

Information Statement for Employees

Collective agreements

This Information Statement sets out important information about making, varying and terminating collective agreements. You should read this information carefully.

For information about greenfields agreements, you need to read a different Information Statement called *Information Statement for Employees (Greenfields agreements)*.

If you have any questions, you can call the Office of the Employment Advocate (OEA) on **1300 366 632**, or visit **www.oea.gov.au**.

What is a collective workplace agreement?

A collective workplace agreement is a written agreement that sets out terms and conditions of your employment. A collective agreement may cover businesses run by more than one employer.

An **employee collective agreement** is made between your employer and the employees employed at the time who will be covered by the agreement.

A **union collective agreement** is made between your employer and a union or unions.

A collective agreement does not start to operate until your employer lodges it with the OEA.

What does a collective workplace agreement do?

Once a collective workplace agreement starts to operate, it replaces any award that would otherwise apply to you. However, it does not replace a current Australian workplace agreement or another collective agreement that has not reached its nominal expiry date.

A collective agreement overrides employment conditions in state or territory laws, if the agreement mentions those conditions. However, an agreement cannot override state or territory laws which cover occupational health and safety, workers' compensation, or certain laws dealing with training arrangements, child labour, equal employment opportunity, discrimination or other state or territory laws listed in the Workplace Relations Regulations 2006 as amended from time to time.

Where the conditions in a collective agreement are less favourable than the conditions in the Australian Fair Pay and Conditions Standard (**the Standard**), the conditions in the Standard will apply (see page 5).

Protected conditions are automatically included in a collective agreement, unless these conditions are specifically removed or changed by the agreement (see page 5).

In some circumstances, a collective agreement for Victorian employees must include certain terms (see page 7).

Can someone help me negotiate the collective agreement with my employer?

You can ask a person to represent you in discussions with your employer about making an **employee collective agreement**. That person is called a bargaining agent. A bargaining agent can be a friend, relative, solicitor, union representative or any other person whose advice you trust.

At any time, you can withdraw the request that the person represent you.

Your employer must give your bargaining agent a reasonable opportunity to meet and confer with them about the agreement, in the seven day period before the agreement is approved.

If you ask a person to be your bargaining agent, they can ask the OEA for a certificate. Your bargaining agent can give that certificate to the employer to show that an employee has asked them to meet and confer with the employer.

This certificate will not identify you as the employee who made the request.



Australian Government

Office of the Employment Advocate

How is a collective agreement made?

Your employer must take reasonable steps to make sure that you, and all other employees who will be covered by the collective agreement, have the proposed agreement, or have ready access to a copy of it, at least seven days before the agreement is approved.

If the collective agreement includes terms from another workplace agreement or award, your employer must also give you, and all other employees who will be covered by the proposed agreement, the other workplace agreement or award, or give you ready access to it in writing.

Your employer must also take reasonable steps to make sure that you, and all other employees who will be covered by the collective agreement, have this Information Statement for at least seven days before the agreement is approved.

If you start employment with your employer in the seven days before the collective agreement is approved, your employer must take reasonable steps to give you access or ready access to a copy of the collective agreement and give you this Information Statement, as soon as you start.

If there are any changes to the proposed agreement, after your employer has given it to you and before it is approved, your employer must give you and all other employees who will be covered by the collective agreement an extra seven days to consider the changed agreement.

All of the employees who will be covered by the agreement can elect in writing to waive the seven day period in relation to the access or ready access to the collective agreement (or the changed collective agreement if the agreement has been changed since it was first provided) and the provision of this Information Statement. However, this election can only be made after all employees who will be covered by the agreement have been given access or ready access to the collective agreement (or the changed agreement) and the employer has taken reasonable steps to give all employees who will be covered by the agreement this Information Statement. This waiver must be signed and dated by **all** employees who will be covered by the agreement (or the changed agreement).

How is a collective agreement approved?

A **union collective agreement** must first be signed by the employer and the relevant union or unions. After that happens, the employer must take the following steps, within a reasonable time.

