises that individuals and groups facing particular challenges to achieving in education and training because of cultural or linguistic background must be supported to participate in education and training, achieve learning success and undertake continuous learning.

Schools, including specialist language schools and centres, help build proficiency in English and other languages, and help shape student attitudes to cultural diversity through multicultural education.

TAFE institutes and ACE organisations have a central role in equipping adults from culturally and linguistically diverse backgrounds with the English proficiency and the vocational skills they need to function effectively in the workforce and in society, or to proceed to other forms of education and training.

The Department's workforce management and development practices help to ensure that its workforce is well equipped to work with the diverse Victorian community and enhance learning outcomes for all Victorians.

#### Highlights

- English as a second language programs were delivered in approximately 485 Government schools to over 46,000 students.
- \$1.19 million in recurrent funding was provided for accredited education and training to people from culturally and linguistically diverse backgrounds.
- \$660,000 was provided for interpreting and translation services to enable parents who do not speak English to access information in government schools.

### Performance measures

The Department's key performance measures on cultural diversity relate to the provision of:

- intensive ESL support for new arrival students in English language schools and centres and regular schools
- support for other eligible ESL students in regular schools.

The number of new-arrival primary and secondary school students receiving intensive support increased from 1916 in 2002 to 2101 in 2003. In 2004, 91.2 per cent of eligible primary students in regular schools received ESL support. The percentage of eligible secondary students in regular schools receiving ESL support increased from 95.2 per cent in 2002 to 96 per cent in 2003.

These performance measures are reported annually in the State Budget Papers.

### Women

The Department made major contributions to the achievement of the priorities for women, including those outlined in Valuing Victoria's Women: Forward Plan 2000–03, and in particular those related to education, work and economic independence.

The Department's services for women are provided through schools, TAFE institutes and other registered training organisations and ACE organisations. These services aim:

- to equip women with the education and training they need to have high-quality jobs, a full and creative life and opportunities to contribute to their communities
- provide a working environment responsive to the needs of women.

#### Highlights

- The Parents Returning to Work program provided 4017 grants to assist parents wishing to return to the workforce. The grants subsidised the costs of education and training programs or other related costs such as child-care or support materials.
- The Networking the Nation project increased access to e-learning programs and ICT-based skills for women in rural and regional Victoria. In 2003–04, the program supported the ICT infrastructure of more than 160 ACE service providers.

## Performance measures

Key features of the Department's performance on women's and girls' education and training include the following:

- The Years 7–12 August 2003 apparent retention rate for girls in Victoria was 88.4 per cent compared with 80.7 per cent for girls nationally. The Years 7–12 apparent retention rate refers to the Year 12 enrolment of students in full-time education expressed as a proportion of Year 7 enrolment five years earlier.
- Women represented 48.9 per cent of the total 530,842 persons participating in vocational education and training in Victoria in 2003.

## Youth

The Department provides education and training services through schools, TAFE institutes and other registered training organisations and ACE organisations. These services make a major contribution to the achievement of the priorities for young people outlined in the whole-of-government Respect Framework, particularly those related to the theme of learning and working.

## Performance measures

The Department's key performance measures for youth are the Government's targets for education and training. Details of progress towards the targets are on page 4. Further information on achievements relating to youth are contained in the sections on school education (pages 18–29) and training and tertiary education (pages 30–42)

## Indigenous affairs

The Department recognises the importance of working with the Indigenous community to improve Indigenous students' participation and achievement levels in education and training.

Two key strategies frame the partnership between the Department and the Indigenous community. These strategies, Yalca and Wurreker, focus on developing policy, programs and services for and by the Indigenous community.

## Yalca

The Yalca strategy supports a birth-to-death philosophy of education, placing the student at the centre of education policy and decision making. Yalca acknowledges the importance of local partnerships and recognises the role of Local Aboriginal Education Consultative Groups in determining local education and training needs.

## Wurreker

The Wurreker strategy was developed to consolidate the partnership between the Department and the Victorian Aboriginal Education Association Incorporated. The strategy aims to improve the participation of Indigenous students in vocational education and training. It is designed to support:

- improved completion rates for Indigenous students
- participation in courses at higher levels
- better outcomes for individuals and communities both in terms of employment and community enhancement.

The Wurreker strategy recognises the need for an equal partnership between Government, education and training organisations and Local Aboriginal Education Consultative Groups in policy development, planning and delivery to ensure quality outcomes for Indigenous students are achieved.

## Highlights

Significant commitments to the principles of the Yalca and Wurreker strategies and initiatives to support the Indigenous community were maintained by the Department in 2003–04.

- Key programs such as the Koorie Literacy Links (P–4), Koorie Middle Years Literacy Links (Years 7–9) and Koorie Middle Years Numeracy Links (Years 5–6) continued. Participating students showed improvements in literacy and numeracy skills, with an increase in the number of Koorie students reaching English reading and writing benchmarks.
- Three pilot programs for a Victorian Certificate of Learning for Koorie students were completed in 2003, and supported 53 students.
- Four Koorie Open Door Education campuses continued to operate in Victoria, providing culturally inclusive curriculum and appropriate learning and teaching programs.
- Koorie Education Development Officers, Koorie Educators and Koorie Home School Liaison Officers were employed to support Koorie students.

## Performance measures

The Department collects data on the enrolments of Indigenous students in schools by year level and school type in August each year. In 2003, there were 6144.6 FTE Indigenous students enrolled in government schools in Victoria, representing 1.1 per cent of the total student cohort.

## APPENDIX 4 WORKFORCE STATISTICS

The following workforce data is based on Business Unit (cost centre) and charge location. It includes:

- staff on pay (including paid leave) who were employed in the Department in the last fortnight of June 2004
- ongoing and fixed-term agreement staff
- ACFE Board chairperson, Victorian Schools Innovation Commission chairperson and Merit Protection Boards chairperson.

It excludes:

- staff who have ceased from the Department prior to the last fortnight of June 2004

- staff on leave without pay (including Family Leave)
- casual employees and contractors
- ACFE regional council staff
- staff employed directly by individual school councils
- staff employed by TAFE institutes
- staff employed by Industry Training Advisory Boards
- LLENs regional staff
- VLESC regional staff
- Ministerial office staff.

### Schools

#### *FTE of teaching service staff in schools by classification and sex on pay as at June 2004*

<i>Classification</i>	<i>Males</i>	<i>Females</i>	<i>Total</i>
<b>Primary</b>			
Principal Class	974.7	914.7	1,889.4
Teaching staff	3,101.5	15,059.3	18,160.8
Instructors	5.6	11.1	16.8
Total	4,081.8	15,985.1	20,066.9
<b>Secondary</b>			
Principal Class	553.7	381.2	934.9
Teaching staff	7,330.5	10,423.2	17,753.7
Instructors	111.6	44.5	156.1
Total	7,995.8	10,848.9	18,844.7
<b>Total</b>	<b>12,077.5</b>	<b>26,834.0</b>	<b>38,911.6</b>

Source: Department of Education & Training

**FTE of non-teaching staff in schools by classification and sex on pay as at June 2004**

<i>Classification</i>	<i>Level</i>	<i>Males</i>	<i>Females</i>	<i>Total</i>
School Services Officer	SS01	428.3	5,543.1	5,971.4
	SS02	143.9	1,254.4	1,398.3
	SS03	85.3	681.4	766.8
	SS04	50.0	458.7	508.7
	SS05	33.8	285.4	319.3
	SS06	23.0	105.8	128.8
	SS07	23.7	67.5	91.2
Subtotal		788.1	8,396.4	9,184.4
Victorian Public Service staff	VPSG1	1.0	1.6	2.6
	VPSG2	–	15.0	15.0
	VPSG3	9.3	102.1	111.4
	VPSG4	28.2	126.0	154.2
	VPSG5	45.7	96.3	142.0
	VPSG6	1.6	3.0	4.6
Subtotal		85.8	344.0	429.8
Other		0.0	0.6	0.6
<b>Total</b>		<b>873.9</b>	<b>8,741.0</b>	<b>9,614.9</b>

Source: Department of Education & Training

## Central office and regions

**FTE of staff in non-school locations, extension services and statutory bodies by classification and sex on pay as at June 2004**

<i>Classification</i>	<i>Level</i>	<i>Males</i>	<i>Females</i>	<i>Total</i>
Teaching staff		50.3	63.0	113.3
Executive Officer	E01	2.0	1.0	3.0
	E02	18.0	12.0	30.0
	E03	19.0	13.0	32.0
Subtotal		39.0	26.0	65.0
Victorian Public Service staff	VPSG1	5.8	14.0	19.8
	VPSG2	45.3	135.9	181.2
	VPSG3	102.6	216.4	318.9
	VPSG4	100.8	126.5	227.3
	VPSG5	183.2	214.6	397.8
	VPSG6	100.4	91.6	192.0
Subtotal		538.1	799.0	1,337.0
Other		6.0	11.1	17.1
<b>Total</b>		<b>633.4</b>	<b>899.1</b>	<b>1,532.4</b>

Source: Department of Education & Training

## APPENDIX 5 SENIOR OFFICERS AS AT 30 JUNE 2004

Addresses of the key business areas are provided. The telephone number for all sections of the Department is (03) 9637 2000, except where otherwise specified.

