

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

**2005-2006 BUDGET SENATE ESTIMATES HEARING  
30 ,31 MAY and 3 JUNE 2005**

**EMPLOYMENT AND WORKPLACE RELATIONS PORTFOLIO**

**QUESTIONS ON NOTICE**

**Outcome 2: Higher productivity, higher pay workplace**

**Output Group 2.2: Workplace Relations Implementation**

**Output 2.2.8: Office of the Australian Safety and Compensation Council**

**Question Number: W335-06**

**Question:**

Senator Marshall asked in writing in regards to Occupational Health and Safety Advisers for small business:

How many advisers will be employed?

Where will they be based?

What is their job description?

How will they advise small businesses?

When will the advisers be available to advise small businesses?

Will this be a telephone service?

Will Advisers visit small businesses?

Will small businesses have access to advisers online?

Who will coordinate the network?

What is the process for this appointment?

When will this process be undertaken?

**Answer:**

Tenders for a programme of OHS advisers to small business closed on 20 May 2005. The Department is presently evaluating the tenders received and expects to enter into

a contract by 15 July 2005. The precise detail of the contracted services will depend on which tenderer is selected. Without limiting the options, the RFT for the services proposed in the programme provide for:

- a.** the development and implementation of a programme of workplace visits and OHS assessments for small businesses nationally, including in rural and regional areas;
- b.** the development of an effective network of suitably qualified OHS advisers;
- c.** the establishment of linkages with networks and fora, including national Area Consultative Committees (ACC's), the Department's Office of Workplace Services and existing employer associations;
- d.** the establishment of effective relationships with state and territory governments to ensure minimal duplication of service provision, compliance with state/territory regulations for OHS and to maximise any synergies which may be identified;
- e.** the development and implementation of a comprehensive marketing, communications and education plan including promotional material, education resources for clients, seminars and media activities. (NOTE: The successful tenderer will be expected to work in close cooperation with the department on marketing and communication activities including the launch of the OHS advisers' network in August 2005.)
- f.** the development of a strategic risk management plan;
- g.** the development of an effective reporting regime which will include qualitative, quantitative and timeline indicators as outlined in the specific criteria in 2.2.1.2; and
- h.** participation in an independent evaluation of the programme to be arranged by the Department during the second year.