For both a **union and an employee collective agreement**, your employer must give all employees employed at the time, and who will be covered by the agreement, a reasonable opportunity to decide whether they want to approve the agreement. The agreement is approved when:

- your employer conducts a vote, and a majority of those employees that make a valid vote decide to approve the agreement; or
- another approach is used, with a majority of employees deciding they want to approve the agreement.

When will this happen in my workplace?

Your employer must set out, in this Information Statement, details of **how and when** they will seek the approval of you and your workmates to the collective agreement. A special page (see page 9) is provided for this purpose.

How is a collective agreement lodged?

Your employer must declare that they have followed the correct procedures for making a collective agreement. Your employer must lodge the declaration and a copy of the agreement with the OEA, within 14 days of the agreement being approved.

If you believe that the correct procedures have not been followed, you can call the OEA on **1300 366 632**.

The Office of Workplace Services (**OWS**) is responsible for investigating complaints to ensure compliance with the *Workplace Relations Act 1996*. You can call the OWS on **1300 724 200** or visit **www.ows.gov.au**.

When does a collective agreement start?

A collective agreement starts on the day the OEA receives your employer's lodgement. The OEA will send your employer a receipt to tell them the date on which their declaration was received. Your employer must take reasonable steps to provide you with a copy of this receipt within 21 days.

If your workplace agreement is a union collective agreement, the OEA will also send a receipt to the relevant union or unions.

When does a collective agreement stop?

A collective agreement stops when it is replaced by another workplace agreement or terminated.

If your collective agreement is terminated, your employment conditions will be those in the Australian Fair Pay and Conditions Standard and any protected conditions that would otherwise apply (see page 5).

If your collective agreement includes redundancy provisions and your agreement is terminated unilaterally by your employer through the giving of 90 days written notice to you, these redundancy provisions will be preserved for a period of up to 12 months, unless another workplace agreement comes into operation or you cease to be employed by your employer.

How is a collective workplace agreement varied?

Once a collective workplace agreement has started to operate, the employees and the employer can change its terms by making a variation agreement. The procedures for making, approving and lodging a variation agreement are the same as those for making a collective workplace agreement (see page 2).

Employees who are not covered by the collective workplace agreement, but who will be covered when the agreement is varied, must also be included in these procedures.

If the agreement being varied is an **employee collective agreement**, you can ask a bargaining agent to represent you in discussions with your employer about the variation agreement (see page 1).

Your employer must set out, in this Information Statement, details of **how and when** they will seek the approval of you and your workmates to the variation agreement. A special page (see page 11) is provided for this purpose.

Your employer must declare that they have followed the correct procedures for making a variation agreement. Your employer must lodge the declaration and a copy of the variation agreement with the OEA, within 14 days of the variation agreement being approved.

If you believe that the correct procedures have not been followed, you can call the OEA on **1300 366 632** or the OWS on **1300 724 200**.

A variation to a collective workplace agreement starts on the day the OEA receives your employer's declaration, together with a copy of the variation agreement. The OEA will send your employer a receipt to tell them the date on which their declaration was received. Your employer must take reasonable steps to provide you with a copy of this receipt within 21 days. If the variation is to a union collective agreement, the OEA will also send a receipt to the relevant union or unions.

How is a collective agreement terminated?

If you, your workmates and your employer wish to end your **employee collective agreement**, you can terminate it by following the procedure below.

In the case of a **union collective agreement**, your employer and the union or unions which made the agreement can agree to terminate it. The employer should then follow the procedure below.

Your employer must take reasonable steps to make sure that you, and all other employees covered by the collective agreement to be terminated, have this Information Statement for at least seven days before the termination is approved. You cannot waive this requirement.

If you start employment with your employer during the period seven days before the termination is approved, and you are covered by the collective agreement, your employer must take reasonable steps to give you this Information Statement as soon as you start employment.

For the termination of both a **union and an employee collective agreement**, your employer must give all employees employed at the time, and who are covered by the agreement, a reasonable opportunity to decide whether they want to approve the termination. The termination is approved when:

- your employer conducts a vote, and a majority of those employees that make a valid vote decide to approve the termination; or
- another approach is used, with a majority of employees deciding they want to approve the termination.