### Department of Education & Training

2 Treasury Place  
East Melbourne Victoria 3002  
Grant Hehir, Secretary

#### Office of School Education

1st floor  
33 St Andrews Place  
East Melbourne Victoria 3002  
Darrell Fraser, Deputy Secretary

#### School System Reform

Vacant  
General Manager  
  
Andrée Butler  
Assistant General Manager, System Policy and Accountability  
  
Lesley Foster  
Assistant General Manager, Community and Stakeholder Relations

#### School System Development

David Brooks  
General Manager  
  
Don King  
(Acting\*) Assistant General Manager, School System Outcomes  
  
Dina Guest  
Assistant General Manager, Leadership and Teacher Development

#### School Resources

Ethel McAlpine  
General Manager  
  
Lynne Williams  
Assistant General Manager, Facilities and Infrastructure  
  
Byron Crawford  
Assistant General Manager, Student Wellbeing

#### Regions

Regional office contact details appear on page 26 (information provided by the Office of School Education).

##### Barwon South Western

Glenda Strong  
Regional Director

##### Central Highlands Wimmera

Malcolm Millar  
Regional Director

##### Loddon Campaspe Mallee

Greg Gibbs  
Regional Director

##### Goulburn North Eastern

Adele Pottenger  
Regional Director

##### Gippsland

Peter Greenwell  
Regional Director

##### Southern Metropolitan

Jan Lake  
Regional Director

##### Eastern Metropolitan

Ross Kimber  
Regional Director

##### Northern Metropolitan

Victoria Triggs  
Regional Director  
  
John Allman  
Deputy Regional Director

##### Western Metropolitan

Rob Blachford  
Regional Director

### Office of Learning and Teaching

Level 2  
33 St Andrews Place  
East Melbourne Victoria 3002  
  
Dahle Suggett  
Deputy Secretary

#### Student Learning

Tony Cook  
(Acting\*\*) General Manager  
  
Carol Kelly  
(Acting\*) Assistant General Manager, Learning Policies and Programs  
  
Kerry Angwin  
Assistant General Manager, Participation Initiatives

#### Post-Compulsory Division

Ian Burrage  
(Acting\*\*) General Manager

#### Research and Innovation

Dawn Davis  
General Manager

Ron Lake  
Assistant General Manager, Innovations  
John McCarthy  
Assistant General Manager, Research

### **Office of Training and Tertiary Education**

3rd floor  
2 Treasury Place  
East Melbourne Victoria 3002  
Jim Davidson, Deputy Secretary

### **Vocational Education and Training**

Jan Trehwella  
General Manager

### **Adult, Community and Further Education**

Sandy Forbes  
General Manager

### **Higher Education and Regulation**

Terry Stokes  
General Manager

### **Strategic Directions**

Phil Clarke  
General Manager

Vacant  
Assistant General Manager, Planning and Industry Relations  
Susan McDonald  
Assistant General Manager, Policy Development

### **Decision Support and Performance Measurement**

Toniann Stitz  
General Manager

### **Training Operations**

Patricia Neden  
General Manager  
Franco Greco  
Assistant General Manager, Training Purchasing  
Chris Stewart  
Assistant General Manager, Apprenticeships

### **Office of Resource Management and Strategy**

1st floor  
2 Treasury Place  
East Melbourne Victoria 3002  
Jeff Rosewarne, Deputy Secretary

### **Corporate Services**

Gail Hart  
General Manager

### **Human Resources**

Tony Bugden  
General Manager  
Rex Hardman  
Assistant General Manager, Policy and Employee Relations

### **Resource Strategy**

Jim Miles  
General Manager

### **Financial Services**

Vacant (\*\*\*)  
Chief Finance Officer  
Claire Tierney  
Assistant General Manager, Budget and Reporting  
Nino Napoli  
Assistant General Manager, Schools Resource Allocation  
Ron Cooper-Thomas  
Assistant General Manager, Accounting and Tax

### **Information Technology**

Ian Paton  
General Manager  
Mike Pogson  
Assistant General Manager, Business Systems Development

### **Office of Strategy and Review**

1st floor  
2 Treasury Place  
East Melbourne Victoria 3002  
Jenny Samms, Deputy Secretary

### **International**

Sue Christophers  
General Manager

### **External and Inter-governmental Relations**

Colin Twisse  
General Manager  
Leona Jorgensen  
Assistant General Manager, Ministerial and Executive Services  
John Livi  
Principal Legal Officer, Legal Services

### **Strategic Policy and Planning**

John Sullivan  
General Manager  
George McLean  
Assistant General Manager, Strategic Planning and Review

Julie Alliston  
Assistant General Manager, Policy Development  
and Coordination

### ***Portfolio Improvement and Assurance***

Lynn Glover  
General Manager

### ***Strategic Initiatives***

Michael Kane  
General Manager

### ***Communications***

Mary-Anne Thomas  
General Manager

### ***Merit Protection Boards***

Level 9, 35 Spring Street  
East Melbourne Victoria 3002  
(03) 9651 0290

Ian Adams\*\*\*\*  
Senior Chair

## **Victorian Qualifications Authority**

41a St Andrews Place  
East Melbourne Victoria 3002  
(03) 9637 2806

Dr Dennis Gunning, Director

Arden Joseph, Project Manager, VCAL

\*Acting assignment by a non-substantive  
Executive Officer

\*\*Acting assignment by a substantive Executive  
Officer

\*\*\*John Hall, Chief Finance Officer until 27 June  
2004

\*\*\*\*Governor-in-Council appointee

## **Victorian Curriculum and Assessment Authority**

41 St Andrews Place  
East Melbourne Victoria 3002  
(03) 9651 4300

Michael White  
Chief Executive Officer

Dr Glenn Rowley  
Assistant General Manager, Educational  
Measurement and Research

Vincent McPhee  
Assistant General Manager, Business Operations

John Firth  
Assistant General Manager, Curriculum

Elaine Wenn  
Assistant General Manager, Assessment

## APPENDIX 6 FREEDOM OF INFORMATION

In 2003–04, 254 requests for documents were received. Full access was granted for 93 requests and partial access for a further 80. Access was denied for eight requests and documents could not be located or did not exist for 30 requests. Twenty-two requests were withdrawn. At the end of the reporting period, there were 21 requests for which no decision had been made.

Where access was not granted to a document, the major exemption categories in the *Freedom of Information Act 1982* (the Act) used in decision making were:

- section 30 (opinions, advice and recommendations that are against the public interest to release)
- section 32 (legal professional privilege)
- section 33 (to protect the privacy of the personal affairs of others)
- section 34 (documents relating to business or trade secrets)
- section 35 (communications in confidence).

Seventeen applicants sought an internal review. The original decisions of eleven were fully upheld while six original decisions were varied. There were four appeals to the Victorian Civil and Administrative Tribunal (VCAT) for review of decisions made under the Act. Two appeals were withdrawn or settled prior to a final hearing. One appeal was heard by VCAT and the Department's decision was overturned. One appeal was yet to be determined by VCAT as at 30 June 2004.

### Publication requirements

The information required to be published pursuant to section 7 of the Act is either contained below or is found in other parts of this report. This information relates to the following agencies:

- Department of Education & Training
- Merit Protection Boards
- Registered Schools Board.

Queries about the availability of and charges for other material prepared under Part II of the Act should be directed to the relevant authorised officer (see table on page 118).

