

# Information Statement for Employees

## Individual transitional employment agreement

This information statement gives you important information you need to know about your Individual Transitional Employment Agreement (**ITEA**).

You should read it carefully. If you have any questions about any of this information, you should call the Workplace Infoline on **1300 363 264** or visit **[www.workplaceauthority.gov.au](http://www.workplaceauthority.gov.au)**

### What is an ITEA?

An ITEA is a special transitional instrument which is available for limited use during transition to a new workplace relations system. It is an individual written agreement between you and your employer setting out the terms and conditions of your employment. These include things like how much you are paid, your hours of work, and other things relating to your job. It will be assessed against the no disadvantage test to ensure that your ITEA does not disadvantage you against an applicable collective agreement, or an applicable award.

### What does an ITEA do?

- It replaces any award, workplace agreement or other industrial instrument that would have otherwise applied to you.
- It overrides employment conditions created by state or territory laws, if your ITEA deals with those conditions, except
- it does not override state or territory laws covering occupational health and safety, workers' compensation or certain laws dealing with training arrangements, child labour, equal employment opportunity and discrimination.

### Who can make an ITEA?

Both the employer and the employee must be eligible to make an ITEA. In order to be eligible:

Your employer must, as at 1 December 2007, have employed at least one person whose employment was covered by:

- an Australian workplace agreement (**AWA**),
- a pre-reform AWA,
- a preserved individual State agreement,
- or a Victorian employment agreement.

(Note: Your employer must also be in one of the categories of employers who can make a valid workplace agreement under the *Workplace Relations Act 1996*. For more information on this go to **[www.workplaceauthority.gov.au](http://www.workplaceauthority.gov.au)**)

#### AND:

You are either:

- an employee who started your current period of employment with your employer no more than 14 days before the ITEA was signed (called a **new employee**). You can be considered a new employee regardless of whether you have been previously employed by the employer.

(Note: You cannot make an ITEA where you are an existing employee and your employer terminates your employment in order to re-employ you on an ITEA.)

- a current employee employed under an ITEA, an AWA, a pre-reform AWA, a preserved individual State agreement or a Victorian employment agreement. This includes casual employees. It also generally includes employees employed by a new employer following the transmission of a business (called an **existing employee**).

### What steps are involved in making an ITEA?

#### Step 1

You should discuss the content of your ITEA with your employer. You can also discuss your ITEA with anyone you want to. You can also ask someone to help you talk to your employer about making, varying or terminating your ITEA. This person is called a bargaining agent. You have to appoint your bargaining agent in writing and give a copy of the letter to your employer. Your employer can appoint a bargaining agent too. Once a bargaining agent has been appointed in writing and the other party has been provided with a written copy of that appointment, an employer or an employee can not refuse to recognise that bargaining agent.

A bargaining agent can be a friend, relative, union representative, solicitor or any other person whose advice you trust. Bankrupts, people under the age of 18 and some others can not be appointed as bargaining agents.



## Step 2

Before you sign your ITEA your employer must:

- Give you a copy of this information statement and a copy of your ITEA
- Give you at least seven days to read and think about this information statement and your ITEA before your ITEA is approved
- If your ITEA includes the terms from another workplace agreement or an award, then the employer should give you access to that document in writing for at least seven days.

After you have been given all of the above documents, you can tell your employer that you want to waive the full seven day, if you feel that you do not need to consider the documents any further. You must do this in writing and the waiver must be signed and dated by you.

## Step 3

Your ITEA is approved when both you and your employer sign and date the ITEA, and your signatures are witnessed. If you are under the age of 18, an appropriate adult, such as your parent or guardian, must also sign and date your ITEA and have their signature witnessed.

## Step 4

Your employer must lodge a declaration and a copy of your signed ITEA with the Workplace Authority within 14 days of it being signed (as outlined in Step 3 above). Your ITEA must be correctly signed, dated and witnessed so that it can be validly lodged. Your employer must give you a copy of the lodged ITEA as soon as they can after it is lodged. The Workplace Authority will send you a receipt stating the date of lodgement.

## Step 5

The Workplace Authority will then assess your ITEA for the no disadvantage test (see below) and you will be advised of the outcome.

## Do I have to sign an ITEA?

If you are an existing employee you cannot be forced to sign an ITEA in order to keep your current job. This includes where there has been a transmission of your employer's business to a new employer.