Your employer must set out, in this Information Statement, details of **how and when** they will seek the approval of you and your workmates to the termination. A special page (see page 13) is provided for this purpose.

Your employer must declare that they have followed the correct procedures for terminating a collective workplace agreement. Your employer must lodge the declaration with the OEA, within 14 days of the termination being approved.

If you believe that the correct procedures have not been followed, you can call the OEA on **1300 366 632** or the OWS on **1300 724 200**.

Your agreement is terminated on the day the OEA receives your employer's declaration. The OEA will send your employer a receipt to tell them the date on which their declaration was received.

Your employer must take reasonable steps to provide you with a copy of this receipt within 21 days. If the agreement terminated is a union collective agreement, the OEA will also send a receipt to the relevant union or unions.

After your collective agreement passes the nominal expiry date, it is also possible for the employer, or a majority of employees, or a union (if it is a union collective agreement), to end the agreement.

The nominal expiry date is the expiry date mentioned in the agreement or, if no date is mentioned, five years after the day the agreement was lodged.

Other important information

What is the Australian Fair Pay and Conditions Standard?

The Australian Fair Pay and Conditions Standard (**the Standard**) contains five minimum conditions. Where the conditions in your collective agreement are less favourable than those in the Standard, the conditions in the Standard will apply.

The minimum conditions in the Standard are:

1. Guaranteed basic rates of pay and guaranteed casual loadings

A Federal Minimum Wage or guaranteed basic rate of pay under an applicable Australian Pay and Classification Scale. For casual employees, a casual loading set by the Australian Fair Pay Commission.

2. Hours of work

Maximum ordinary hours of work limited to 38 hours per week (which can be averaged over up to 12 months) and reasonable additional hours.

3. Annual leave

Four weeks paid annual leave per year (five weeks for some continuous shift employees). Up to two weeks of this can be cashed out at the employee's written election where their workplace agreement permits.*

4. Personal leave

Ten days paid personal/carer's leave per year and two days paid compassionate leave per occasion.* Where this paid personal leave has been exhausted, two days unpaid carer's leave per occasion.

5. Unpaid parental leave

For all employees other than certain casual employees, up to 52 weeks unpaid parental leave (maternity, paternity and adoption).

* These conditions do not apply to casual employees. They are based on a full-time employee working 38 hours per week and apply on a pro-rata basis according to the hours worked by the employee. Please note that annual leave and personal leave do not accrue in respect of hours worked above 38 hours per week.

What are protected conditions?

Where you would otherwise be covered by an award, a notional agreement preserving state awards (**NAPSA**) or a preserved state agreement (**PSA**), certain conditions in either the award, the NAPSA or the PSA are protected when you make a collective agreement with your employer.

You, your workmates (or union in the case of a union collective agreement) and your employer can agree to remove or change these protected conditions. However, unless your collective agreement specifically removes or changes these protected conditions, they will be included automatically in your collective agreement.

Protected conditions are public holidays, rest breaks (including meal breaks), incentive-based payments and bonuses, annual leave loadings, allowances, penalty rates and shift/overtime loadings, outworker conditions and any other matters specified in the Workplace Relations Regulations 2006.

Please note that protected conditions applying to outworkers cannot be changed to provide a less favourable outcome.

For more information on NAPSAs or PSAs, call the OEA on **1300 366 632** or visit **www.oea.gov.au**.

Is there anything that should not be included in my agreement?

Yes. A workplace agreement must not contain prohibited content. Prohibited content includes terms of a workplace agreement that:

1. deal with pay deductions and payroll deduction facilities for trade union membership subscriptions or dues;
2. allow employees to receive leave to attend union training sessions or paid leave to attend union meetings;
3. deal with the rights of employee or employer organisations to be involved in dispute resolution (unless the organisation is the representative of the employer or employee's choice);
4. deal with right of entry by unions and employer associations;
5. deal with the renegotiation of a workplace agreement;
6. restrict an employer from using independent contractors or labour-hire arrangements;
7. deal with the forgoing of annual leave or personal/carer leave credited to an employee bound by the agreement for an amount of pay or other benefit otherwise than at the written election of the employee;
8. require the provision of employee information to trade unions unless required by law;
9. deal with the forgoing of paid compassionate leave for an amount of pay or benefit that would not result in a more favourable outcome than the Standard;
10. directly or indirectly requires a person bound by the agreement to encourage other persons bound by the agreement to become or remain a member of an industrial association;
11. directly or indirectly requires a person bound by the agreement to discourage other persons bound by the agreement from becoming or remaining a member of an industrial association;
12. require a person bound by the agreement to indicate support, or lack of support for persons bound by the agreement being members of an industrial association;
13. allow persons bound by the workplace agreement to engage in or organise industrial action;
14. prohibit or restrict disclosure of a workplace agreement's details by parties to the agreement;
15. provide a remedy for dismissal for a reason that is harsh, unjust or unreasonable;
16. are discriminatory in that it discriminates against an employee bound by the agreement because of or for reasons including race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. A provision is not discriminatory merely because it provides for rates in accordance with the relevant Australian Pay and Classification Scale or Federal Minimum Wage; or discriminates on the basis of the inherent requirements of the employment; or it is in respect of employment in an institution conducted in accordance with particular teachings/beliefs of a particular religion or creed and discriminates on the basis of those teachings/beliefs and is done in good faith;
17. is objectionable in that it is a provision that requires or permits any conduct that would contravene the freedom of association provisions of the *Workplace Relations Act 1996* including a provision that requires payment of a bargaining services fee to an industrial organisation;
18. deal with a matter that does not pertain to the employment relationship (unless it is ancillary/incidental/ a machinery matter/or is trivial);
19. directly or indirectly restrict the ability of Australian workplace agreements to be offered, negotiated or entered into;
20. allow for the imposition of a penalty on an employee for breach of a requirement to provide evidence or notice for the purpose of substantiating:
 - an entitlement to sick or carer's leave; or
 - a reason for absence from work due to illness or injury affecting the employee or the employee's immediate family or household;
21. allow for the imposition of a penalty on an employee for being absent from work due to an illness, injury or emergency affecting the employee, or a member of their immediate family or household; and
22. deal with any other prohibited content that is specified in the Workplace Relations Regulations 2006 as amended from time to time.

Negotiating your workplace agreement and prohibited content

A person (for example, the employer, employee, union or another person) can be fined up to \$6,600 (for individuals) and \$33,000 (for corporations), if, when negotiating a workplace agreement (or variation to a workplace agreement) they:

- try to include a term in that workplace agreement (or a variation to a workplace agreement) that includes prohibited content; and
- were reckless as to whether the term contained prohibited content.

Misrepresentations about prohibited content

A person (for example, the employer, employee, union or another person) may also be fined up to \$6,600 (for individuals) and \$33,000 (for corporations) if they:

- make a misrepresentation that a particular term of a workplace agreement (or a variation to a workplace agreement) does not contain prohibited content; and
- were reckless as to whether the term contains prohibited content.

Why are workplace agreements for some Victorian employees different?

If you work in Victoria and your employer is not a 'constitutional corporation' – for example, your employer has not set up a company – your workplace agreement must contain guarantees of minimum wage rates and casual loadings. If these are not included, your agreement will be void.

What is the Office of the Employment Advocate?

The Office of the Employment Advocate is the Australian Government agency responsible for accepting lodgement of workplace agreements (including Australian workplace agreements and collective agreements) and for providing information about workplace agreements to employees, employers and organisations.

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Approval of collective agreement

How and when

Your employer must set out below details of **how and when** they will seek the approval of you and your workmates to the collective agreement.

Your employer must allow you a reasonable opportunity to decide whether you want to approve the collective agreement.

On this date ____ / ____ / ____, the employer _____ will:
DD MM YY **EMPLOYER**

If approval is to be by vote, please write how the vote will be conducted in the blue box.

Hold a vote to approve the collective agreement by:

If a majority of employees who are to be covered by the collective agreement and who cast a valid vote decide that they want to approve the collective agreement, the agreement will be approved.

OR

If another approval method is used, please write the description of the method being used in the blue box.

Use the following method to approve the collective agreement:

If a majority of all employees who are to be covered by the collective agreement decide that they want to approve the agreement, then the agreement will be approved.

