

Need more information?

WorkChoices Infoline - Phone
1300 363 264

WorkChoices website - provides comprehensive information on the new national workplace relations reform, including information products you can download.

Office of the Employment Advocate - gives free support and information to employers and employees on agreement making.

Office of Workplace Services - provides advice and assistance to workers, employers and organisations about compliance under the Workplace Relations Act.

Australian Fair Pay Commission - sets and adjusts the federal minimum wage under the WorkChoices legislation.

Workplace website - employment and workplace relations services for Australians.

Getting help with record keeping

The September issue of the WorkChoices e-zine gave you information about the record-keeping requirements for all businesses covered by WorkChoices. This issue summarises the new legislation and gives you information about how you can get help with record keeping in your workplace.

Employers who engage workers under the WorkChoices legislation are legally required to keep accurate time and wages records and to issue a pay slip to each worker. The record-keeping and pay slip requirements are designed to ensure that workers receive their correct wages and conditions. Employers have until 26 March 2007 to ensure that they comply with time and wage recording-keeping requirements.

A number of fact sheets and templates designed to help employees and employers with time and wages record-keeping and pay slip requirements are now available to order from the Office of Workplace Services (OWS). When used correctly, these templates can help employers meet their record-keeping and pay slip obligations.

The full range of OWS materials, including record-keeping and pay slip templates and fact sheets are available to download from the OWS website at www.ows.gov.au.

In addition to record-keeping requirements, OWS Workplace Inspectors can visit workplaces to help employers to understand provisions in the *Workplace Relations Act 1996* and the Workplace Relations Regulations 2006, including but not limited to:

- freedom of association;
- right of entry by unions;
- termination of employment;
- the Australian Fair Pay and Conditions Standard;
- workplace agreements (including pre-reform certified agreements or pre-reform Australian Workplace Agreements);
- federal awards;
- orders of the Australian Industrial Relations Commission; and
- meal break, public holiday and/or parental leave entitlements.

Workers and employers who would like further information on their workplace rights and obligations should contact the WorkChoices Infoline on 1300 363 264.

Workers and employers who would like further information regarding specific OWS activities can contact the OWS directly on 1300 724 200.



WorkChoices publications

Do you know someone from a non-english-speaking background who would benefit from knowing about WorkChoices?

Up-to-date fact sheets are now available in 13 languages and can be downloaded from the WorkChoices website www.workchoices.gov.au or ordered through the WorkChoices Infoline on 1300 363 264.



WorkChoices fact sheets

Fact sheets are available in the following languages:

- Arabic
- Khmer (Cambodian)
- Chinese
- Croatian
- Greek
- Italian
- Korean
- Polish
- Portuguese
- Serbian
- Spanish
- Turkish
- Vietnamese

Help with your workplace dispute

A new framework for resolving workplace disputes is now available for all employees and employers covered by WorkChoices. Parties to a workplace dispute are encouraged to resolve disputes at the workplace level. If a dispute cannot be resolved at this level, parties can agree to use the Australian Industrial Relations Commission (AIRC) or a private dispute resolution provider to help them resolve the dispute.

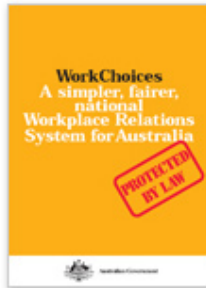
The AIRC and the provider will use alternative dispute resolution (ADR) techniques to help the parties reach their own dispute settlement. ADR techniques may include conferencing; mediation; assisted negotiation; neutral evaluation; case appraisal; conciliation; and arbitration services.

Parties to eligible disputes can apply for financial assistance to access private ADR services under the Alternative Dispute Resolution Scheme (ADRAS). ADRAS provides funding for an ADR provider other than the AIRC to help parties in a dispute to resolve the matters between them.

Parties can apply for up to \$1,500 (inclusive of GST) per eligible dispute to help pay for private ADR services. Up to an additional \$500 (inclusive of GST) will also be available to meet reasonable travel expenses where an ADR provider is required to travel to help parties located in regional or remote areas. Any fees or costs in excess of these amounts will need to be paid by the parties to the dispute.

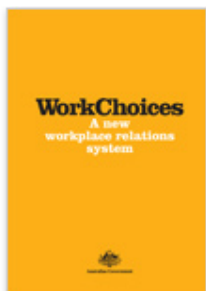
Help is only available for certain types of workplace disputes. The types of disputes that may be eligible for assistance under ADRAS are those:

1. concerning:
 - entitlements (excluding wages) under the Australian Fair Pay and Conditions Standard;
 - the application of an award that is binding on the parties to the dispute;
 - the terms of a workplace agreement that is binding on the parties to the dispute (provided the agreement endorses the use of a private ADR provider);
 - the application of a workplace determination that is binding on the parties to the dispute;
 - legislated minimum entitlements to parental leave, meal breaks and public holidays;
 - the terms of a preserved state agreement that is binding on the parties to the dispute; or
 - the terms of notional agreement preserving a state award that is binding on the parties to the dispute.
2. arising during negotiations for a collective agreement involving all parties to the dispute.



WorkChoices booklet

Limited stock is available in audio, braille, large-print format and in 13 languages other than English. To order copies call the WorkChoices Infoline on 1300 363 264 and specify the format or language you require.



WorkChoices information kit

3. where the AIRC has suspended a bargaining period to provide a 'cooling off' period or because industrial action is threatening to cause significant harm to a third party
4. where the AIRC or the Minister has terminated a bargaining period because industrial action is threatening or would threaten to endanger the life, personal safety or health, or the welfare, of the population or of part of it; or cause significant damage to the Australian economy or an important part of it.

In addition, parties to the dispute must meet certain eligibility criteria. Visit the Assistance schemes section of the WorkChoices website to access a full list of these.

For more information:

Phone: 1300 363 264

Fax: (02) 6121 6478

Email: ADRAS@dewr.gov.au



Workplace agreements? Ask the OEA how

The Office of the Employment Advocate (OEA) is the key provider of information, education and advice on workplace agreements.

A new guide to the process for drafting and lodging an agreement is now available on CD-ROM through the OEA website: *Working together: making better workplace agreements - a how-to guide for employers and employees*.

The guide sets out the legislative requirements for agreements, including the Australian Fair Pay and Conditions Standard conditions that must be met in all agreements.

It also contains information about the inclusion of protected award conditions and other additional clauses, such as family-friendly provisions in agreements.

Employees and employers can arrange for the OEA to deliver agreement making workshops in the workplace or to other groups. The workshops cover the practicalities of agreement making and can be tailored to suit individual audiences or groups.

An employer or employee can also ask the OEA to check agreements before they are lodged to ensure that they do not contain prohibited content.

For more information, contact the OEA's Workplace Agreements Information Service on 1300 366 632 between 8.30am and 7.00pm (AEST) Monday to Friday or visit www.oea.gov.au.