### Categories of documents

The Department and its agencies produce a large number of documents in a decentralised record-keeping environment. Accordingly,

the Department does not maintain a single, consolidated list of detailed categories of documents. All agencies maintain collections of policy files, transaction files and records and, where necessary, personnel records. A variety of indexes and other search aids are used by agencies. In general, files and records are retrieved through subject descriptors or personal name. The following are the general categories of documents maintained by agencies.

#### Correspondence, administrative and policy documents

Maintenance of records is decentralised, with each agency responsible for its own records. Regional offices, schools and TAFE institutes maintain their own record-keeping systems. These are largely independent of the systems used by the central administration.

#### Personnel documents

Agencies maintain record-keeping systems for their employees including, where appropriate, records for members of the Teaching Service and the VPS.

#### Accounting records

Accounting records are maintained on a computerised accounting system. The records deal with general ledger entries, accounts payable, payroll and other accounting functions. Some paper records are also kept.

### Freedom of Information arrangements

#### Access to records

All requests for access to records held by agencies are dealt with by the authorised officer of the appropriate agency (see table on page 118). Applicants seeking access to documents held by agencies should attempt to specify the topic of interest rather than the file series in which the applicant considers the document might exist. Assistance in specifying the topic is available from the authorised officer.

#### Forms of request for access

Applicants are required by the Act to submit applications requesting access to documents in writing. No form of application is specified. A letter clearly describing the document(s) sought is sufficient. The letter should specify that the application is a request made under the *Freedom of Information Act 1982* and should

not form part of a letter on another subject. The applicant should provide the following information:

- name
- address
- telephone number (business hours)
- details of document(s) requested
- form of access required – copies of documents, inspection of file or other (specify).

### Correction of personal information

A request for correction or amendment of personal information contained in a document held by the agency must be made in writing. It should specify particulars of how and why the person making the request believes the information to be incorrect, incomplete, misleading or out of date and specify the amendments they wish to make.

### Charges

An application fee of \$20.50 is required unless evidence of hardship is provided. Applicants are advised that other charges may be made in accordance with the Freedom of Information (Access Charges) Regulations 2004.

### Appeals

Applicants may appeal against a decision made in response to requests for access to documents and amendment of records, or against the cost levied for allowing access to documents. Information about the appropriate avenue of appeal will be conveyed to the applicant in the letter advising of the initial decision. Applicants are advised to consult Part VI of the Act for further information about appeal rights.

#### Freedom of Information: authorised officers

<i>Agency</i>	<i>Authorised officer</i>	<i>Postal address</i>	<i>Telephone</i>
Department of Education & Training	Neil Morrow	GPO Box 4367 Melbourne 3001	(03) 9637 2670
Merit Protection Boards	Beverly Trease	Level 9, 35 Spring Street, Melbourne 3000	(03) 9651 0290
Registered Schools Board	Neil Morrow	GPO Box 4367 Melbourne 3001	(03) 9637 2670

Further information about Freedom of Information can be found on the Department's website <[www.det.vic.gov.au/det/about/foi.htm](http://www.det.vic.gov.au/det/about/foi.htm)>.

## APPENDIX 7 WHISTLEBLOWERS PROTECTION ACT 2001

### Disclosure

The Department of Education & Training managed two matters lodged under Whistleblowers' legislation. The first of these issues was referred to the Ombudsman's Office for determination regarding whether it should be accepted as a protected disclosure. It was held not to be a protected disclosure and subsequently dealt with as a complaint through the normal complaints process. The second matter was accepted as a protected disclosure and is still being resolved.

### Department of Education & Training guidelines

The Department of Education & Training appointed a Protected Disclosure Coordinator and established procedures in accordance with Part 6 of the *Whistleblowers Protection Act 2001* (the Act).

#### 1 Objects of the Act

The *Whistleblowers Protection Act 2001* (the Act) commenced operation on 1 January 2002. The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies. The Act provides protection to whistleblowers who make disclosures in accordance with the Act, and establishes a system for the matters disclosed to be investigated and rectifying action to be taken.

#### 2 Statement of support to whistleblowers

The Department of Education & Training (DE&T) is committed to the aims and objectives of the Act. It does not tolerate improper conduct by its employees nor the taking of reprisals against those who come forward to disclose such conduct.

DE&T recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

DE&T will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the

disclosure. It will also ensure natural justice to the person who is the subject of the disclosure.

#### 3 Purpose of these procedures

These procedures establish a system for reporting disclosures of improper conduct or detrimental action by DE&T employees. The system enables such disclosures to be made to one of the protected disclosure officers or the protected disclosure coordinator. Disclosures may be made by employees or by members of the public.

These procedures complement DE&T's established procedures for addressing complaints and are for use only where appropriate. Employees and members of the general public should continue to raise issues in accordance with the consultative and complaint resolution procedures already in place unless the complaint meets the criteria specified in the Act to be considered a protected disclosure.

#### 4 Definitions of key terms

##### 4.1 A protected disclosure

For the purpose of the Act, a protected disclosure is a complaint, report or allegation of improper conduct or detrimental action, concerning matters which come under the Act, and is made in accordance with Part 2 of the Act.

A protected disclosure may also be referred to as a public interest disclosure where the disclosure shows or tends to show that the public officer to whom the disclosure relates:

- has engaged, is engaging or intends to engage in improper conduct in his or her capacity as a public officer
- has taken, is taking, or proposes to take, detrimental action in reprisal for the making of the protected disclosure.

##### 4.2 Improper conduct

A disclosure may be made about improper conduct by a public body or public official. Improper conduct means conduct that is corrupt, a substantial mismanagement of public resources, or conduct involving substantial risk to public health or safety or to the environment.

The conduct must be serious enough to constitute, if proved, a criminal offence or reasonable grounds for dismissal.

### Examples

- To avoid closure of a town's only industry, an environmental health officer ignores or conceals evidence of illegal dumping of waste.
- An agricultural officer delays or declines imposing quarantine to allow a financially distressed farmer to sell diseased stock.
- A building inspector tolerates poor practices and structural defects in the work of a leading local builder.

### 4.3 Corrupt conduct

Corrupt conduct means:

- conduct of any person (whether or not a public official) that adversely affects the honest performance of a public officer's or public body's functions
- the performance of a public officer's functions dishonestly or with inappropriate partiality
- conduct of a public officer, former public officer or a public body that amounts to a breach of public trust
- conduct by a public officer, former public officer or a public body that amounts to the misuse of information or material acquired in the course of the performance of their official functions
- a conspiracy or attempt to engage in the above conduct.

### Examples

- A public officer takes a bribe or receives a payment other than his or her wages or salary in exchange for the discharge of a public duty.
- A public officer favours unmeritorious applications for jobs or permits by friends and relatives.
- A public officer sells confidential information.

### 4.4 Detrimental action

The Act makes it an offence for a person to take detrimental action against a person in reprisal for a protected disclosure. Detrimental action includes:

- action causing injury, loss or damage
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

### Examples

- A public body refuses a deserved promotion of a person who makes a disclosure.
- A public body demotes, transfers, isolates in the workplace or changes the duties of a whistleblower due to the making of a disclosure.
- A person threatens, abuses or carries out other forms of harassment directly or indirectly against the whistleblower, his or her family or friends.
- A public body discriminates against the whistleblower or his or her family and associates in subsequent applications for jobs, permits or tenders.

## 5 The reporting system

### 5.1 Contact persons within DE&T

Disclosures of improper conduct or detrimental action by DE&T employees may be made in the first instance to a protected disclosure officer.

All correspondence, telephone calls and emails from internal or external whistleblowers will be referred to the protected disclosure coordinator.

Contact details are provided on pages 127–28.

### 5.2 Alternative contact persons

Disclosures about improper conduct or detrimental action by DE&T employees may also be made directly to the Ombudsman.

Disclosures about improper conduct or detrimental action by persons who are not DE&T employees should be made as follows:

<i>Person who is the subject of the disclosure</i>	<i>Person/body to whom the disclosure must be made</i>
Employee of a public body other than DE&T	That public body or the Ombudsman
Member of Parliament (Legislative Assembly)	Speaker of the Legislative Assembly
Member of Parliament (Legislative Council)	President of the Legislative Council
Councillor (local government)	The Ombudsman
Chief Commissioner of Police	The Ombudsman or Deputy Ombudsman
Member of the police force	The Ombudsman, Deputy Ombudsman or Chief Commissioner of Police

## 6 Roles and responsibilities

### 6.1 Employees

Employees are encouraged to report known or suspected incidences of improper conduct, or detrimental action in accordance with these procedures.