Instructions for employers: Every employee covered by the agreement must be given a copy of this Information Statement with the 'How and when' completed. You can download a copy of this page (ISE-CAAHW-201206) at www.oea.gov.au by selecting 'Finding out about workplace agreements' under the Employers menu, then select the type of agreement this is. The downloaded version can be edited, printed and attached to the Information Statement. Please do not remove this page.

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Approval of variation agreement

How and when

Your employer must set out below details of **how and when** they will seek the approval of you and your workmates to the variation agreement.

Your employer must allow you a reasonable opportunity to decide whether you want to approve the variation agreement.

On this date ____ / ____ / ____, the employer _____ will:
DD MM YY EMPLOYER

If approval is to be by vote, please write how the vote will be conducted in the blue box.

Hold a vote to approve the variation agreement by:

If a majority of employees who are covered by the agreement and/or who are to be covered by the agreement as varied and who cast a valid vote decide that they want to approve the variation agreement, the agreement will be approved.

OR

If another approval method is used, please write the description of the method being used in the blue box.

Use the following method to approve the variation agreement:

If a majority of all employees who are covered by the agreement and/or who are to be covered by the agreement as varied decide that they want to approve the agreement, then the agreement will be approved.

Instructions for employers: Every employee covered by the agreement must be given a copy of this Information Statement with the 'How and when' completed. You can download a copy of this page (ISE-CAVAHW-201206) at www.oea.gov.au by selecting 'Finding out about workplace agreements' under the Employers menu, then select the type of agreement this is. The downloaded version can be edited, printed and attached to the Information Statement. Please do not remove this page.

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Approval of termination

How and when

Your employer must set out below details of **how and when** they will seek the approval of you and your workmates to the termination.

Your employer must allow you a reasonable opportunity to decide whether you want to approve the termination.

On this date ____ / ____ / ____, the employer _____ will:
DD MM YY EMPLOYER

If approval is to be by vote, please write how the vote will be conducted in the blue box.

Hold a vote to approve the termination by:

If a majority of employees who are covered by the agreement and who cast a valid vote decide that they want to approve the termination, the termination will be approved.

OR

If another approval method is used, please write the description of the method being used in the blue box.

Use the following method to approve the termination:

If a majority of all employees who are covered by the agreement decide that they want to approve the termination, then it will be approved.

Instructions for employers: Every employee covered by the agreement must be given a copy of this Information Statement with the 'How and when' completed. You can download a copy of this page (ISE-CATAHW-201206) at www.oea.gov.au by selecting 'Finding out about workplace agreements' under the Employers menu, then select the type of agreement this is. The downloaded version can be edited, printed and attached to the Information Statement. Please do not remove this page.

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English

This publication was issued by the Office of the Employment Advocate (OEA) and provides information about workplace agreements. If you cannot read English and need help to understand this information, please call the OEA through the Translating and Interpreting Service on 13 14 50. This telephone interpreting service will be paid for by the OEA.

Arabic

هذه المعلومات صادرة عن مكتب المدافع عن الحقوق المتعلقة بالتوظيف، وهي تعرض تفاصيل عن اتفاقيات أماكن العمل. إذا كنت لا تستطيع قراءة اللغة الإنكليزية واحتجت لمساعدة في فهم هذه المعلومات يُرجى الاتصال بـ OEA عن طريق خدمة الترجمة الخطية والتفوية على الرقم 13 14 50. سيتم OEA بنفء رسوم خدمة الترجمة الهاتفية هذه.

Chinese

此出版物由就业咨询局 (Office of the Employment Advocate, 简称 OEA) 签发, 其中提供了有关工作场所协议的信息。如果你不能阅读英文而需要帮助了解此资料, 请致电 13 14 50, 通过翻译与传译服务与 OEA 联系。该电话传译服务之费用将由 OEA 支付。

Croatian

Ova publikacija koju je izdao Zastupnički ured za radne odnose (Office of the Employment Advocate – OEA) pruža obavijesti o ugovorima o radu (workplace agreements). Ako ne možete čitati engleski i potrebi a vam je pomoć za razumijevanje ovih obavijesti, molimo vas, nazovite OEA putem Službe prevoditelja i tumača na broj 13 14 50. Ove usluge telefonske službe tumača plaća OEA.