## What is the no disadvantage test?

The no disadvantage test ensures that your ITEA does not, on balance, reduce your overall terms and conditions of employment. This generally involves a comparison between the terms of the ITEA and the terms of the relevant collective agreement or award.

The Workplace Authority will assess each lodged ITEA against the no disadvantage test. The Workplace Authority will also assess your ITEA against the no disadvantage test if you and your employer seek to vary its terms by making an ITEA variation agreement.

Your employer will be asked to provide information when they lodge the ITEA to assist the Workplace Authority to perform the no disadvantage test. You can ask your employer to provide you with a copy of this information or you can contact the Workplace Infoline to get a copy of the information lodged with your agreement. You may also be contacted by the Workplace Authority for extra information to help with completing the test.

Once completed, the Workplace Authority will write to you and your employer to let you know whether or not your ITEA has passed the no disadvantage test.

## When does an ITEA start operating?

An ITEA will only operate if it was signed and dated by both the employee and the employer and those signatures were witnessed. If the employee is under the age of 18, an appropriate adult must also sign and date the ITEA and have their signature witnessed.

Also, an ITEA will only operate if both the employer and the employee are eligible to make an ITEA.

The actual date on which an ITEA starts operating depends on whether you are a new employee or an existing employee.

If you are a **new employee**, your ITEA starts to operate when your employer lodges a signed copy of it along with a declaration form with the Workplace Authority. You will be sent a letter from the Workplace Authority telling you when this has happened.

If you are an **existing employee**, your ITEA will not start operating unless the Workplace Authority sends you a letter advising you that the ITEA has passed the no disadvantage test. Your ITEA starts to operate on the seventh day after the date of this letter. Until your ITEA starts to operate your employment will be covered by the industrial instruments that currently apply to your employment.

## What if my ITEA does not pass the no disadvantage test?

If your ITEA does not pass the no disadvantage test the notice provided to you by the Workplace Authority will contain further information regarding the process to be followed if you and your employer agree to vary your ITEA so that it passes the no disadvantage test. This will require you and your employer to lodge an ITEA variation agreement with the Workplace Authority. The Workplace Authority will assess your ITEA as varied by the variation agreement against the no disadvantage test and will advise you in writing of the outcome.

If you are a new employee you and your employer will have 37 days from the date of the notice telling you that your ITEA does not pass the no disadvantage test to lodge a variation agreement. If you lodge a variation agreement and your ITEA still does not pass the no disadvantage test, then your ITEA will stop operating and you may be entitled to compensation. You will be advised if this occurs.

If you are an existing employee and your ITEA does not pass the no disadvantage test, your ITEA will not start to operate. If you and your employer vary your ITEA so that the varied agreement passes the no disadvantage test, then your varied ITEA will start operating on the seventh day after the date of issue of a letter from the Workplace Authority advising you that the varied agreement has passed the no disadvantage test.

Your employer cannot dismiss you, or threaten to dismiss you, because your ITEA does not pass the no disadvantage test.

## When does an ITEA stop operating?

Your ITEA stops operating if it is:

- terminated, or
- replaced by another ITEA, or
- if you are a new employee and your ITEA does not pass the no disadvantage test and it isn't varied in the required time period so that it passes the test. You will be advised if this occurs.

All ITEAs have what is called a nominal expiry date. The nominal expiry date of your ITEA will be 31 December 2009, or an earlier date set out in your ITEA.

If your ITEA passes its nominal expiry date, and a new ITEA is not made, your existing employment conditions under your ITEA continue to apply. However, the fact that the nominal expiry date is passed allows you to terminate your ITEA yourself.

## How is an ITEA varied or terminated?

The procedure for varying your ITEA follows the same steps as the procedure for making an ITEA (see page 1). However, at step 2 you must be given a copy of the variation agreement rather than a copy of your ITEA. The variation to the ITEA will start operating on the seventh day after the date of issue of the letter from the Workplace Authority advising that the varied ITEA passes the no disadvantage test.

If you and your employer want to end your ITEA, you can make a termination agreement at any time. The procedure for making a termination agreement follows the same steps as the procedure for making an ITEA (see page 1). However, at step 2 your employer must give you this information statement for the full seven days - this period cannot be shortened. Also you do not have to be given a copy of a termination agreement (although a copy of the signed termination agreement must be lodged with the declaration your employer lodges with the Workplace Authority).

