

**SENATE EMPLOYMENT, WORKPLACE RELATIONS AND EDUCATION
LEGISLATION COMMITTEE**

**2003-2004 ADDITIONAL ESTIMATES HEARING
19 FEBRUARY 2004**

EMPLOYMENT AND WORKPLACE RELATIONS PORTFOLIO

QUESTIONS ON NOTICE

Corporate

Question Number: W336-04

Question:

Senator Wong asked in writing :

Please provide an organisational chart and the names of each Division, Branch and Section of the Department

Answer:

Answer:

The Department of Employment and Workplace Relations Organisational Structure, effective at 5 March 2004, is as follows:

OUTCOME 1

EMPLOYMENT POLICY GROUP

- **Mature Age Policy Branch**
 - Demographic Change and Diversity
- **Policy Development Branch**
 - Participation Policy
 - Welfare to Work
- **Priority Groups Policy Branch**
 - Disability and Youth Policy
 - Indigenous Economic Development
 - Indigenous Employment Policy Unit

EMPLOYMENT ANALYSIS AND EVALUATION GROUP

- **Economic and Labour Market Analysis Branch**
 - Economic and Employment Issues
 - International and Non-Portfolio Issues
 - Labour Market Analysis
 - Migration and Population
 - Occupational and Skills Analysis

Evaluation and Programme Performance Branch

- Evaluation
- Programme Performance
- Service Quality Analysis

INDUSTRY STRATEGIES TASKFORCE

EMPLOYMENT BUSINESS SERVICES GROUP

- **Centrelink and Stakeholder Management Branch**
 - Centrelink Strategies
 - Customer Service and Quality Improvement
 - Stakeholder Management
- **Employment Communications Branch**
 - Communications
 - Events Management
- **Contract Management Branch**
 - Contract Management Support
 - Contract Administration Tools and Tender Systems
 - Financial Viability, Recoveries and Provider Payments
 - Purchasing Operations and Policy

JOB SEARCH SUPPORT GROUP

- **Employment Exchange Branch**
 - JobSearch Support
 - Workplace/JobSearch
 - Job Matching
 - Information Technology/JobSearch Facilities
 - IT Business Solutions
- **Transition and Participation Branch**
 - Transition to Work
 - Programme Participation
 - Budget and Performance
 - Parliamentary and Business Support
- **Work Experience Branch**
 - Community Work Coordinator Policy and Reporting
 - Community Work Coordinator Management
 - Community Work Coordinator Performance and Operations
 - Community Work Coordinator NEIS Programme

INTENSIVE SUPPORT GROUP

- **Employment Services Performance Branch**
 - Budget Monitoring and Modelling
 - Performance Analysis
 - Operational Information Analysis
 - Risk Management and Planning
 - Business Development
 - Transition Management
 - Programme Assurance
- **Indigenous Employment Programme Branch**

- Contract Programme Team
- Business Development Team
- Performance Team
- National Projects and Coordination Team
- **Intensive Support Operations Branch**
 - ESC2 Operation Policy
 - ESC3 Operational Policy and Strategies
 - Indigenous Employment Centres
 - Job Seeker Assessment and Disability
 - Job Seeker Diversity
 - Job Seeker Gateway and Allocation Policy
 - Wage Assistance and Indigenous Job Seekers
 - Fee for Service

EMPLOYMENT SYSTEMS GROUP

- **Contracted Provider Systems Branch**
 - Community Work Assistant
 - EA3000
 - Production Support
- **Public Access and Management Systems Branch**
 - Australian Job Search Support and Development/ESN
 - Business Authentication and Framework
 - Implementation and Testing
 - Management Information and Data Services

OUTCOME 2

WORKPLACE RELATIONS POLICY GROUP

- **Safety, Compensation and International Branch**
 - International (ILO) Section
 - National OHS/Workers Compensation Policy Team
 - Regulatory Policy Team
 - Workers Compensation and OHS Task Force
- **Strategic Policy Branch**
 - Bargaining and Industrial Framework Section
 - Employee Share Ownership Development Unit
 - Policy Coordination Team
 - Working Arrangements Section
- **Wages and Conditions Policy Branch**
 - Conditions Policy and Research Section
 - Training and Skills Formation Section
 - Wage Analysis Section
 - Workplace Flexibility Policy Section

WORKPLACE RELATIONS LEGAL GROUP

- **Legal Policy Branch 1**
 - Appointments Section
 - Organisations, FOA and International Section
 - Termination, Transmission, Victoria and Minimum Entitlements Section

Legal Policy Branch 2

- Awards, Agreements, and Compliance Section
- Employee Protections Section

WORKPLACE RELATIONS SERVICES GROUP

- **Employee Entitlements Branch**
 - Business Support Services Team
 - Case Management N Team
 - Case Management R Team
 - Case Management V Team
 - Quality Assurance Team
- **Employee Entitlements Projects Branch**
 - Market Testing Team
 - Process Re-engineering Team
 - Process Review Team
- **Workplace Services Branch**
 - Office of Workplace Services, National Office
 - Trades Recognition Australia
 - Investigations Unit
- **Remuneration Tribunal Secretariat**
- **Defence Force Remuneration Tribunal Secretariat**

