

# Contents

<b>Introduction .....</b>	<b>10</b>
<b>Section One .....</b>	<b>11</b>
The National Employment Standards .....	12
Definition of employment - Meaning of 'employee' and 'employer'.....	13
Interaction with Modern Awards and Enterprise Agreements .....	14
Maximum Weekly Hours of Work.....	14
The Right to Disconnect .....	15
Request for Flexible Working Arrangements.....	16
Casual workers.....	21
Offers and requests for casual conversion.....	22
Parental Leave and Related Entitlements.....	25
Annual Leave .....	33
Personal/Carer's Leave, Compassionate Leave and Family and Domestic Violence Leave .....	36
Community Service Leave .....	43
Long Service Leave.....	45
Public Holidays.....	46
Notice of Termination and Redundancy Pay .....	49
Fair Work Information Statement.....	56
Casual Employment Information Statement.....	57
Superannuation and the Fair Work Act.....	57
Miscellaneous.....	58
<b>Section Two .....</b>	<b>59</b>
<b>Modern Awards.....</b>	<b>60</b>
Application.....	60
Coverage.....	60
What Terms May be Included in Modern Awards? .....	61
What Terms Must be Included in Modern Awards?.....	63
What Terms Must Not be Included in Modern Awards?.....	65
Four Yearly Reviews of Modern Awards .....	67
Exercising Modern Award Powers Outside 4 Yearly Reviews and Annual Wage Review .....	68



General Provisions Relating to Modern Award Powers.....	69
<b>Section Three .....</b>	<b>71</b>
<b>Enterprise Agreements – What are They and Why Make Them? .....</b>	<b>72</b>
What Is Enterprise Bargaining?.....	72
Why Do Employers and Employees Make Agreements? .....	72
What Are the Benefits of Agreements? .....	72
What Are the Potential Problems with Agreements?.....	73
Types of Workplace Agreements.....	73
Who Can Enter into Agreements .....	75
Effect and Operation of Enterprise Agreements.....	76
Content of Workplace Agreements .....	78
Procedure for Making Enterprise Agreements.....	83
Good Faith Bargaining .....	85
Voting Process and Requirements .....	86
Approval Process .....	89
Role of the Fair Work Commission in Bargaining.....	93
Industrial Action.....	98
Operation of Agreements Made Before 1 July 2009 .....	100
<b>Section Four.....</b>	<b>103</b>
<b>Federal Minimum Wages .....</b>	<b>104</b>
Introduction.....	104
Determination of Minimum Wages.....	104
Date of Effect of Changes to Minimum Wages.....	105
Equal Remuneration.....	105
Regulated Labour Hire Arrangement Orders .....	106
Payment of Wages .....	107
Method of Payment.....	107
Frequency of Payments.....	109
Authorised Deductions.....	109
Certain Terms have No Effect .....	110
What is a “High Income” Employee?.....	113
What Forms a “Guaranteed Period”?.....	114
What Comprises “Earnings”?.....	114

What Benefits are Not to be Included in "Earnings"? .....	114
An Employer's Obligations in Relation to a Guarantee.....	116
<b>Section Five .....</b>	<b>118</b>
<b>Transfer of Business.....</b>	<b>119</b>
When is there a Transfer of Business?.....	119
Meaning of 'Associated Entity' .....	119
Meaning of 'Transfer of Business'.....	120
Meaning of 'Connection' Between Old and New Employer.....	120
Industrial Instrument Coverage on Transfer .....	121
What is a 'Flexibility Arrangement'? .....	122
Non-transferring Employees may be Covered by Transferring Instruments .....	123
Continuity of Transferable Instrument .....	123
Transferring High Income Employees.....	123
Preserved Redundancy Provisions.....	124
Fair Work Commission Orders.....	125
Variation of Transferable Instruments.....	125
Considerations for the Fair Work Commission .....	126
When a Fair Work Commission Order Comes into Operation.....	126
Continuity of Service and Leave Entitlements .....	127
Transfer between Non-associated Entities .....	127
Transfer between Associated Entities .....	128
Other Situation where Service Not Counted .....	129
Parental Leave.....	129
Written Notice – Obligations .....	129
Written Notice May Protect Against Unfair Dismissal.....	129
Fair Work Information Statement.....	130
General Protections.....	131
Record Keeping Requirements .....	131
<b>Section Six.....</b>	<b>133</b>
<b>General Protections .....</b>	<b>134</b>
Workplace Rights .....	135
Adverse Action .....	137
Industrial Activities.....	138