There are two other ways to terminate an ITEA:

If your ITEA has passed its nominal expiry date either you or your employer can terminate the agreement by giving 90 days' written notice to the other party

If your ITEA has a procedure for how it can be terminated after its nominal expiry date has passed, you or your employer can terminate your ITEA by giving 14 days' written notice to the other party and following that termination procedure.

This written notice must be in a particular form. These forms are available from our website or by contacting the Workplace Infoline on 1300 363 264.

Once your ITEA is terminated, your minimum terms and conditions of employment will be the Australian Fair Pay and Conditions Standard and any applicable award or industrial agreement.

If your ITEA is terminated by your employer on the giving of 90 days' written notice, the employer can give undertakings about your terms and conditions which would cover you. Also any redundancy provisions contained in the ITEA would continue to apply for a period of up to 24 months.

## Other important information

### What is the Australian Fair Pay and Conditions Standard?

Your employer must comply with the minimum terms and conditions in the Australian Fair Pay and Conditions Standard (the Standard) at all times, including when your ITEA is in operation. The five key employment 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 of 20% is guaranteed.

#### 2. Hours of work

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

#### 3. Annual leave

Four weeks paid annual leave per year (five weeks for some continuous shiftwork employees), except for casual workers. Up to two weeks of this leave can be cashed out at the employee's written election where their workplace agreement allows it.\*

#### 4. Personal leave

Ten days paid personal/carer's leave per year and two days paid compassionate leave for each relevant occasion, except for casual workers.\* Where this paid personal leave has been used up, two days unpaid carer's leave for each carer's leave occasion. This unpaid leave is available to casuals.

#### 5. Unpaid parental leave

For all employees other than certain casual employees, up to 52 weeks unpaid parental leave

*\* The conditions set out above are based on a full-time employee working up to 38 hours per week and apply on a pro-rata basis according to the hours worked by the employee.*

Any clause or your ITEA that seeks to exclude an entitlement provided for by the Standard will be of no effect and cannot be enforced.

If you have any concerns that you are not being provided with the minimum conditions provided for by the Standard, please contact the Workplace Infoline on 1300 363 264 or the Workplace Ombudsman on 1300 724 200.

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

Yes. **Prohibited content** cannot be included in an ITEA. Any prohibited content in an ITEA has no effect and cannot be enforced. Employers can be fined if they recklessly lodge an ITEA that contains prohibited content.

For more detailed information about what terms contain prohibited content please visit [www.workplaceauthority.gov.au](http://www.workplaceauthority.gov.au)

### Why are ITEAs for some Victorian employees different?

If you work in Victoria and your employer is not a 'constitutional corporation' (for example, they are not a company) your ITEA must contain guarantees of minimum wage rates and casual loadings. If it doesn't, the ITEA will have no effect.

### Are my personal details kept private?

The Workplace Authority treats the privacy of individuals' personal information very seriously. The Workplace Authority asks your employer to provide certain information about you, such as your name and address. This information is used to send you a receipt acknowledging your employer's lodgement and to send you letters about your ITEA. It may also be used to get your feedback on the services provided by the Workplace Authority.

Where required by law personal information may also be used to provide information to the Minister, government agencies or departments.

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# Community language information

## English

This letter was issued by the Workplace Authority and provides information about workplace agreements. If you cannot read English and need help to understand this information, please call the Workplace Authority through the Translating and Interpreting service on 13 14 50. This telephone interpreting service will be paid for by the Workplace Authority.

## Arabic

هذا الخطاب صادر من Workplace Authority (سلطة أماكن العمل) وهو يعرض معلومات عن اتفاقيات مكان العمل. إذا كنت لا تستطيع قراءة اللغة الإنكليزية واحتجت لمساعدة في فهم هذه المعلومات، يُرجى الاتصال بـ Workplace Authority عن طريق خدمة الترجمة الخطية والشفوية على الرقم 13 14 50. وستقوم Workplace Authority بدفع رسوم خدمة الترجمة الشفوية الهاتفية هذه.