Farsi

این نشریه توسط اداره حمایت استخدام (Office of the Employment Advocate (OEA)) صادر شده است و اطلاعاتی درباره توافق های محل کار را عرضه می کند. اگر شما نمی توانید انگلیسی بخوانید و برای فهمیدن این اطلاعات نیاز به کمک دارید، خواهشمندم از طریق سرویس ترجمه کتبی و حضوری توسط شماره 131450 به OEA تلفن کنید. هزینه این سرویس ترجمه تلفنی را OEA خواهد پرداخت.

Filipino

Ang pahayag na ito ay ipinalabas ng Tanggapan ng Tagapagtaguyod ng Hanapbuhay (OEA) at ito ay nagbabahagi ng impormasyon hinggil sa mga kasunduan sa pinagtatrabahuhan. Kung hindi kayo nakababasa sa Ingles at nangangailangan ng tulong upang maintindihan ang impormasyong ito, mangyaring tumawag sa OEA sa pamamagitan ng Serbisyo sa Pagsasalín at Pagsapaliwanag sa 13 14 50. Ang serbisyo ng pagsasalín sa telepono ay babayaran ng OEA.

Greek

Αυτό το έντυπο εκδόθηκε από το Γραφείο του Συνηγόρου Επαγγελματικής Απασχόλησης (Office of the Employment Advocate - OEA) και παρέχει πληροφορίες για τις συμβάσεις εργασιακού χώρου. Αν δεν μπορείτε να διαβάσετε Αγγλικά και χρειάζεστε βοήθεια για να καταλάβετε αυτές τις πληροφορίες, παρακαλείσθε να τηλεφωνήσετε στο OEA μέσω της Υπηρεσίας Μεταφραστών και Διερμηνέων (Translating and Interpreting Service) στο 13 14 50. Αυτή η τηλεφωνική υπηρεσία διερμηνέων θα πληρωθεί από το OEA.

Indonesian

Publikasi diterbitkan oleh Office of the Employment Advocate – OEA (Kantor Pembela Pekerja) dan memberikan informasi tentang persetujuan tempat kerja. Jika Anda tidak dapat membaca bahasa Inggris dan membutuhkan bantuan untuk memahami informasi ini, silakan telepon OEA lewat Translating and Interpreting Service (layanan penterjemah dan juru bahasa) di 13 14 50. Biaya layanan juru bahasa lewat telepon tersebut akan dibayar oleh OEA.

Italian

Il presente opuscolo viene pubblicato dall'Office of the Employment Advocate (OEA) e contiene informazioni sui contratti di lavoro a carattere aziendale. Se non siete in grado di leggere l'inglese e avete bisogno di spiegazioni, telefonate all'OEA tramite il Servizio Traduttori e Interpreti, chiamando il 13 14 50. Questo servizio è a carico dell'OEA.

Khmer

អត្ថបទនេះចេញដោយ Office of the Employment Advocate (OEA) ឬ ការិយាល័យ ប្រឆាំងការងារ ហើយផ្តល់ព័ត៌មានអំពីកិច្ចព្រមព្រៀងការងារ។ បើលោកអ្នកមិនអាចអានភាសាអង់គ្លេសបានទេ ហើយត្រូវការជំនួយ ដើម្បីអោយបានយល់ដឹងពីព័ត៌មាននេះ សូមទូរស័ព្ទទៅ OEA តាមរយៈ សេវាបកប្រែ (TIS) សេខ 13 14 50 ។ ការិយាល័យ OEA នឹងបង់ថ្លៃ ចំពោះការប្រើសេវាបកប្រែ តាមទូរស័ព្ទនេះ។

Korean

이 간행물은 고용 보호 사무소(OEA: Office of the Employment Advocate)가 발간한 것으로서 워크플레이스 어그리멘트들에 관한 정보를 제공하는 하는 것입니다. 영어를 이해하지 못하시거나 이 정보를 이해하기 위해 도움이 필요하신 경우에는 13 14 50 번으로 번역 및 통역 서비스(TIS)에 전화하셔서 OEA 로 연락하여 주시기 바랍니다. 이 전화 통역 서비스 비용은 OEA 가 부담합니다.

