SENATE EMPLOYMENT, WORKPLACE RELATIONS AND EDUCATION LEGISLATION COMMITTEE

2006-2007 BUDGET SENATE ESTIMATES HEARING
29TH AND 30TH MAY 2006
EMPLOYMENT AND WORKPLACE RELATIONS PORTFOLIO

QUESTIONS ON NOTICE

Outcome: Corporate

Question Number: W180-07

Question:
Senator Wong asked in writing:

In response to question W759-06 you said that to provide the information requested would involve an unreasonable diversion of DEWR resources.

    a)   If you cannot tell us about changes that have been made to the guidelines and handbooks, how are staff expected to be aware of changes?

    b)   Do you not track or collate changes to the guidelines and handbooks on your intranet or in some other forum or medium?

    c)   As previously requested, please table any written notifications required by the AWA handbook that have been provided to Group and State managers over the past two years.

Answer:

a)   To ensure that staff are aware of changes to relevant support documents, DEWR works in partnership with staff and managers to communicate through a variety of methods. The department is committed to raising the awareness of changes to all staff through various methods including, but not limited to the following:
- emails to managers
- meetings eg. one on one, Branch, Group, Section, Team.
- publication of guidance materials on the intranet
- online presentation eg Orientation Video
- intranet news articles
- Managers Update Newsletter
- HR Features - training sessions
- Orientation Session for new starters every 2 weeks

b)   DEWR generally indicates changes to documents with tracked changes and by providing a summary of changes in intranet articles for consultation purposes. At the end of the consultation process, the document is finalised and published on the intranet.

c)   There have been no written notifications, as required by the AWA Handbook, provided to Group and State Managers over the past two years, as there have not been any material changes to the PAS or AWA guides.