



The Hon Natalie Hutchins MP

Minister for Aboriginal Affairs
Minister for Industrial Relations
Minister for Women
Minister for the Prevention of Family Violence

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Mr Richard Bolt
Secretary
Department of Economic Development Jobs Transport and Development
1 Spring Street
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Dear Secretary

STATEMENT OF EXPECTATIONS FOR EMPLOYMENT INFORMATION AND COMPLIANCE

We are pleased to provide you with this Statement of Expectations (SOE) for the Employment Information and Compliance unit (EI&C) of your department. This SOE applies for the period 1 July 2018 to 30 June 2020 or until otherwise amended.

Improving the administration and enforcement of regulation

This SOE sets out our expectations of EI&C's contribution to the Government's program to reduce red tape by promoting greater efficiency and effectiveness in the administration and enforcement of regulation. It also outlines our expectations on broader improvements to EI&C's performance.

As Ministers for Industrial Relations and Industry and Employment we are responsible for administering the *Long Service Leave Act 1992* and the *Child Employment Act 2003*. This SOE should be read within the context of the objectives, obligations and functions outlined in these Acts.

This SOE outlines key governance and performance objectives and targets aimed at improving the administration and enforcement of regulation, thus reducing the cost impact on business and the community. It replaces the 2016-17 Statement of Expectations

Improvements and targets

Based on consultation with your department, we have identified key elements of governance and operational performance where there are opportunities for EI&C to make improvements to reduce cost impacts on business. EI&C is expected to identify activities it will undertake to achieve the following performance improvements and targets:

Timeliness

- Review and improve current resourcing and processes in order to respond in a timely manner to claims of underpayment or non-payment of long service leave entitlements.

Implement risk-based framework

- Implement the recently developed risk-based framework for the regulation of child employment and long service leave laws to ensure the efficient allocation of resources, proportionate to the level of risk where breaches of those laws occur.

Compliance Related Assistance and Advice

- Develop tools and resources to raise awareness and educate employers about changes in long service leave legislation due to come into force on 1 November 2018. Attention should be given to appropriately pitching the materials at the target audience, particularly addressing the needs of small business.

Increase the visibility, accountability and transparency of EI&C

- Refine and implement the Monitoring and Evaluation plan, including the collection, collation and analysis of relevant data in order to evaluate effectiveness. Report on the outcomes to demonstrate EI&C's commitment to improving visibility, accountability and transparency.

Purpose and role clarity

- Given the introduction of the Victorian Wage Inspectorate and incorporation of EI&C into this new branch of Industrial Relations Victoria, provide clarity around the purpose and role of EI&C within the new structure and clear communication to internal and external stakeholders.

In developing actions to achieve these improvements and targets, EI&C is expected to consult with the Red Tape Commissioner, business and the broader community as appropriate.

Reporting

Reporting on EI&C's progress to achieve these SOE performance targets should be undertaken in the context of annual financial reporting to avoid dual reporting streams. As part of annual reporting, regulators are expected to report on:

- current baseline levels for performance targets set in this SOE; and
- activities to be undertaken to reach the performance targets and improvements set out in this SOE.

We also expect these SOE performance targets will be incorporated into EI&C's Corporate Plan. This SOE should be published on EI&C's website upon receipt.

We expect that within two months of receipt of this letter, EI&C will respond to this SOE outlining how it intends to achieve the specified performance improvements and targets.

This response should include details of the specific activities that will be undertaken by EI&C.

We look forward to seeing EI&C continuing to work towards achieving best practice in the administration and enforcement of regulation.

Yours sincerely



**HON BEN CARROLL MP
Minister for Industry and Employment**

24/7 /2018



**HON NATALIE HUTCHINS MP
Minister for Industrial Relations**

8/8 /2018