All employees of DE&T have an important role to play in supporting those who have made a legitimate disclosure. They must refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. Furthermore, they should protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.

### 6.2 Protected disclosure officers

Protected disclosure officers will:

- be a contact point for general advice about the operation of the Act for any person wishing to make a disclosure about improper conduct or detrimental action
- make arrangements for a disclosure to be made privately and discreetly and, if necessary, away from the workplace
- receive any disclosure made orally or in writing (from internal and external whistleblowers)
- commit to writing any disclosure made orally
- impartially assess the allegation and determine whether it is a disclosure made in accordance with Part 2 of the Act (that is, a protected disclosure)
- take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential
- forward all disclosures and supporting evidence to the protected disclosure coordinator.

### 6.3 Protected disclosure coordinator

The protected disclosure coordinator has a central clearing-house role in the internal reporting system. He or she will:

- receive all disclosures forwarded from the protected disclosure officers
- impartially assess each disclosure to determine whether it is a protected disclosure
- refer all protected disclosures to the Ombudsman
- be responsible for carrying out, or appointing an investigator to carry out, an investigation referred to DE&T by the Ombudsman

- be responsible for overseeing and coordinating an investigation where an investigator has been appointed
- appoint a welfare manager to support the whistleblower and to protect him or her from any reprisals
- advise the whistleblower of the progress of an investigation into the disclosed matter
- establish and manage a confidential filing system
- collate and publish statistics on disclosures made
- take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential
- liaise with the Secretary of DE&T.

### 6.4 Investigator

The investigator will be responsible for carrying out an internal investigation into a disclosure where the Ombudsman has referred a matter to DE&T. An investigator may be a person from within DE&T or a consultant engaged for that purpose.

### 6.5 Welfare manager

The welfare manager is responsible for looking after the general welfare of the whistleblower. A welfare manager may be a person from within DE&T or a consultant engaged for that purpose.

The welfare manager will:

- examine the immediate welfare and protection needs of a whistleblower who has made a disclosure and seek to foster a supportive work environment
- advise the whistleblower of the legislative and administrative protections available to him or her
- listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making a disclosure
- ensure the expectations of the whistleblower are realistic.

## 7 Confidentiality

DE&T will take all reasonable steps to protect the identity of the whistleblower. Maintaining confidentiality is crucial in ensuring reprisals are not made against a whistleblower.

The Act requires any person who receives information due to the handling or investigation of a protected disclosure, not to disclose that information except in certain limited

circumstances. Disclosure of information in the Act constitutes an offence that is punishable by a maximum fine of 60 penalty units (\$6000) or six months imprisonment or both.

The circumstances in which a person may disclose information obtained about a protected disclosure include:

- where exercising the functions of the public body under the Act
- when making a report or recommendation under the Act
- when publishing statistics in the annual report of a public body
- in criminal proceedings for certain offences in the Act.

However, the Act prohibits the inclusion of particulars in any report or recommendation that are likely to lead to the identification of the whistleblower. The Act also prohibits the identification of the person who is the subject of the disclosure in any particulars included in an annual report.

DE&T will ensure all files, whether paper or electronic, are kept in a secure room and can only be accessed by the protected disclosure coordinator, protected disclosure officer, the investigator or welfare manager (in relation to welfare matters). All printed material will be kept in files that are clearly marked as a Whistleblower Protection Act matter, and warn of the criminal penalties that apply to any unauthorised divulging of information concerning a protected disclosure. All electronic files will be produced and stored on a stand-alone computer and be given password protection. Backup files will be kept on floppy disc. All materials relevant to an investigation, such as tapes from interviews, will also be stored securely with the whistleblower files.

DE&T will not email documents relevant to a whistleblower matter and will ensure all telephone calls and meetings are conducted in private.

## 8 Collating and publishing statistics

The protected disclosure coordinator will establish a secure register to record the information required to be published in DE&T's annual report, and to generally keep account of the status of whistleblower disclosures. The register will be confidential and will not record any information that may identify the whistleblower.

## 9 Receiving and assessing disclosures

DE&T may receive a range of complaints and grievances from staff and members of the public. Only some of these matters will be considered to be protected disclosures and therefore qualify for protection and investigation under the Act.

### 9.1 Has the disclosure been made in accordance with Part 2 of the Act?

Where a disclosure has been received by the protected disclosure officer he or she will assess whether the disclosure has been made in accordance with Part 2 of the Act and is, therefore, a protected disclosure.

#### 9.1.1 Has the disclosure been made to the appropriate person?

For the disclosure to be responded to by DE&T it must concern an employee of DE&T. If the disclosure concerns an employee, officer or member of another public body, the person who has made the disclosure must be advised of the correct person or body to whom the disclosure should be directed. (See the table in 5.2.) If the disclosure has been made anonymously, it should be referred to the Ombudsman.

#### 9.1.2 Does the disclosure contain the essential elements of a protected disclosure?

To be a protected disclosure, a disclosure must satisfy the following criteria:

- the disclosure was made by a natural person (that is, an individual person rather than a corporation).
- the disclosure relates to conduct of a public body or public officer acting in their official capacity.
- the alleged conduct is improper conduct or detrimental action taken against a person in reprisal for making a protected disclosure.
- the person making a disclosure has reasonable grounds for believing the alleged conduct has occurred.

Where a disclosure is assessed to be a protected disclosure, it is referred to the protected disclosure coordinator.

Where a disclosure is assessed not to be a protected disclosure, the matter does not need to be dealt with under the Act. The protected disclosure officer will decide how the matter should be resolved, in consultation with the protected disclosure coordinator. The following table indicates the alternative processes available within DE&T for dealing with complaints.

<i>Problem</i>	<i>Initial contact</i>	<i>Other options</i>	<i>Workplace policy</i>
Parent's concern or complaint of a general nature (may concern students, teachers, educational matters or an action taken by the school or school council)	Principal	Regional Director	Complaints, Unsatisfactory Performance and Serious Misconduct <ul style="list-style-type: none"> <li>• Principal Class Handbook</li> <li>• Teacher Class Handbook</li> <li>• SSO Handbook</li> </ul>
Workplace conflict or grievance	Principal or Manager	<ul style="list-style-type: none"> <li>• DE&amp;T Complaints and Investigations Unit</li> <li>• Merit Protection Boards</li> </ul>	Complaints, Unsatisfactory Performance and Serious Misconduct <ul style="list-style-type: none"> <li>• Principal Class Handbook</li> <li>• Teacher Class Handbook</li> <li>• SSO Handbook Personal Grievances</li> <li>• Employment Conditions Guidelines for VPS Staff</li> </ul>
Equal Opportunity concern	Principal or Manager	<ul style="list-style-type: none"> <li>• DE&amp;T Complaints and Investigations Unit</li> <li>• DE&amp;T Diversity and Equity Unit</li> <li>• Merit Protection Boards</li> <li>• Equal Opportunity Commission</li> </ul>	Merit and Equity Policy
Occupational Health and Safety issue	Principal or Manager	Workplace OHS representative	OHS Guidelines
Ethical or other misconduct concern	Principal or Manager	<ul style="list-style-type: none"> <li>• DE&amp;T Complaints and Investigations Unit</li> <li>• Office of Public Employment</li> </ul>	VPS Code of Conduct
Complaints regarding administrative action by government bodies	The public body concerned	The Ombudsman	<i>Ombudsman Act 1973</i>
Improper conduct or detrimental conduct	DE&T Protected Disclosure Officer	<ul style="list-style-type: none"> <li>• DE&amp;T Protected Disclosure Coordinator</li> <li>• The Ombudsman</li> </ul>	Whistleblower Protection Act Guidelines

## 9.2 Is the disclosure a protected disclosure?

Where a disclosure has been assessed as a protected disclosure by the protected disclosure officer and consequently referred to the protected disclosure coordinator, the coordinator will confirm whether the disclosure amounts to a protected disclosure. This assessment will be made within 45 days of the initial receipt of the disclosure by the protected disclosure officer.

Where the protected disclosure coordinator concludes that the disclosure amounts to a protected disclosure, he or she will:

- notify the person who made the disclosure of that conclusion
- refer the disclosure to the Ombudsman for formal determination as to whether it is indeed a protected disclosure.

Where the protected disclosure coordinator concludes that the disclosure is not a protected disclosure, he or she will:

- notify the person who made the disclosure of that conclusion

- advise that person that he or she may request DE&T to refer the disclosure to the Ombudsman for a formal determination as to whether the disclosure is a protected disclosure, and that this request must be made within 28 days of the notification.