## Chinese

此信函由工作場所管理局(Workplace Authority)簽發，其中提供了有關工作場所協議的信息。如果您不能閱讀英文而需要幫助了解此資料，請致電 13 14 50，透過翻譯及傳譯服務處與 Workplace Authority 聯絡。該電話傳譯服務之費用將由 Workplace Authority 支付。

## Croatian

Ovo pismo izdala je Uprava za radne odnose (Workplace Authority) i u njemu se navode informacije o radnim ugovorima (workplace agreements). Ako ne možete čitati engleski i trebate pomoć kako biste razumjeli ove informacije, molimo nazovite Workplace Authority preko Službe prevoditelja i tumača (Translating and Interpreting Service) na broj 13 14 50. Usluge službe tumača plaća Workplace Authority.

## Farsi

این نامه توسط Workplace Authority (اداره مسئول امور محل کار) صادر شده و اطلاعاتی درباره توافق های محل کار ارائه می دهد. اگر شما نمی توانید انگلیسی بخوانید و برای فهمیدن این اطلاعات بکمک نیاز دارید، خواهشمند است از طریق خدمات ترجمه کتبی و شفاهی با شماره 13 14 50 به Workplace Authority تلفن کنید. هزینه این سرویس ترجمه تلفنی را Workplace Authority خواهد پرداخت.

## Filipino

Ang liham na ito ay ipinalabas ng Workplace Authority (Tagapamahala sa Pinagatrabahuang Lugar) at nagbibigay ng impormasyon tungkol sa mga kasunduan sa pinagatrabahuang. Kung hindi kayo nakababasa ng Ingles at kailangan ninyo ng tulong upang maintindihan itong impormasyon, pakitawagan ang Workplace Authority sa pamamagitan ng Serbisyo ng Tagasalinwika at Interpreter (Translating and Interpreting Service) sa 13 14 50. Ang serbisyo ng pagsasalinwika sa telepono ay babayaran ng Workplace Authority.

## Greek

Αυτή η επιστολή εκδόθηκε από το Workplace Authority (Αρχή Εργασιακών Χώρων) και παρέχει πληροφορίες σχετικά με τις συμβάσεις εργασιακού χώρου. Αν δεν μπορείτε να διαβάσετε τα Αγγλικά και χρειάζεστε βοήθεια για να καταλάβετε αυτές τις πληροφορίες, παρακαλείσθε να τηλεφωνήσετε στο Workplace Authority μέσω της Υπηρεσίας Μεταφραστών και Διερμηνέων (Translating and Interpreting Service) στο 13 14 50. Αυτή η τηλεφωνική υπηρεσία διερμηνέων θα πληρώνεται από το Workplace Authority.

## Indonesian

Surat ini dikeluarkan oleh Workplace Authority (Otoritas Tempat Kerja) dan memberi informasi tentang persetujuan tempat kerja. Jika Anda tidak dapat membaca bahasa Inggris dan perlu bantuan untuk memahami informasi ini, silakan telepon Workplace Authority melalui Translating and Interpreting Service (Pelayanan Penerjemahan dan Juru Bahasa) di nomor 13 14 50. Pelayanan juru bahasa lewat telepon ini akan dibayar oleh Workplace Authority.

## Italian

La presente lettera è stata rilasciata dalla Workplace Authority e contiene informazioni sui contratti di lavoro aziendali. Se non siete in grado di leggere l'inglese e avete bisogno di assistenza per comprendere queste informazioni, chiamate la Workplace Authority servendovi del servizio traduzioni e interpreti al numero 13 14 50. Il costo di questo servizio interpreti sarà a carico della Workplace Authority.

## Khmer

លិខិតនេះចេញដោយ Workplace Authority (អាជ្ញាធរគ្រប់គ្រងទីកន្លែងធ្វើការ) ហើយផ្តល់ព័ត៌មានស្តីពីកិច្ចព្រមព្រៀងលើការងារ។ ប្រសិនបើលោកអ្នកមិនអាចអានភាសាអង់គ្លេសទេ ហើយត្រូវការជំនួយដើម្បីឮបានយល់អំពីព័ត៌មាននេះ សូមទូរស័ព្ទទៅ Workplace Authority តាមរយៈកិច្ចប្រឹក្សាភាសាសរសេរ និងភាសាស្តីយាយលេខ 13 14 50 អាជ្ញាធរ Workplace Authority នឹងបង់ថ្លៃនៃការប្រើកិច្ចប្រឹក្សាភាសាសរសេរនេះ។

## Korean

본 서신은 Workplace Authority(직장 관리국)에서 발행한 것으로서 직장 협약에 관한 정보가 실려 있습니다. 영어 읽기에 어려움이 있으셔서 본 정보를 이해하는데 도움이 필요하시면 통번역 서비스를 지원해 드리는 TIS, 전화 13 14 50번을 통해 Workplace Authority로 문의하시기 바랍니다. 전화 통역 서비스 비용은 Workplace Authority가 부담합니다.