WORKPLACE RELATIONS IMPLEMENTATION GROUP

- **Building Industry Branch**
 - Building Industry Team
 - National Code Team
 - Occupational Health and Safety Team
 - Royal Commission Implementation Team
- **Industries Branch**
 - Manufacturing Team
 - Services Team
 - Transport and Resources Team
- **Public Sector Branch**
 - Employment Framework and Local Government Team
 - Public Sector and Higher Education Team
 - Remuneration Policy and Defence Team

ADVOCACY TEAM

INTERIM BUILDING INDUSTRY TASKFORCE

IT SERVICES GROUP

- **IT Applications Branch**
 - Architecture
 - Business Intelligence
 - Contract and Program Management
 - Human Resources and Financial Applications
 - Information Management
 - Corporate Web Services
 - Tender Management
 - Workplace Relations

- **IT Facilities Branch**
 - Communications and IT Security
 - Data Services
 - Infrastructure Support
 - Technical Services
- **IT Resources and Support Branch**
 - Change Management
 - Customer Relations
 - IT Financial Management
 - IT Asset Management
 - Acquisition Services
 - NITCSC
 - Operations and Analysis
 - Release Management

CORPORATE

- **Legal Branch**
 - Legal Team
 - Fraud and Investigations Team
 - Litigation and Administrative Law Team
- **Business Services Branch**
 - Information Management Team
 - Property and Facilities Management Team
 - Resource Management Team
- **Parliamentary, Performance and Communications Branch**
 - Parliamentary Team
 - Performance and Risk Team
 - Corporate Communications Team
- **Human Resources Branch**
 - HR Operations
 - HR Performance and Agreement Team
 - HR Capability and Development Team

FINANCIAL MANAGEMENT GROUP

- **Financial Management Group**
 - BIS Team
 - Budget and Reporting Team
 - Tax, Treasury, Accounting Policy and Services Team

INTERNAL AUDIT

EXECUTIVE

STATES

NEW SOUTH WALES STATE OFFICE

- **Business Services Branch**
- **Employment Services Branch**
- **Employment Services and Support Branch**

- **Employment Placement and Strategies Branch**
 - Employment Placement Team
 - Industry Strategies Team
 - Client Strategies Team
 - Labour Economics Office
- **Indigenous Employment Branch**
 - Indigenous Programs
 - Indigenous Business Development Team
- **Office of Workplace Services**
 - Advisory and Education Unit
 - Investigation Services Team 1
 - Investigation Services Team 2
 - Wageline Team
 - Workplace Advisory Service
 - Trades Recognition Australia
 - OWS Manager Canberra
 - OWS Manager Newcastle

VICTORIAN STATE OFFICE

- **Employment Services Branch**
 - Job Network
 - Work for the Dole
 - Transition to Work
 - Indigenous Employment Unit
 - Labour Economics Office
- **Industry and Client Relations Branch**
- **Investigation and Compliance Unit**
- **Office of Workplace Services**
 - Claims Resolution
 - Workplace Advisory Services
 - WageLine Victoria

QUEENSLAND STATE OFFICE

- **Employment Services (North) Branch**
 - Contract Management Team A
 - Contract Management Team B
- **Employment Services (South) Branch**
 - Contract Management South Team A
 - Contract Management South Team B
- **Employment Services Performance Branch**
 - Analysis and Contract Management
 - Performance and Compliance
- **Indigenous Employment Branch**

- Business Development Unit
- Contract Management Unit
- **North Queensland**

WESTERN AUSTRALIA STATE OFFICE

- **Employment Services Branch**
 - Team A - Job Network
 - Team B - IEC/FFs
 - Team C - Community Work Coordinator
 - Team D - NEIS, Transition to Work, JPL
- **Employment Support Branch**
 - Business Support Team
 - Indigenous Employment Business Development
 - Indigenous Employment Contract Management
 - Labour Economics Office
 - Workplace Relations

SOUTH AUSTRALIA STATE OFFICE

- **Corporate Services and Labour Economics Branch**
 - Labour Economics Office
- **Employment Services Branch**
 - Team 1 – Quality Audit, Job Matching, Project Contracting, NEIS
 - Team 2 – Job Search Training, Transition to Work, Indigenous Employment Centre
 - Team 3 – Intensive Assistance, Work for the Dole, Administration
- **Indigenous Employment Branch**
- **Investigation and Compliance Unit**

TASMANIA STATE OFFICE

- **Employment Services Branch**
 - Employment Services Contract Unit
 - Employment Services Support Unit
- **Operations Unit**
- **Operations, Investigation and Compliance Unit**

NORTHERN TERRITORY OFFICE

- **Alice Springs Regional Office**
- **Employment Services and Support Branch**
- **Indigenous Employment Branch**
 - Business Development Unit
 - Contract Management Unit
- **Workplace and Enabling Services Branch**
 - Investigation and Compliance Unit
 - Labour Economics Office
 - Office of Workplace Services
 - Operations Unit