In either case, the protected disclosure coordinator will ensure that the notification and the referral are made within 14 days of the conclusion being reached.

## 10 Investigations

### 10.1 Introduction

Where the Ombudsman refers a protected disclosure to DE&T for investigation, the protected disclosure coordinator will appoint an investigator to carry out the investigation.

The objectives of an investigation will be:

- to collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment
- to consider the information collected and to draw conclusions objectively and impartially

- to maintain procedural fairness in the treatment of witnesses and the person who is the subject of the disclosure
- to make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.

### 10.2 Terms of reference

Before commencing an investigation, the protected disclosure coordinator will draw up terms of reference and obtain authorisation for those terms from the Secretary of DE&T. The terms of reference will set a date by which the investigation report is to be concluded, and will describe the resources available to the investigator to complete the investigation within the time set. The protected disclosure coordinator may approve, if reasonable, an extension of time requested by the investigator. The terms of reference will require the investigator to make regular reports to the protected disclosure coordinator who, in turn, is to keep the Ombudsman informed of general progress.

### 10.3 Investigation plan

The investigator will prepare an investigation plan for approval by the protected disclosure coordinator. The plan will list the issues to be substantiated and describe the avenue of inquiry. It will address the following issues:

- What is being alleged?
- What are the possible findings or offences?
- What are the facts in issue?
- How is the inquiry to be conducted?
- What resources are required?

At the commencement of the investigation, the whistleblower should be:

- notified by the investigator that he or she has been appointed to conduct the investigation
- asked to clarify any matters and provide any additional material he or she might have.

The investigator will be sensitive to the whistleblower's possible fear of reprisals and will be aware of the statutory protections provided to the whistleblower.

### 10.4 Natural justice

The principles of natural justice will be followed in any investigation of a protected disclosure. The principles of natural justice concern procedural fairness and ensure a fair decision is reached by an objective decision maker. Maintaining procedural fairness protects the rights of individuals and enhances public confidence in the process.

DE&T will have regard to the following issues in ensuring procedural fairness:

- the person who is the subject of the disclosure is entitled to know the allegations made against him or her and must be given the right to respond (this does not mean the person must be advised of the allegation as soon as the disclosure is received or the investigation has commenced)
- if the investigator is contemplating making a report adverse to the interests of any person, that person should be given the opportunity to put forward further material that may influence the outcome of the report and that person's defence should be fairly set out in the report
- all relevant parties to a matter should be heard and all submissions should be considered
- a decision should not be made until all reasonable inquiries have been made
- the investigator or any decision maker should not have a personal or direct interest in the matter being investigated
- all proceedings must be carried out fairly and without bias and care taken to exclude perceived bias from the process
- the investigator must be impartial in assessing the credibility of the whistleblower and any witnesses and, where appropriate, conclusions as to credibility should be included in the investigation report.

### 10.5 Conduct of the investigation

The investigator will make contemporaneous notes of all discussions and telephone calls, and all interviews with witnesses will be taped. All information gathered in an investigation will be stored securely. Interviews will be conducted in private and the investigator will take all reasonable steps to protect the identity of the whistleblower.

Where disclosure of the identity of the whistleblower cannot be avoided, due to the nature of the allegations, the investigator will warn the whistleblower and his or her welfare manager of this probability.

It is in the discretion of the investigator to allow any witness to have legal or other representation or support during an interview. If a witness has a special need for legal representation or support, permission should be granted.

## 10.6 Referral of an investigation to the Ombudsman

The protected disclosure coordinator will make a decision regarding the referral of an investigation to the Ombudsman where, on the advice of the investigator:

- the investigation is being obstructed by, for example, the non-cooperation of key witnesses
- the investigation has revealed conduct that may constitute a criminal offence.

## 10.7 Reporting requirements

The protected disclosure coordinator will ensure the whistleblower is kept regularly informed concerning the handling of a protected disclosure and an investigation.

The protected disclosure coordinator will report to the Ombudsman about the progress of an investigation.

Where the Ombudsman or the whistleblower requests information about the progress of an investigation, that information will be provided within 28 days of the date of the request.

## 11 Action taken after an investigation

### 11.1 Investigator's final report

At the conclusion of the investigation, the investigator will submit a written report of his or her findings to the protected disclosure coordinator. The report will contain:

- the allegation/s
- an account of all relevant information received and, if the investigator has rejected evidence as being unreliable, the reasons for this opinion being formed
- the conclusions reached and the basis for them
- any recommendations arising from the conclusions.

Where the investigator has found that the conduct disclosed by the whistleblower has occurred, recommendations made by the investigator will include:

- the steps that need to be taken by DE&T to prevent the conduct from continuing or occurring in the future
- any action that should be taken by DE&T to remedy any harm or loss arising from the conduct. This action may include bringing disciplinary proceedings against the person responsible for the conduct, and referring the matter to an appropriate authority for further consideration.

The report will be accompanied by:

- the transcript or other record of any oral evidence taken, including tape recordings
- all documents, statements or other exhibits received by the investigator and accepted as evidence during the course of the investigation.

### 11.2 Action to be taken

If the protected disclosure coordinator is satisfied that the investigation has found that the disclosed conduct has occurred, he or she will recommend to the Secretary the action that must be taken to prevent the conduct from continuing or occurring in the future. The protected disclosure coordinator may also recommend that action be taken to remedy any harm or loss arising from the conduct.

The protected disclosure coordinator will provide a written report to the relevant Minister, the Ombudsman and the whistleblower setting out the findings of the investigation and any remedial steps taken.

Where the investigation concludes that the disclosed conduct did not occur, the protected disclosure coordinator will report these findings to the Ombudsman and to the whistleblower.

## 12 Managing the welfare of the whistleblower

### 12.1 Commitment to protecting whistleblowers

DE&T is committed to the protection of genuine whistleblowers against detrimental action taken in reprisal for the making of protected disclosures.

The protected disclosure coordinator is responsible for ensuring whistleblowers are protected from direct and indirect detrimental action, and that the culture of the workplace is supportive of protected disclosures being made.

The protected disclosure coordinator will appoint a welfare manager to all whistleblowers who have made a protected disclosure. The welfare manager will:

- examine the immediate welfare and protection needs of a whistleblower who has made a disclosure and, where the whistleblower is an employee, seek to foster a supportive work environment
- advise the whistleblower of the legislative and administrative protections available to him or her
- listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure

- keep a contemporaneous record of all aspects of the case management of the whistleblower including all contact and follow-up action
- ensure the expectations of the whistleblower are realistic.

All employees are advised that it is an offence for a person to take detrimental action in reprisal for a protected disclosure. The maximum penalty is a fine of 240 penalty units (\$24,000) or two years imprisonment or both. The taking of detrimental action in breach of this provision can also be grounds for making a disclosure under the Act and can result in an investigation.

### **12.2 Keeping the whistleblower informed**

The protected disclosure coordinator will ensure that the whistleblower is kept informed of action taken in relation to his or her disclosure, and the timeframes that apply.

The whistleblower will be informed of the objectives of an investigation, the findings of an investigation, and the steps taken by DE&T to address any improper conduct that has been found to have occurred. The whistleblower will be given reasons for decisions made by DE&T in relation to a protected disclosure.

### **12.3 Occurrence of detrimental action**

If a whistleblower reports an incident of harassment, discrimination or adverse treatment that would amount to detrimental action taken in reprisal for the making of the disclosure, the welfare manager will:

- record details of the incident
- advise the whistleblower of his or her rights under the Act
- advise the protected disclosure coordinator or Secretary of the detrimental action.

The taking of detrimental action in reprisal for the making of a disclosure can be an offence against the Act as well as grounds for making a further disclosure. Where such detrimental action is reported, the protected disclosure coordinator will assess the report as a new disclosure under the Act. Where the protected disclosure coordinator is satisfied that the disclosure is a protected disclosure, he or she will refer it to the Ombudsman. If the Ombudsman subsequently determines the matter to be a protected disclosure, the Ombudsman may investigate the matter or refer it to another body for investigation as outlined in the Act.

### **12.4 Whistleblowers implicated in improper conduct**

Where a person who makes a disclosure is implicated in misconduct, DE&T will handle the disclosure and protect the whistleblower from reprisals in accordance with the Act, the Ombudsman's guidelines and these procedures.

