Leadership and governance

Ministers

The Department supports three ministers across four portfolios – the Hon. Peter Hall MLC (Minister for Higher Education and Skills and Minister responsible for the Teaching Profession), the Hon. Martin Dixon MP (Minister for Education) and the Hon. Wendy Lovell MLC (Minister for Children and Early Childhood Development).

Minister for Higher Education and Skills
Minister responsible for the Teaching Profession
The Hon. Peter Hall MLC

Mr Peter Hall has been the Minister for Higher Education and Skills and the Minister responsible for the Teaching Profession since 2 December 2010.

As the Minister for Higher Education and Skills, his responsibilities include consideration of the skill requirements of Victorian industries and regions to optimise workforce mobility and productivity; support for the apprenticeship, traineeship and vocational education system; and strategic support and long-term development of the tertiary education system.

Minister Hall is the first Victorian Minister responsible for the Teaching Profession. The Minister’s responsibilities include teacher registration (through the Victorian Institute of Teaching), teaching and workforce supply, workforce industrial relations issues, and supporting and promoting the teaching profession.

Minister for Education
The Hon. Martin Dixon MP

Mr Martin Dixon has been Minister for Education since 2 December 2010.

A former principal, the Minister is committed to pursuing a framework that will achieve better student outcomes in Victorian schools and lift student performance into the global top tier through parent choice, local decision-making and school–community integration.

The Minister’s portfolio responsibilities include student curriculum and learning programs; the international dimension of school education, school capital and maintenance; and school registration, policy and governance. The portfolio also encompasses State Government involvement in, and funding of, Catholic and independent schools.

The Minister is the Champion Minister for Disability in the Standing Council on School Education and Early Childhood Development, a forum of all Australian Education Ministers.
Minister for Children and Early Childhood Development
The Hon. Wendy Lovell MP

Ms Wendy Lovell has been the Minister for Children and Early Childhood Development since 2 December 2010.

The Minister for Children and Early Childhood Development’s responsibilities include early childhood services (encompassing the maternal and child health service, and licensing and regulation of children’s services), kindergartens, kindergarten cluster management, the Children’s Facilities Capital Grants program, children's policy and research, Aboriginal early childhood policy and services, and early childhood intervention services.

In addition to her responsibilities as Minister for Children and Early Childhood Development, Minister Lovell is also Minister for Housing, supported by the Department of Human Services.

Department executives

Secretary
Mr Richard Bolt

Richard Bolt joined the Department as Secretary in August 2011.

As Secretary, Richard is responsible for the management of the Department and provides advice to the Minister for Higher Education and Skills and the Minister responsible for the Teaching Profession, the Minister for Education, and the Minister for Children and Early Childhood Development.

Prior to joining the Department, Richard was Secretary of Victoria’s Department of Primary Industries. He holds a Bachelor’s degree in Electrical Engineering and a Master’s degree in Public Policy and Management.

Acting Deputy Secretary, Early Childhood Development Group
Mr Michael Maher

Michael Maher commenced as Acting Deputy Secretary, Early Childhood Development Group, in June 2012. Michael has been with the Department since 2008 and his substantive position is Executive Director, Programs and Partnerships, in the Early Childhood Development Group.

Michael holds a Bachelor of Arts (Hons) and an Executive Master of Public Administration and recently completed a Senior Executive Fellows program at the Kennedy School of Government, Harvard University.

Mr Paul Linossier

Paul Linossier held the position of Acting Deputy Secretary, Early Childhood Development Group (formerly the Office for Children and Portfolio Coordination), between January 2011 and June 2012.

Prior to joining the Department, Paul was Chief Executive Officer with MacKillop Family Services from 1997 to 2009. He is a Life Member of the Centre for Excellence in Child and Family Welfare and a past Chair of the Council of Catholic Social Services Victoria.

Paul trained in social work and also holds an Executive Master of Public Administration.
On 25 June, Paul commenced a new role co-leading, with the Department of Human Services, the development of a strategy to implement the Government’s response to the Protecting Victoria’s Vulnerable Children Inquiry.

