**Merit Protection Boards / Disciplinary Appeals Boards**

Application for an Appeal

Mr/Ms/Mx \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Surname) (Given Names)

Record Number: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Work Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Work Location Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode:\_\_ \_\_ \_\_ \_\_

Tel No:(\_\_ \_\_) \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

Private Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode:\_\_ \_\_ \_\_ \_\_

Tel No: (\_\_ \_\_) \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ Mobile:\_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Do you wish to appear in person?

Yes No (please tick)

A notice of Appeal must be lodged with the senior chairperson of the Merit Protection Boards / Disciplinary Appeals Boards within 14 days after the date on which the officer or employee is give notice in writing of the determination of the Secretary.

The Merit Protection Boards (MPB)/Disciplinary Appeals Boards (DAB) will use the information collected on this form for the purpose of assessing, managing and responding to an appeal. This includes, however is not limited to, such activities as determining the Board's jurisdiction to hear a matter, scheduling of hearings and preparing a Board for the hearing. The MPB/DAB will use or disclose personal and health information for the purpose for which it was collected such as preparing Board members for a hearing or communicating Board decisions to the appellant and their representative at the hearing (if any); the decision maker and their representative at the hearing (if any); the Secretary of the Department; and the Executive Director, Schools Human Resources. Your comment will be sought if your data is to be used for purposes other than addressing the grievance process unless authorised or required by law. Your information is kept secure and confidential and managed in accordance with the *Privacy and Data Protection Act 2014* and *Health Records Act 2001*.

For more information regarding how information is handled, refer to <https://www.vic.gov.au/department-of-education-privacy-policy>.

**Notice of Appeal**

**TO:**

The senior chairperson

Merit Protection Board/Disciplinary Appeals Board\*

Level 4, Casselden Place, 2 Lonsdale Street, Melbourne 3000

**FROM:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert name of Appellant here)*

1. Under section 2.4.57 of the **Education and Training Reform Act 2006**, the Appellant appeals against a determination of the Secretary made under section 2.4.56(1) of that Act dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ *(insert date of determination).*\*
2. Under section 2.4.68 of the **Education and Training Reform Act 2006**, the Appellant appeals against a determination of the Secretary made under section 2.4.59F of that Act dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ *(insert date of determination)*.\*

*(Attach a copy of the notice of the determination received from the Secretary)*

1. Under section 2.4.68 of the **Education and Training Reform Act 2006**, the Appellant appeals against a determination of the Secretary made under section 2.4.61 of that Act dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ *(insert date of determination)*.\*

*(Attach a copy of the notice of the determination received from the Secretary)*

1. Under section 2.4.68 of the **Education and Training Reform Act 2006**, the Appellant appeals against a determination of the Secretary made under section 2.4.61A of that Act dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ *(insert date of determination)*.\*

*(Attach a copy of the notice of the determination received from the Secretary)*

1. The Appellant’s reasons for appealing against the determination are as follows -

*(Insert details of reasons for appealing against the determination)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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1. The Appellant wishes/does not wish\* to be represented by another person at the hearing of the appeal.

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature of Appellant/Appellant’s representative\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and address of Appellant/Appellant’s representative\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\**Delete if inapplicable*