DE&T acknowledges that the act of whistleblowing should not shield whistleblowers from the reasonable consequences flowing from any involvement in improper conduct. Section 17 of the Act specifically provides that a person's liability for his or her own conduct is not affected by the person's disclosure of that conduct under the Act. However, in some circumstances, an admission may be a mitigating factor when considering disciplinary or other action.

The Secretary will make the final decision on the advice of the protected disclosure coordinator as to whether disciplinary or other action will be taken against a whistleblower. Where disciplinary or other action relates to conduct that is the subject of the whistleblower's disclosure, the disciplinary or other action will only be taken after the disclosed matter has been appropriately dealt with.

In all cases where disciplinary or other action is being contemplated, the Secretary must be satisfied that it has been clearly demonstrated that:

- the intention to proceed with disciplinary action is not causally connected to the making of the disclosure (as opposed to the content of the disclosure or other available information)
- there are good and sufficient grounds that would fully justify action against any non-whistleblower in the same circumstances
- there are good and sufficient grounds that justify exercising any discretion to institute disciplinary or other action.

The protected disclosure coordinator will thoroughly document the process including recording the reasons why the disciplinary or other action is being taken, and the reasons why the action is not in retribution for the making of the disclosure. The protected disclosure coordinator will clearly advise the whistleblower of the proposed action to be taken, and of any mitigating factors that have been taken into account.

### 13 Management of the person against whom a disclosure has been made

DE&T recognises that employees against whom disclosures are made must also be supported during the handling and investigation of disclosures.

DE&T will take all reasonable steps to ensure the confidentiality of the person who is the subject of the disclosure during the assessment and investigation process. Where investigations do not substantiate disclosures, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the disclosure will remain confidential.

The protected disclosure coordinator will ensure the person who is the subject of any disclosure investigated by or on behalf of a public body:

- is informed as to the substance of the allegations
- is given the opportunity to answer the allegations before a final decision is made
- is informed as to the substance of any adverse comment that may be included in any report arising from the investigation
- is has his or her defence set out fairly in any report.

Where the allegations in a disclosure have been investigated, and the person who is the subject of the disclosure is aware of the allegations or the fact of the investigation, the protected disclosure coordinator will formally advise the person who is the subject of the disclosure of the outcome of the investigation.

DE&T will give its full support to a person who is the subject of a disclosure where the allegations contained in a disclosure are clearly wrong or unsubstantiated. If the matter has been publicly disclosed, the Secretary of DE&T will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.

### 14 Criminal offences

DE&T will ensure officers appointed to handle protected disclosures and all other employees are aware of the following offences created by the Act:

- It is an offence for a person to take detrimental action against a person in reprisal for a protected disclosure being made. The Act provides a maximum penalty of a fine of 240 penalty units (\$24,000) or two years imprisonment or both.

- It is an offence for a person to divulge information obtained as a result of the handling or investigation of a protected disclosure without legislative authority. The Act provides a maximum penalty of 60 penalty units (\$6000) or six months imprisonment or both.
- It is an offence for a person to obstruct the Ombudsman in performing his or her responsibilities under the Act. The Act provides a maximum penalty of 240 penalty units (\$24,000) or two years imprisonment or both.
- It is an offence for a person to knowingly provide false information under the Act with the intention that it be acted on as a disclosed matter. The Act provides a maximum penalty of 240 penalty units (\$24,000) or two years imprisonment or both.

### 15 Review

These procedures will be reviewed annually to ensure they meet the objectives of the Act and accord with the Ombudsman's guidelines.

### Contact details

Written disclosures should be marked confidential and addressed to the Protected Disclosure Officer at the appropriate regional or central DE&T office.

If making disclosures personally or by telephone individuals need to contact the appropriate central or regional DE&T office and request to speak to the protected disclosure officer.

#### *Conduct and Ethics Branch*

GPO Box 4367  
Melbourne Victoria 3001  
Telephone: (03) 9637 2591

#### *Barwon South Western Regional Office*

PO Box 420  
North Geelong Victoria 3215  
Telephone: (03) 5272 8300

#### *Central Highlands Wimmera Region*

Level 1  
1220 Sturt Street  
Ballarat Victoria 3350  
Telephone: (03) 5337 8444

#### *Eastern Metropolitan Region*

29 Lakeside Drive  
Burwood East Victoria 3151  
Telephone: (03) 9881 0200

### ***Gippsland Region***

PO Box 381  
Moe Victoria 3825  
Telephone: (03) 5127 0400

### ***Goulburn North Eastern Region***

PO Box 403  
Benalla Victoria 3672  
Telephone: (03) 5761 2100

### ***Loddon Campaspe Mallee Region***

PO Box 442  
Bendigo Victoria 3550  
Telephone: (03) 5440 3111

### ***Northern Metropolitan Region***

Locked Bag 88  
Fairfield Victoria 3078  
Telephone: (03) 9488 9488

### ***Southern Metropolitan Region***

PO Box 5  
Dandenong 3175  
Telephone: (03) 9794 3555

### ***Western Metropolitan Region***

PO Box 57  
Carlton South Victoria 3053  
Telephone: (03) 9291 6500

### ***Protected Disclosure Coordinator***

Manager, Conduct and Ethics Branch  
Ground Floor, 33 St Andrews Place  
GPO Box 4367  
Melbourne Victoria 3001  
Telephone: (03) 9637 2591

### ***The Ombudsman Victoria***

Level 22, 459 Collins Street  
Melbourne Victoria 3000  
Website: [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au)  
Email: [ombudvic@ombudsman.vic.gov.au](mailto:ombudvic@ombudsman.vic.gov.au)  
Telephone: (03) 9613 6222  
Freecall: 1800 806 314

## APPENDIX 8 OCCUPATIONAL HEALTH AND SAFETY

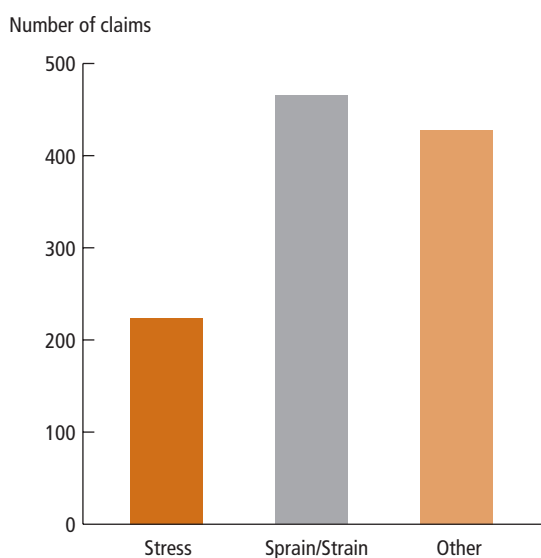
The Department's occupational health and safety performance generally achieved its targets. In 2003–04, the Victorian WorkCover Authority increased its inspection activities and issued 208 improvement and 25 prohibition notices, a 257 per cent increase per 1000 staff on the previous year's rate. All were resolved satisfactorily within timeframes.

### WorkCover claims and injury management

#### WorkCover performance for 2003–04

- 1117 standard claims were lodged, a 0.7 per cent increase on the 1109 lodged in 2002–03 (previously reported as 1113; a reduction of four claims opened in error by Agent).
- The average cost of claims lodged was \$7917 – 1.8 per cent more than the average cost of claims in 2002–03. This small increase was largely attributable to a substantial increase in the estimated future costs of claims for the period balanced by a substantial decrease in the actual claim payment costs over the same period.

WorkCover claims by injury type 2003–04



#### Compliance, awareness and program implementation

Performance indicator	Result for 2003–04	Target for 2004–05 (% increase against 2003–04 result)
Achieve an increase of 10% in compliance with occupational health and safety statutory requirements and Department policy as demonstrated by annual school census results (target 82.5% compliance)	Compliance rate of 83.37% achieved	10% increase in total school compliance to 91.7%
Achieve an increase of 10% in total school awareness levels of occupational health and safety program initiatives as demonstrated by annual school census results (target 89.2% awareness)	70.95% rate achieved for awareness of occupational health and safety program initiatives	10% increase in total school awareness to 78%
Achieve an increase of 10% in school implementation of occupational health and safety program initiatives as demonstrated by annual school census results (target 45% implementation)	60.73% rate achieved for implementation of occupational health and safety program initiatives	10% increase in implementation to 66.8%

## APPENDIX 9 CONSULTANCIES AND MAJOR CONTRACTS

Under the *Financial Management Act 1994* the following distinction is made between consultants and contractors.