**Deputy Secretary, School Education Group**  
**Dr Jim Watterston**

Jim Watterston commenced as Deputy Secretary, School Education Group, in April 2012.

As Deputy Secretary, School Education Group, Jim is responsible for developing policy, programs and frameworks to ensure that the most effective curriculum offerings, pedagogy and leadership are provided to deliver a lifelong learning agenda.

Before moving to Victoria, Jim was the Director-General of the ACT Education and Training Directorate. He had previously served as Regional Director of the Department’s Eastern Metropolitan Region. He was Superintendent of Education in Western Australia and has had 14 years’ experience as a school principal. He was also a founding Director of the Australian Institute of Teaching and School Leadership and is the current President of the Australian Council for Educational Leaders.

Jim has a Doctorate in Education.

**Deputy Secretary, Higher Education and Skills Group**  
**Ms Kym Peake**

Kym Peake joined the Department in 2010 as Deputy Secretary, Higher Education and Skills Group (formerly Skills Victoria).

As Deputy Secretary, Kym has overseen the implementation of Victoria’s demand-driven vocational training system and, most recently, the Refocusing Vocational Training in Victoria reforms announced in May 2012.

Kym has extensive experience working at the state and Commonwealth level, leading complex policy, legislation and service delivery reforms. Before commencing at the Department, Kym worked in the Department of Prime Minister and Cabinet as Executive Coordinator, Productivity and Inclusion, and as Senior Departmental Advisor, Policy Liaison, to the Prime Minister’s Office.

Kym holds a Bachelor of Laws and an Executive Master of Public Administration.

**Deputy Secretary, Regional Support Group**  
**Mr Nicholas Pole**

Nicholas Pole commenced as Deputy Secretary, Regional Support Group, in April 2012.

As Deputy Secretary, Regional Support Group, Nicholas’s role is to design, plan, broker and deliver integrated education, child and family services that contribute to the learning and wellbeing of Victorian children and young people.

Nicholas has more than 27 years’ experience across the education, welfare and public sectors, where he holds a reputation for leading and implementing reform. Prior to joining the Department, Nicholas was Deputy Secretary, Special Education and Canterbury Earthquake Recovery, for the New Zealand Ministry of Education.

Nicholas holds a Diploma in Teaching, a Bachelor of Education and a Master of Business Administration.
Deputy Secretary, Strategy and Review Group
Mr Chris Wardlaw

Chris Wardlaw joined the Department in July 2009 as Deputy Secretary, Office for Policy, Research and Innovation. In March this year he was appointed Deputy Secretary, Strategy and Review Group.

As Deputy Secretary of the Strategy and Review Group, Chris drives the strategic agenda for the Department to support a lifelong learning agenda and to improve learning and development outcomes for all Victorians.

Chris has held leading roles in a range of reform agendas in the Department and was the Deputy Secretary for Education (Curriculum and Quality Assurance) for the Hong Kong Government from 2002 to 2008.

Chris holds a Bachelor of Economics (Hons) and a Diploma of Education.

Deputy Secretary, Infrastructure and Finance Services Group
Mr Jim Miles

Jim Miles commenced as Deputy Secretary, Infrastructure and Finance Services Group, in March 2012. Prior to his appointment, Jim acted as Executive Director for the Office for Resources and Infrastructure.

In both roles, Jim has managed the Departmental budget process, provided governance over financial monitoring and reporting, and delivered large-scale financial and asset management projects.

Jim’s previous roles include General Manager, Resources and Infrastructure Strategy, and 11 years with the Department of Treasury and Finance. Jim holds a Bachelor of Arts, a Postgraduate Diploma in Economics and a Master of Commerce.

Deputy Secretary, People and Executive Services Group
Ms Monique Dawson

Monique Dawson commenced as Deputy Secretary, People and Executive Services Group, in March 2012.

As Deputy Secretary, Monique provides leadership and guidance to a wide-ranging portfolio, encompassing human resources, communications, stakeholder engagement, cabinet, legal and ministerial support, procurement, and audit and risk.

Monique has a record of success in achieving transformational change in complex organisational environments. Her career has encompassed senior roles in the Queensland and New Zealand public sectors, including General Manager, Policy Development Division, with the Queensland Department of Employment and Training, and Deputy Secretary, Work Directions, in the New Zealand Department of Labour.