Lao

ເອກະສານນີ້ແມ່ນຈັດພິມໂດຍຫ້ອງການສົ່ງເສີມວຽກງານ (Office of the Employment Advocate (OEA)) ແລະ ໃຫ້ຂ່າຍລະອຽດກ່ຽວກັບສັນຍາການເຮັດວຽກ. ຖ້າທ່ານອ່ານ ພາສາ ອັງກິດບໍ່ໄດ້ ແລະ ຕ້ອງການຄວາມຊ່ວຍເຫຼືອເພື່ອເຂົ້າຫາຂ່າຍລະອຽດດັ່ງກ່າວນີ້, ກະລຸນາໂທສະໜັບຫ້ອງການ OEA ໂດຍຜ່ານແຜນແປເອກະສານແລະແປພາສາ ທີ່ ພາຍເລກ 13 14 50. ທາງຫ້ອງການ OEA ຈະເປັນຜູ້ ອອກຄ່າໃຊ້ຈ່າຍໃນການໂທສະໜັບນີ້ໃຫ້.

Macedonian

Оваа публикација ја издаде Службата на Застапникот за вработување (Office of the Employment Advocate - OEA) и содржи информации за работните спогодби. Ако не можете да читате на англиски јазик и ако ви треба помош да ги разберете овие информации, ве молиме телефонирајте во OEA-службата преку Службата за писмено и усмено преведување (Translating and Interpreting Service) на 13 14 50. За преведувањето ќе плати OEA-службата.

Malay

Terbitan ini dikeluarkan oleh Pejabat Advokat Pekerjaan (Office of the Employment Advocate – OEA) dan memberi maklumat mengenai perjanjian tempat kerja. Jika anda tidak dapat berbahasa Inggeris dan memerlukan bantuan untuk memahami maklumat ini, sila telefon OEA melalui Perkhidmatan Penterjemahan dan Jurubahasa (Translating and Interpreting Service) pada nombor 13 14 50. Perkhidmatan ini akan dibiayai oleh OEA.

Polish

Jest to publikacja Biura Rady ds. Zatrudnienia (Office of the Employment Advocate, w skrócie OEA) i zawiera informacje na temat umów o pracę. Jeśli nie mówisz po angielsku i potrzebujesz pomocy w przeczytaniu i zrozumieniu tej informacji, prosimy zadzwonić do OEA za pośrednictwem tłumacza z Biura Tłumaczy (Translating and Interpreting Service) pod numerem 13 14 50. Usługi telefoniczne tłumacza zostaną opłacone przez OEA.

Portuguese

Este publicação foi emitido pelo Escritório de Apoio ao Trabalho (Office of the Employment Advocate OEA) e oferece informações a respeito de acordos empregatícios. Se você não puder ler em inglês e precisa de ajuda para entender estas informações, telefone para o OEA através do Serviço de Interpretação e Tradução telefone numero 13 14 50. Este serviço de interpretação por telefone será pago pelo OEA.

Russian

Данная публикация подготовлена Юридической службой по делам занятости Оу-И-Эй [Office of the Employment Advocate (OEA)] и содержит информацию о трудовых договорах. Если Вы не умеете читать по-английски и для понимания этой информации Вам необходима помощь, свяжитесь, пожалуйста, с Оу-И-Эй через телефонную переводческую службу по номеру 13 14 50. Оплата телефонных услуг переводчика будет произведена за счет Оу-И-Эй.

Samoaan

O leni faasalalaua na auina mai i le Ofisa Su'esu'e o Galuega, le Office of the Employment Advocate (OEA) ma e maua ai faamatalaga i feagaiga tau galuega. A le mafai ona e faitau i le gagana Peretania, ma e mana'omia le faesoanoani i le faamalamalama ina o nei faamatalaga, vala'au i le OEA e auala i le tautua Faaliliu 'Upu i le 13 14 50. O le tautua Faaliliu 'Upu e totogiina e le OEA.