Consultants:

- provide expert analysis and advice that facilitates decision making
- perform a specific, one-off task or set of tasks
- perform a task involving skills or perspectives that would not normally be expected to reside within the agency.

Contractors:

- provide goods, works or services that implement a decision
- perform all or part of a new or existing ongoing function to assist an agency to carry out its defined activities and operational functions
- perform a function involving skills or perspectives that would normally be expected to reside within the agency but at the time are unavailable.

### Disclosure of major contracts

The Department has disclosed all contracts greater than \$10 million in value that it entered into in 2003–04. The disclosed contracts can be viewed on <[www.tenders.vic.gov.au](http://www.tenders.vic.gov.au)>.

### Compliance with the Victorian Industry Participation policy

In respect of expenditure under the *Financial Management Act 1994* as distinct from expenditure under the *Project Development and Construction Management Act 1994*, the Department commenced two contracts totalling \$23,232 million in value during 2003–04 to which the Victorian Industry Participation policy applied.

The contracts can be split into one metropolitan contract with a value of \$22,000 million and one regional contract with a value of \$1232 million.

The commitments by contractors under the policy included:

- an overall level of content of 99–100 per cent of the total value of the contracts
- 304 full-time equivalent jobs (302 existing and two new)
- development of a full suite of software products – asset auditing to security audit, network utilisation audits, risk assessment audits and storage audits. The economic value of this initiative is based on potential total cost ownership savings and is conservatively estimated to be hundreds of thousands of dollars.

#### Consultancies in excess of \$100,000

Consultant	Particulars	Amount paid in 2003–04	Future commitments as at 30 June 2004
The University of Melbourne	To develop a new Resource Allocation Model that will provide the basis for allocating budgets according to the learning needs of students.	\$339,661	\$59,942
Connell Skilbeck Pty Ltd	To undertake research into the societal changes and related issues that impact upon the expectations and aspirations of the new generation of teachers.	\$73,013	\$89,237
I & J Management Services Pty Ltd	Evaluation of the Australian Flexible Learning Framework for the National Vocational Education and Training System 2000–04.	\$193,030	0

#### Consultancies less than \$100,000

Number engaged	28
Total cost	\$1,169,367

The Department completed one contract totalling \$24,738,126 in value to which the Victorian Industry Participation policy applied during 2003–04. The metropolitan portion of this contract was \$12,772,294 and regional portion was \$11,965,832.

The outcomes reported under the policy included:

- an overall level of local content of 18 per cent of the total value of the contract
- 302 full-time equivalent jobs (300 existing and two new)
- at the time of contract award the following statement was made by the contractor: 'Skills and Technology Transfer' tend to be general in nature and in the main refer to ongoing commitment to deliver quality technology by continuing to invest in the skills necessary to deliver a particular contracted service.

During the 2003–04 financial year, 25 contracts totalling \$69,787,782 commenced under the *Project Development and Construction Management Act 1994* and to which the Victorian Industry Participation policy was applied. The number and value of these contracts can be split into nine metropolitan projects totalling \$32,761,471 and 16 regional projects totalling \$37,026,311. Reported commitments by contractors under the policy included an overall level of local content of 86 per cent of the total value of the contracts. This percentage is based on a sample of 13 of the projects where this information was provided.

The Department completed six contracts totalling \$19,938,060 in value to which the policy was applied. The number and value of these contracts can be split into three metropolitan projects totalling \$11,470,969 and three regional projects totalling \$8,467,091.

Reported commitments by contractors under the policy included an overall level of local content of 85 per cent of the total value of the contracts.

## APPENDIX 10 ADDITIONAL INFORMATION

Consistent with the requirements of the *Financial Management Act 1994*, the Department has prepared materials on the following topics, available on request:

- declarations of pecuniary interests by all relevant officers
- shares held by senior officers as nominees or held beneficially in a statutory authority or subsidiary
- publications produced by the Department about the Department and the places where the publications can be obtained
- changes in prices, fees, charges, rates and levies charged by the Department
- major external reviews carried out on the Department
- major research and development activities undertaken by the Department
- overseas visits undertaken, including a summary of the objectives and outcomes of each visit
- major promotional, public relations and marketing activities undertaken by the Department to develop community awareness of the Department and the services it provides
- assessments and measures undertaken to improve the occupational health and safety of employees
- general statement on industrial relations within the Department and details of time lost through industrial accidents and disputes
- major committees sponsored by the Department, the purposes of each committee and the extent to which the purposes have been achieved.

Enquiries regarding this information should be directed to:

Secretary  
Department of Education & Training  
GPO Box 4367  
Melbourne Victoria 3001

## APPENDIX 11 PORTFOLIO RESPONSIBILITIES

<i>Output</i>	<i>Responsible Minister</i>
<b>School education</b>	
Primary education	Education and Training Education Services
Junior secondary education	Education and Training Education Services
Senior secondary education	Education and Training Education Services
Non-government school education	Education and Training
Student welfare and support	Education Services
Students with disabilities	Education Services
Education Maintenance Allowance	Education Services
Student transport	Education Services
<b>Tertiary education and training</b>	
TAFE places	Education and Training
ACE places and community support	Education and Training
Higher education	Education and Training
<b>Policy, strategy and information services</b>	
Policy, strategy and executive services	Education and Training Education Services
International education	Education and Training
Public information and promotion	Education and Training Education Services

The Minister for Education and Training has overall responsibility for the education and training portfolio. This includes strategic directions, budget management, service delivery and program implementation within school education, training and further education, adult and community education, and higher education, with the exception of those areas that are the specific responsibility of the Minister for Education Services.

The Minister for Education Services has responsibility for:

- teacher workforce supply and demand including recruitment and retention strategies
- implementation of agreed capital programs, including buildings, equipment and ICT
- school councils except in relation to school educational policy and funding issues
- asset maintenance and security including emergency management
- occupational health and safety issues
- student welfare services, including students with disabilities, transport and drug education
- the Merit Protection Boards.

The Acts administered by each Minister are as follows.

### Minister for Education and Training

*Adult, Community and Further Education Act 1991*

*Australian Catholic University (Victoria) Act 1991*

*Baxter Technical School Land Act 1982*

*Community Services Act 1970:*

- Division 8A of Part III and section 203 where it relates to the administration of these provisions.
- The Act is otherwise administered by the Minister for Community Services and the Minister for Industrial Relations.

*Deakin University (Victoria College) Act 1991*

*Deakin University (Warrnambool) Act 1990*

*Deakin University Act 1974*

*Education (Special Developmental Schools) Act 1976*

*Education Act 1958:*

- except sections 13(1) – (8), (10) and (11), 14B, 15B(3), 15C, 15CA, 15D, 15E, 15G, 15H, 15N, 15Q(2), 15ZL, 20A, 30, section 82 (g), (h), (i) and (ia) and sections 82(p), (q) and (r) and 83 (to the extent that those provisions relate to the making of regulations relating to the matters referred to in sections 15H, 30 and 82(g), (h), (i) and (ia)) (which are administered by the Minister for Education Services)
- section 8(1) is jointly and severally administered with the Minister for Education Services.

*Educational Grants Act 1973*

*La Trobe University (Bendigo and Wodonga) Act 1990*

*La Trobe University Act 1964*

*Marcus Oldham College Act 1995*

*Melbourne College of Advanced Education (Amalgamation) Act 1988*

*Melbourne College of Divinity Act 1910*

*Melbourne University (Hawthorn) Act 1991*

*Melbourne University (VCAH) Act 1992*

*Melbourne University (VCAH) Act 1997*

*Melbourne University Act 1958*

*Mildura College Lands Act 1916*

*Monash University Act 1958*

*Monash University (Chisholm and Gippsland) Act 1990*

*Monash University (Pharmacy College) Act 1992*

*Prahran Mechanics' Institute Act 1899*

*Royal Melbourne Hospital (Redevelopment) Act 1992:*

- section 7.

The Act is otherwise administered by the Minister for Health.

*Royal Melbourne Institute of Technology Act 1992*

*Serpell Joint Schools Act 1981*

*Swinburne University of Technology Act 1992*

*Teaching Service Act 1981* except:

- Part 4, Division 3
- section 76 (which is jointly and severally administered with the Minister for Education Services)
- section 78(1) in so far as it relates to the making of regulations for or in respect of Part 4, Division 3 and 78(2)(e) (which are jointly administered with the Minister for Education Services)
- section 11 (to the extent that it relates to the exercise of powers and functions for the purpose of section 15B(3) of the *Education Act 1958*).