## Lao

ຈົດໝາຍສັນນິຍົມອາໄຫ້ໂດຍທາງ Workplace Authority (ກົມຄວບຄຸມສະຖານທີ່ເຮັດວຽກ) ແລະ ໃຫ້ຂໍ້ມູນກ່ຽວກັບສັນຍາການເຮັດວຽກ. ຖ້າທ່ານອ່ານພາສາອັງກິດບໍ່ໄດ້ ແລະ ເບິ່ງການຄວາມຊ່ວຍເຫຼືອ ໃນ ການອະທິບາຍຂໍ້ມູນດັ່ງກ່າວນີ້ ກະລຸນາໂຕະສັບຫາ ຫ້ອງການຂອງ Workplace Authority ໂດຍສ່ຽມ ຜະແນກ ແປເອກກະສານ ແລະ ນາຍພາສາ ຕາມໂທລະສັບເລກ 13 14 50. ກົມ Workplace Authority ຈະເປັນຜູ້ຈ່າຍຄ່າໂທລະສັບນີ້ເອງ.

## Macedonian

Ova pismo go izdala Workplace Authority (Upravata za работни организации) i toa содржи информации за работните спогодби. Ако не можете да читате текстови на англиски јазик и ако ви треба помош да ги разберете овие информации, ве

молиме телефонирајте во Workplace Authority преку Службата за писмено и усмено преведување (Translating and Interpreting Service) на 13 14 50. За ова преведување преку телефон ќе плати Workplace Authority.

## Malay

Surat ini dikeluarkan oleh Workplace Authority (Lembaga Tempat Kerja) dan memberi maklumat mengenai perjanjian tempat kerja. Jika anda tidak membaca bahasa Inggeris dan memerlukan bantuan untuk memahami maklumat ini, sila telefon Workplace Authority menerusi Perkhidmatan Penerjemahan dan Jurubahasa melalui talian 13 14 50. Perkhidmatan jurubahasa telefon ini akan dibayar oleh Workplace Authority.

## Polish

Niniejsze pismo wydane zostało przez Workplace Authority (Urząd ds. Zatrudnienia) i zawiera informacje na temat umów o pracę. Jeśli nie czytasz po angielsku i potrzebujesz pomocy w zrozumieniu zawartych tu informacji, zatelefonuj do nas za pośrednictwem Biura Tłumaczy (Translating and Interpreting Service), tel. 13 14 50. Koszt pomocy tłumacza pokryty zostanie przez Workplace Authority.

## Portuguese

Esta carta foi emitida pela Workplace Authority (Autoridade para as Condições de Trabalho) e oferece informação sobre acordos laborais. Se não puder ler inglês e necessita de ajuda para compreender esta informação, por favor contacte a Workplace Authority usando o Serviço de Tradução e Intérpretes através do 13 14 50. Este serviço de interpretação telefónica será pago pela Workplace Authority.

## Russian

Настоящее письмо было подготовлено Workplace Authority (Управлением по производственным отношениям) и в нем приводится информация о трудовых соглашениях. Если вы не можете читать по-английски и нуждаетесь в помощи для понимания настоящей информации, звоните в Workplace Authority через посредство Переводческой службы TIS по тел. 13 14 50. Эта телефонная переводческая услуга будет оплачиваться Workplace Authority.

## Samoan

Ole tusi lenei sa aumai i le Workplace Authority (Pulea Falefaigaluega) ma e maua mai ai faamatalaga e uiga i feagaiga i falefaigaluega. A le mafai ona e faitau ile gagana Peretania ma ete mana'omia se fesoasoani ile faamalamalama o nei faamatalaga, faamolemole valaau ile Workplace Authority e auala ile Auaunaga o Faaliliupu ma Faamatalaupu ile 13 14 50. O lenei auaunaga ole faamatalaupu ile telefoni ole a togigiina ele Workplace Authority.