Serbian

Ova publikacija koju je izdala Kancelarija advokature za radne odnose (Office of the Employment Advocate – OEA) pruža informacije o radnim ugovorima (workplace agreements). Ako ne možete da čitate engleski i potrebna vam je pomoć da biste razumeli one informacije, molimo vas da nazovete OEA preko Službe za prevodjenje na broj 13 14 50. Ove usluge telefonske prevoditeljske službe plaćene su od strane OEA.

Spanish

El presente documento fue expedido por la Oficina del Defensor del Empleo (Office of the Employment Advocate/OEA) y proporciona información sobre acuerdos de condiciones laborales. Si usted no puede leer en inglés y necesita ayuda para entender la información contenida en este documento, llame a la OEA por medio del Servicio de Traducción e Interpretación (Translating and Interpreting Service), al 13 14 50. La OEA abonará la tarifa de dicho servicio de interpretación telefónica.

Swahili

Hili tangazo limepeanwa na afisi ya wakili anayotetea utumishi na inapeana habari ya mapatano yanayoendelea kazini. Ikiwa huwezi kusoma kingereza na unahitaji kusaidiwa kuelewa haya maneno tafadhali piga simu afisi ya wakili wa utumishi ukipitia afisi ya kufasiri na kufanua kwa namba ya simu, moja tatu moja nne tano sufuri (13 14 50). Hii manufaa inayotumia simu italipiwa na afisi ya utumishi.

Thai

เอกสารนี้ จัดพิมพ์โดยสำนักงาน Office of the Employment Advocate หรือ OEA ซึ่งได้ให้ข้อมูลเกี่ยวกับข้อตกลงต่างๆ ในสถานที่ทำงาน หากท่านอ่านภาษาอังกฤษไม่ได้ และต้องการความช่วยเหลือเพื่อทำความเข้าใจข้อมูลเหล่านี้ กรุณาติดต่อสำนักงาน OEA ผ่านบริการล่ามและแปลภาษา (Translating and Interpreting Service) ที่หมายเลข 13 14 50 OEA จะเป็นผู้ชำระค่าใช้จ่ายสำหรับบริการแปลภาษาทางโทรศัพท์นี้ให้ท่าน

Tongan

Ko e tohi fakamatala ko 'eni' 'oku 'oatu ia 'e he Office of the Employment Advocate (OEA) ('Ofisi Taukave'i Ngäue) pea 'oatu foki ai ha fakamatala fekau'aki mo e ngaahi aleapau fakangäue'anga'. Kapau 'oku 'ikai ke ke lava 'o lautohi faka-Pilitänia pea 'oku ke toe fiema'u ha tokoni ke mahino 'a e fakamatala ko 'eni', pea ke kätaki 'o tä ki he OEA 'o fakafou atu 'i he Translating and Interpreting Service (Va'a Ngäue ki he Fakatonulea mo Liliu Lea) 'i he 13 14 50. 'E totongi 'e he OEA 'a e fakatonulea fakatelefono ko 'eni'.

Turkish

Bu yayın İstihdam Sözcüsü Ofisi (OEA) tarafından verilmiştir ve işyeri anlaşmaları konusunda bilgi sağlamaktadır. İngilizce okuyamıyorsanız ve bu bilgileri anlamak için yardıma gereksinimlenir varsa lütfen OEA'yı 13 14 50 numaradaki Yazılı ve Sözlü Çeviri Servisi aracılığıyla arayınız. Bu telefonla tercüme servisinin ücreti OEA tarafından karşılanacaktır.

Vietnamese

Tài liệu này do Văn phòng Cổ Động Nhân Dung OEA phát hành để cung cấp những thông tin về hợp đồng lao động. Nếu quý vị không thể đọc tiếng Anh và cần được giúp đỡ để hiểu thông tin này, xin vui lòng gọi điện thoại cho OEA qua dịch vụ Phiên Dịch và Thông Ngôn Qua Điện Thoại số 13 14 50. Văn phòng OEA sẽ trả lệ phí cho dịch vụ thông ngôn này.



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