

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

**2004-2005 BUDGET SENATE ESTIMATES HEARING
31 MAY AND 1 JUNE 2004**

EMPLOYMENT AND WORKPLACE RELATIONS PORTFOLIO

QUESTIONS ON NOTICE

Question Number: W117-05

Question:

Senator Ludwig asked in writing:

Can the Department provide a current list of each community information publication it publishes in English as at a) the current date (2, December 2004) or if this is unavailable b) 30 June, 2004 (and take from then to 2 December 2004 On Notice) or if this is unavailable c) 1 January 2004 (and take from then to 2 December 2004 On Notice) or if this is unavailable d) the last date for which they were available (specify date and take from then to 2 December 2004 On Notice)?

Answer:

The following is a list of all community information publications current as at 2 December 2004 :

- Union Officials' Right of Entry on Federal Sites
- Occupiers' Right of Entry on Federal Sites
- Industrial Action During a Bargaining Under the Workplace Relations Act 1996
- Powers of Building Industry Taskforce Investigators
- Secondary Boycotts in the Building and Construction Industry
- Enterprise Bargaining Agreements Under the Workplace Relations Act 1996
- Right of Entry Under Commonwealth Legislation
- Right of Entry Under Victorian Legislation
- Right of Entry Under Queensland Legislation
- Right of Entry Under New South Wales Legislation
- Right of Entry Under West Australian Legislation
- Right of Entry Under Northern Territory Legislation
- Right of Entry Under Australian Capital Territory Legislation
- Right of Entry Under South Australian Legislation
- Right of Entry Under Tasmanian Legislation
- Federal Certified Agreements (book)
- Making Federal Workplace Agreements
- Family Friendly Workplace Agreements DL brochure
- Helping Employers and Employees at Work
- Making a Federal Certified Agreement
- Dismissal: Your Rights and Obligations in NSW
- WageLine promotional postcard

Job Network publications

- Find that Job
- Find the Right Staff
- Find the Right Retail Staff
- Service Guarantee
- Job Seekers Guide to Job Network
- Job Network Card
- Job Network Code of Practice
- Complaints & Feedback Form
- Job Placement
- Job Network Specialist Brochure
- More Help from Job Network for Young People
- Why Mature-Age Workers Postcard
- JobWise Ideas
- Get Smart Comic

Work for the Dole (WfD) Publications

- How do I Volunteer
- In it for the Experience
- Introduction for Sponsors & Hosts
- What is Community Work
- Keeping my end of the deal
- Service Guarantee for Job Seekers
- Service Guarantee for Organisations
- Drought Force Brochure
- Passport to Employment
- Training Credits Booklet

JobSearch publications

- Your Guide to JobSearch
- Australian VolunteerSearch
- JobJuice Brochure
- Pocket Guide to JobSearch
- Australian Workplace
- Australian Training
- Australian JobSearch IT
- Create your resume on JobSearch
- Job Outlook

Transition To Work publications

- Brochure - Are you thinking about getting a job?

Fact sheets for client groups

- Youth Fact Sheets (pdf only)
- Indigenous Fact Sheets (pdf only)
- NESB/CALD Fact Sheets (pdf only)
- Disability Fact Sheets (pdf only)
- Mature Age Fact Sheets (pdf only)

Indigenous publications

- Indigenous Jobseeker Guide
- How to Get a Job – Handy Hints Booklet
- Wage Assistance for Employers
- Wage Assistance for Job Seekers
- Indigenous Employment Programme Z-Card
- Get that Job comic

New Enterprise Incentive Scheme

• **Participant Pack**

Contains:

- NEIS brochure
- NEIS income statements (6)
- Change of Circumstances forms (4)
- NEIS Participant Booklet
- NEIS Postcard
- Calendar of NEIS allowance payment dates
- Welcome letter from Minister
- Participant agreement cover sheet
- Brochure - Need help starting your own business NEIS
- Brochure 45 plus
- Calendar of NEIS Allowance payment dates
- A participant's guide to NEIS Allowance

Career Counsellor's Resource Kit contains

- Career Counsellors' booklet
- Career Tips Fact Sheet
- Get Smart Comic
- More Help for Young People Brochure
- Web Links Booklet
- Skills and Strengths Checklist
- Crossword, WordSearch, WordScramble

Green Corps

- The Green Corps Partner Agency Pack (developed by provider)
- What on Earth is Green Corps (developed by provider)
- Green Corps Certificate of Completion (developed by provider)

JPET

- JPET - Get back on track: Information for young people (Brochure and Poster)

PSP

- Welcome to the Personal Support Programme
- About the Personal Support Programme
- Your Rights

PLEASE NOTE – The answers provided below were provided by the Department of Family and Community Services who were responsible for the production of the publications prior to the Machinery of Government changes. In some cases the publications are joint publications and this has been noted where appropriate. For example, disability employment services publications cover both business services (the responsibility of the Department of Family and Community Services) and open employment services (now the responsibility of the Department of Employment and Workplace Relations).

- *Today's Young Australians Folder* with fact sheets (joint FaCS/DEWR publication)
- National Youth Week 2005 – poster and DL/postcard (joint FaCS/DEWR publication)
- the source postcards, promotional cards and poster
- Assessment and Contestability Trial
- Australian Government Disability Services Census Reports (joint FaCS/DEWR publication)
- Characteristics of Disability Support Pension Customers
- Continuous Improvement Working Handbook (joint FaCS/DEWR publication)
- Disability Services Standards booklet (joint FaCS/DEWR publication)
- Employer Incentives Strategy Review
- Evaluation of the Rural and Remote Disability Employment Assistance Pilot Projects (joint FaCS/DEWR publication)
- Evaluation of the Trial of a New Quality Assurance System for Disability Employment Services (joint FaCS/DEWR publication)
- Improving Performance – Good Practices for the Future (joint FaCS/DEWR publication)
- Rural and Remote Disability Employment Assistance Study (joint FaCS/DEWR publication)
- Welfare Reform Government Response to McClure
- The Reform Agenda
- Volunteering as part of Australians Working Together
- Building a simpler system to help jobless families and individuals report
- What Australians Working Together means for people with a disability
- What Australians Working Together means for young people
- What Australians Working Together means for job seekers
- What Australians Working Together means for mature age people
- What Australians Working Together means for parents
- What is Australians Working Together?
- Guide to the Social Security Act (available on FaCS website)