## Serbian

Ovo pismo je izdala Workplace Authority (Organizacija za radne odnose) i u njemu se nalaze informacije o sporazumima o radu. Ako ne znate da čitate na engleskom i treba vam pomoć da biste razumeli ove informacije, molimo vas da nazovete Workplace Authority preko Službe prevodilaца и тумача на 13 14 50. Те услуге тумачења ће платити Workplace Authority.

## Spanish

La presente carta fue expedida por la Workplace Authority (Autoridad para las condiciones de trabajo) y proporciona información sobre los convenios empresariales. Si usted no sabe leer inglés y necesita ayuda para entender la información contenida en este documento, llame a la Workplace Authority por medio del Translating and Interpreting Service (Servicio de Traducción e Interpretación) al 13 14 50. La Workplace Authority abonará la tarifa de dicho servicio de interpretación telefónica.

## Swahili

Barua hii ilitolewa na Utawala wa Workplace (Afisi inayosimamia kazi) na inatoa maelezo kuhusu makubaliano ya Workplace. Ikiwa hauwezi kusoma Kiingereza na unahitaji msaada kuelewa hayo, tafadhali piga simu kwa Utawala wa Workplace kupitia Huduma ya Kutafsiri na Kukalimani, nambari ya simu 13 14 50. Huduma hii ya Kutafsiri na Kukalimani itaipwa na Utawala wa Workplace.

## Thai

เอกสารนี้จัดทำขึ้นโดยสำนักงาน Workplace Authority (สำนักงานแรงงานสัมพันธ์) ให้คำปรึกษาด้านสัญญา (จ้าง) ซึ่งได้ให้ข้อมูลเกี่ยวกับข้อตกลงต่างๆในสถานที่ทำงาน หากท่านอ่านภาษาอังกฤษไม่ได้ และต้องการความช่วยเหลือเพื่อทำความเข้าใจข้อมูลเหล่านี้ กรุณาติดต่อสำนักงาน Workplace Authority ผ่านการบริการล่ามและการแปลภาษา (Translating and Interpreting Service) ที่หมายเลข 13 14 50 ทาง Workplace Authority จะเป็นผู้ชำระค่าใช้จ่ายสำหรับการบริการล่ามทางโทรศัพท์นี้

## Tongan

Ko e tohi ko 'eni 'oku 'oatu ia 'e he Workplace Authority (Ma'u Mafai ki he ngaue'anga) pea 'oatu foki ai ha fakamatala fekau'aki mo e ngaahi aleapau fakangaue'anga. Kapau 'oku 'ikai ke ke lava 'o lautohi faka-Pilitania pea 'oku ke fiema'u ha tokoni ke mahino 'a e fakamatala ko 'eni, pea ke kataki 'o ta ki he Workplace Authority 'o fakafou atu 'i he Translating and Interpreting Service (Va'a Ngaue ki he Fakatonulea mo Liliu Lea) 'i he 13 14 50. 'E totongi 'e he Workplace Authority 'a e fakatonulea he telefoni ko 'eni.

## Turkish

Bu belge, Workplace Authority (İşyeri Dairesi) tarafından hazırlanmış olup, işyeri anlaşmaları hakkında bilgi sağlamaktadır. Eğer İngilizce okuyamıyorsanız ve bu bilgiyi anlamakta yardıma ihtiyaç duyuyorsanız, lütfen 13 14 50 nolu telefonundan Yazılı ve Sözlü Tercümanlık Servisi (Translating and Interpreting Service) kanalıyla Workplace Authority'yi arayınız. Bu telefon tercüme servisinin ücreti, Workplace Authority tarafından karşılanacaktır.

## Vietnamese

Bức thư này của Cơ quan Workplace Authority (Chuyên trách về Sở làm) cung cấp thông tin về hợp đồng nơi sở làm. Nếu quý vị không biết tiếng Anh và muốn được giúp đỡ hiểu những thông tin này, xin gọi tới Cơ quan Workplace Authority bằng cách gọi cho Đường dây Thông dịch và Dịch thuật số 13 14 50. Cơ quan Workplace Authority sẽ trả lệ phí dùng đường dây thông dịch.



**Australian Government**  
**Workplace Authority**

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