



Australian Government

**Department of Employment and
Workplace Relations**

Annual Report 2004–05

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Australian Government
Department of Employment and
Workplace Relations

Secretary

GPO Box 9879 CANBERRA ACT 2601

The Hon. Kevin Andrews MP
Minister for Employment and Workplace Relations
Parliament House
CANBERRA ACT 2600

Dear Minister

I have pleasure in presenting to you the *Annual Report of the Department of Employment and Workplace Relations for the year ended 30 June 2005* as required by section 63 of the *Public Service Act 1999*.

A report on the operation of Part V of the *Workplace Relations Act 1996*, as required by subsection 88(1) of that Act, is incorporated into the *Annual Report*. This covers the labour inspection responsibilities of the department.

I am also required to give you a report on the administrative operation of the social security law under subsection 241(1) of the *Social Security (Administration) Act 1999* as soon as practicable after 30 June each year. This covers the working age payments responsibility of the department. This is also incorporated into the *Annual Report*.

Subsection 63(1) of the *Public Service Act 1999* requires me to provide you with a report to present to the Parliament. This report has been prepared in accordance with the guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit.

Yours sincerely

Peter J. Boxall
16 September 2005

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About this report

This is the Secretary's report to the Minister for Employment and Workplace Relations on the performance of the Department of Employment and Workplace Relations during 2004-05. The report has been prepared in accordance with the Department of the Prime Minister and Cabinet's *Requirements for Annual Reports* as approved by the Joint Committee of Public Accounts and Audit. The report is presented in four parts and 12 appendixes. As some parts of the report will be more relevant to you than others this section will help you work out which parts will be most useful.

Overview of 2004-05

Part 1 introduces you to the department with a review of the year by the Secretary and provides an overview of how we are structured, as well as what we do.

Report on performance

Part 2 reports on the department's performance in relation to the outcomes and outputs framework as described in the 2004-05 Portfolio Budget Statements and Portfolio Additional Estimates Statements. This part includes a summary of financial and staffing resources, highlights for 2004-05, descriptions of the three outcomes, detailed performance reporting against each output group and the outlook for 2005-06.

Management and accountability

Part 3 reports on the department's management practices including the corporate governance framework, human and financial resources, internal controls and external scrutiny, ministerial and parliamentary services and information technology management.

Financial performance reporting

Part 4 includes the audited Financial Statements for 2004-05, including the audit report, and commentary on the department's financial performance.

Appendixes

The appendixes include mandatory reporting on ecological and environmental performance, freedom of information, the Commonwealth Disability Strategy, and detail major consultancies engaged during the year, advertising and market research expenditure, and statistical and other information about the department. A complete list of the appendixes is provided in the table of contents.

Online Annual Report

An online version of this report is available at <www.dewr.gov.au/publications/AnnualReports>.