Other Protections .....	141
Age Discrimination.....	142
Sham Arrangements.....	145
Reverse Onus of Proof.....	146
Rebutting the Presumption.....	146
Ancillary Rules .....	147
Compliance.....	147
Workplace Bullying and Sexual Harassment .....	148
Anti-bullying and Sexual Harassment Measures .....	148
When is a Worker Bullied at Work? .....	149
When is a Worker Sexually Harassed at Work?.....	149
Harassment on the ground of Sex .....	151
What Does 'At Work' Mean? .....	151
What is the Process?.....	152
Orders and Remedies.....	153
<b>Section Seven .....</b>	<b>155</b>
<b>Termination of Employment.....</b>	<b>156</b>
Notice of Termination by Employers: Written Notice .....	156
Notice Periods .....	156
Payment in Lieu of Notice .....	157
Exclusions .....	157
Notice of Termination by Employees .....	157
Redundancy Pay.....	159
Quantification of Redundancy Payments .....	159
Variation in the Amount of Redundancy Payments.....	160
Exclusions from the Obligation to Pay Redundancy .....	161
Definition of Small Business .....	162
Transfer of Employment .....	162
Limits on the Scope of this Division .....	162
Unfair Dismissal .....	162
Objectives of the Fair Work Act.....	162
Protection from Unfair Dismissal .....	163
Meaning of the Minimum Employment Period.....	163

Period of Employment.....	164
What is an Unfair Dismissal?.....	164
The Meaning of 'Dismissed'.....	165
Determining Whether the Dismissal was Harsh, Unjust or Unreasonable.....	168
The Small Business Fair Dismissal Code .....	169
Summary Dismissal .....	171
The Meaning of Genuine Redundancy.....	171
Remedies .....	172
Remedies for Unfair Dismissal .....	172
The Remedy of Reinstatement .....	172
The Remedy of Compensation .....	173
Misconduct .....	173
Shock and Distress.....	173
Cap on Compensation.....	174
Procedural Matters .....	174
Application for Unfair Dismissal Remedy .....	174
Application Fees.....	174
Conferences and Hearings.....	175
Dismissing Applications.....	175
Appeals .....	175
Cost Orders Against Parties .....	175
Cost Orders Against Solicitors and Paid Agents .....	176
Notifications of Redundancy.....	176
Centrelink .....	176
Union Notification.....	177
Exemptions.....	178
<b>Section Eight.....</b>	<b>179</b>
<b>Industrial Action .....</b>	<b>180</b>
Overview .....	180
What is Industrial Action? .....	180
Protected Industrial Action .....	181
Unprotected Industrial Action .....	182
Employer Responses to Unprotected Industrial Action .....	182



Orders from the Fair Work Commission – Stop Industrial Action .....	182
Employer Responses to Protected Industrial Action .....	183
Federal Court - Injunctive Relief.....	185
Actions in Tort .....	186
Payment in Relation to Periods of Industrial Action.....	186
Protected Action.....	186
Pecuniary Penalties for Non-Compliance with Industrial Action Payment Provisions	187
Workplace Rights in Relation to Protected Industrial Action .....	188
Dispute Resolution and Consultation .....	189
Stand Down .....	190
Overview.....	190
Fair Work Act .....	190
<b>Section Nine .....</b>	<b>192</b>
<b>Right of Entry for Unions to a Workplace .....</b>	<b>193</b>
What Is Right of Entry?.....	193
Glossary of Terms .....	193
Provisions for Employers Covered Under Fair Work Act .....	194
Applying for a Right of Entry Permit.....	194
Entry to Investigate Suspected Breaches.....	195
Notice of Entry to the Premises to Investigate a Breach .....	195
Access to Records .....	196
Access to Non Member Records.....	196
Entry to Hold Discussions with Employees.....	197
Notice of Entry to the Premises to Hold Discussions .....	197
Entry for Work Health and Safety Purposes .....	198
General Overview .....	198
Limitations .....	199
Conduct Whilst On Site – General Overview.....	200
Abuse of Right of Entry.....	200
Accommodation and Transport Arrangements in Remote Locations .....	202
Information Obtained after the Inspection .....	203
Workplace Delegates' Rights.....	204
<b>Section Ten .....</b>	<b>206</b>

Record Keeping and Payslips .....	207
Responsibilities in Relation to Records .....	210
Access to Employment Records.....	211
Payslips .....	211
<b>Section Eleven .....</b>	<b>214</b>
Sex Discrimination and Fair Work (Respect at Work) Amendment Act 2021.....	215
Schedule of Rates.....	216
Appendix: Recent Fair Work Act Amendments .....	217