Monique holds a Bachelor of Laws and a Graduate Diploma of Legal Practice and is an Executive Fellow of the Australia and New Zealand School of Government (ANZSOG).
Departmental organisational chart as at 30 June 2012
Corporate governance

The Department’s corporate governance structure supports the Department’s direction-setting and decision-making, assessment and treatment of risk, compliance and accountability requirements, and the monitoring and optimising of performance.

Executive Board

The Executive Board is the ultimate governance and decision-making body for the Department. It is accountable for:

- strategic direction and leadership of the Department
- management of the Department
- decision-making
- risk management
- monitoring and evaluation of the Department’s activities
- compliance
- stakeholder management.
Executive Board members

- Mr Richard Bolt, Secretary
- Ms Monique Dawson, Deputy Secretary, People and Executive Services Group
- Mr Jim Miles, Deputy Secretary, Infrastructure and Finance Services Group
- Ms Kym Peake, Deputy Secretary, Higher Education and Skills Group
- Mr Nicholas Pole, Deputy Secretary, Regional Support Group
- Mr Chris Wardlaw, Deputy Secretary, Strategy and Review Group
- Dr Jim Watterston, Deputy Secretary, School Education Group
- Mr Michael Maher, Acting Deputy Secretary, Early Childhood Development Group
- Mr John Firth, Chief Executive Officer, Victorian Curriculum and Assessment Authority

The Executive Board has four standing committees.

Policy and Performance

The Policy and Performance Committee is responsible for ensuring effective development and coordination of Department-wide policy and strategy, research and evaluation. The Committee ensures that there are links between the Department’s strategy and the resultant policy and evaluation. The committee’s scope covers all Departmental activities, including statutory authorities.

People and Culture

The People and Culture Committee is responsible for providing advice to the Executive Board about the development and delivery of the Department’s:

- human resources strategy including:
  - workforce planning and development
  - human resources services, systems and policies
- organisational development strategy including:
  - cultural change
  - information and knowledge capability.

Budget and Infrastructure

The Budget and Infrastructure Committee is responsible for ensuring effective strategic development and coordination of Departmental finances, physical assets and information technology. The committee’s scope covers all Departmental activities, including statutory authorities.

Service Planning and Delivery

The Service Planning and Delivery Committee is responsible for ensuring effective coordination and integration of services across regions and the Department’s three service areas. The committee’s scope covers all head office and regional activities.
The Board may establish other standing or temporary subcommittees as necessary. Temporary subcommittees are generally established to manage issues that are expected to have a limited timeframe.

**Portfolio Audit Committee**

The Portfolio Audit Committee was established to comply with the Standing Directions of the Minister for Finance under the *Financial Management Act 1994*. The committee is responsible to the Secretary to oversee governance and to provide advice on audit, risk management and business assurance activities across the education and early childhood development portfolio.

The portfolio focus includes the Department and statutory authorities primarily funded through the Department, namely:

- Victorian Registration and Qualifications Authority
- Victorian Curriculum and Assessment Authority.

The committee comprises three independent members and one internal member.

**Portfolio Audit Committee members**

**Independent**

- Mr Stewart Leslie (Chair)
- Mr Stuart Gooley
- Mr John Thomson

**Internal**

- Ms Monique Dawson, Deputy Secretary, People and Executive Services Group

**Strategic Renewal Directorate**

The Strategic Renewal Directorate leads Departmental planning and evaluation of performance to facilitate a high-performance culture by linking strategic policy directions to key corporate processes.

The Directorate’s responsibilities include developing the Department’s Corporate Plan, tracking, measuring and reporting progress on key Departmental commitments and projects, and supporting the Communications Division to engage staff in advancing Departmental strategies.

**Accredited Purchasing Unit**

The Accredited Purchasing Unit is a governance committee that oversees procurement activity for goods and services (greater than $100,000) from all business areas within the Department, including regional offices and designated statutory authorities. This is undertaken in accordance with the Victorian Government Purchasing Board policies.