The remaining provisions of the Act are administered by the Minister for Education and Training.

*Tertiary Education Act 1993*

*University Acts (Amendment) Act 2003*

*University of Ballarat Act 1993*

*Victoria University of Technology Act 1990*

*Victorian College of Agriculture and Horticulture Act 1982*

*Victorian College of the Arts Act 1981*

*Victorian Curriculum and Assessment Authority Act 2000*

*Victorian Institute of Teaching Act 2001*

*Victorian Qualifications Authority Act 2000*

*Vocational Education and Training (Amendment) Act 1994*

*Vocational Education and Training Act 1990*

*Vocational Education and Training (TAFE Qualifications) Act 2003*

## Minister for Education Services

*Education Act 1958:*

- section 8(1) (which is jointly and severally administered with the Minister for Education and Training)
- sections 13(1) – (8), 13(10), 13(11), 14B, 15B(3), 15C, 15CA, 15D, 15E, 15G, 15H, 15N, 15Q(2), 15ZL, 20A, 30, 82 (g), (h), (i) and (ia)
- sections 82(p), (q) and (r) and 83 (to the extent that those provisions relate to the making of regulations relating to the matters referred to in sections 15H, 30 and 82(g), (h), (i) and (ia)).

The remaining provisions of the Act are administered by the Minister for Education and Training.

*Teaching Service Act 1981:*

- Part 4, Division 3
- section 76 (which is jointly and severally administered with the Minister for Education and Training)
- section 78(1) in so far as it relates to the making of regulations for or in respect of Part 4, Division 3; and section 78(2)(e) (which are jointly administered with the Minister for Education and Training)
- section 11 (to the extent that it relates to the exercise of powers and functions for the purpose of section 15B(3) of the *Education Act 1958*).

The remaining provisions of the Act are administered by the Minister for Education and Training.

## APPENDIX 12 OFFICE-BASED ENVIRONMENTAL IMPACTS

This appendix discloses the Department's office-based environmental impacts on energy use, waste production, paper use, water consumption, transportation and green purchasing for its central office as required by Financial Reporting Direction 24 – Reporting of Office-based Environmental Impacts by Government Departments.

Rates per employee are based on the average number of FTE staff at end June 2003 and end June 2004 in the central office of the Department (928). This average is applied in recognition of reductions in staff numbers resulting from the Department's organisational restructure during the year.

<i>Aspect</i>	<i>Annual quantitative measures</i>
Energy use	<ul style="list-style-type: none"> <li>• 13,208 MJ (Mega Joules) used per employee</li> <li>• 648 MJ used per m<sup>2</sup> of office space</li> <li>• 7,274 GJ (Giga Joules) total energy usage</li> <li>• 2,372 tonnes CO<sup>2</sup> equivalent (total greenhouse gas emissions)</li> <li>• 5% electricity was purchased as green power costing \$3,088</li> </ul>
Waste production	<ul style="list-style-type: none"> <li>• 225 kg waste produced per employee</li> <li>• 158,615 kg of waste is recycled</li> </ul>
Paper use	<ul style="list-style-type: none"> <li>• 30 reams of paper used per employee</li> <li>• 27,973 reams of paper used</li> </ul>
Water consumption	<ul style="list-style-type: none"> <li>• 14,599 litres of water consumed per employee</li> <li>• 13,540,065 litres of water total</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>• 5,921 GJ total passenger vehicle* fuel consumption</li> <li>• 6.38 GJ per employee passenger vehicle fuel consumption</li> <li>• 437 tonnes total CO<sup>2</sup> equivalent emissions from passenger vehicle use</li> <li>• 0.47 tonnes per employee CO<sup>2</sup> equivalent emissions from passenger vehicle use</li> <li>• 1,275,376 km total passenger vehicle trips associated with central office operations</li> <li>• 1,375 km per employee passenger vehicle trips associated with central office operations</li> <li>• 81.9% of employees regularly use public transport, cycle, or walk to and from work</li> </ul>
Purchasing	The Department promotes the Environmental Purchasing Policy of the Victorian Government Purchasing Board in its Purchasing @ DE&T website.

\*Passenger vehicle data is based on the Department's central office fleet use.

## APPENDIX 13 DISCLOSURE INDEX

The Annual Report of the Department of Education & Training is prepared in accordance with all relevant Victorian legislations. This index was prepared to facilitate identification of the Department's compliance with statutory disclosure requirements.

### Report of operations

Legislation requirement	Page reference
<b>Charter and purpose</b>	
FRD 22 Manner of establishment and the relevant Ministers	5
FRD 22 Objectives, functions, powers and duties	3–5
FRD 22 Nature and range of services provided	5–7
<b>Management and structure</b>	
FRD 22 Organisational structure	16
<b>Financial and other information</b>	
FRD 22 Statement of workforce data and merit and equity	17, 49–52, 112–13
FRD 22 Summary of the financial results for the year	7–8
FRD 22 Significant changes in financial position during the year	7–8
FRD 22 Operational and budgetary objectives and performance against objectives	18–48
FRD 22 Major changes or factors affecting performance	18–48
FRD 22 Subsequent events	94
FRD 22 Application and operation of the <i>Freedom of Information Act 1982</i>	117–18
FRD 22 Compliance with building and maintenance provisions of the <i>Building Act 1993</i>	11
FRD 22 Statement on National Competition policy	45
FRD 22 Application and operation of the <i>Whistleblowers Protection Act 2001</i>	119–128
FRD 22 Details of consultancies over \$100,000	130
FRD 22 Details of consultancies under \$100,000	130
FRD 12 Disclosure of major contracts	130
FRD 22 Statement of availability of other information	132
FRD 22 Occupational health and safety	15, 129
FRD 15 Executive officer disclosures	89, 112–113, 114–116
FRD 10 Disclosure index	136–137
FRD 24 Reporting of office-based environmental impacts	135
FRD 25 Victorian Industry Participation Policy disclosures	130–131
FRD 8 Budget portfolio outcomes	98–104

## Financial Statements

### Legislation requirement

### Page reference

### Financial statements required under Part 7 of the Financial Management Act

SD 4.2(c)	Compliance with Australian Accounting Standards and other authoritative pronouncements	71
SD 4.2(c)	Compliance with Ministerial Directions	71
SD 4.2(d)	Rounding of amounts	74
SD 4.2(c)	Accountable Officer's declaration	96
SD 4.2(f)	Model Financial Report	67–97
SD 4.2(b)	Statement of financial performance	67
SD 4.2(b)	Statement of financial position	68
SD 4.2(b)	Statement of cash flows during the year	69

### Other disclosures in notes to the financial statements

FRD 9	Departmental disclosure of administered assets and liabilities	92–93
FRD 11	Disclosure of ex-gratia payments	93
FRD 13	Disclosure of parliamentary appropriations	78
FRD 21	Responsible Person and Executive Officer disclosures	88
FRD 23	Superannuation liabilities and disclosure	91–92

## Legislation

<i>Freedom of Information Act 1982</i>	117
<i>Building Act 1983</i>	11
<i>Whistleblowers Protection Act 2001</i>	119
<i>Victorian Industry Participation Policy Act 2003</i>	130

## ACRONYMS AND ABBREVIATIONS

ABS	Australian Bureau of Statistics
ACE	Adult community education
ACFE	Adult, Community and Further Education
AIM	Achievement Improvement Monitor
AMES	Adult Multicultural Education Services
ANTA	Australian National Training Authority
AQTF	Australian Quality Training Framework
CSF	Curriculum and Standards Framework
DE&T	Department of Education & Training (Victoria)
EMA	Education Maintenance Allowance
ESL	English as a second language
ICT	Information and communications technology
LLEN(s)	Local Learning and Employment Network(s)
MIPs	Managed Individual Pathways
RMIT	Royal Melbourne Institute of Technology
SSO	School Services Officer
VCAA	Victorian Curriculum and Assessment Authority
VCAL	Victorian Certificate of Applied Learning
VCE	Victorian Certificate of Education (Years 11 and 12)
VET	Vocational education and training
VIT	Victorian Institute of Teaching
VLESC	Victorian Learning and Employment Skills Commission
VPS	Victorian Public Service
VQA	Victorian Qualifications Authority



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