

As at January 2020, your ClubsNSW membership gives you free access to these WR services.

Advocacy & representation in courts & tribunals

Draft and file responses/witness statements/applications in all employment law matters such as:

- unfair dismissals
- general protections (adverse action)
- unlawful termination
- discrimination claims
- leave related disputes (annual leave/long service leave)
- approval, variation or termination of enterprise bargaining agreement.

Representation and advocacy at the Fair Work Commission, Federal Court or other tribunals – including conciliations and arbitrated hearings.

Workplace Relations Advice

- Redundancy and restructure
- Managing poor performance
- Termination of employment
- Managing return to work from parental leave and flexibility
- Review employment contracts including independent reviews of top executive contracts
- Underpayment claims
- Award or enterprise agreement interpretation
- Interpretation and application of *Fair Work Act 2009* and National Employment Standards
- Assist with Fair Work Ombudsman undertakings
- Work health and safety
- Bullying and harassment prevention
- Whistleblower complaints
- Workplace surveillance
- Privacy
- Wage rates
- Transfer of business
- Managing ill and injured workers (both workers compensation and non-work related matters) including with direct contact at Club Employers Mutual.

Special Projects

- ClubsHR: online human resources management system

Attendance at your club

- Meetings with unions
- Show cause meetings
- Restructure meetings
- Award advice
- Amalgamations
- Board meetings.

Draft Documents

Redundancy

- Consultation letters
- Scripts
- Termination letters
- Deed of Release.

Disciplinary action

- Allegation letters
- Show cause letters
- Warning letters
- Termination letters.

Performance concerns

- Performance improvement plans.

Workers compensation/ill & injured workers

- Draft letters to doctors
- Draft letters to the employee
- Privacy consent forms
- Assist with termination of employees on workers compensation or with non work-related illness or injury.

Contracts

- Contracts of employment
- Individual flexibility agreements
- Volunteer agreements
- Termination of Australian Workplace Agreements (AWA) and Individual Transitional Employment Agreements (ITEAS).

Other

- Cease and desist letters
- Confidential Information and Intellectual Property agreements
- Deeds of release and other separation agreements

Additional Fee Services

- Enterprise bargaining drafting, negotiation and filing – as per quote
- Training – as per quote
- Employment policy suite review
- ClubNSW Workplace Relations Handbook (\$125)*
- ClubNSW Policies and Procedures Manual (\$110)*
- ClubNSW Job Descriptions and KPI's Manual (\$110)*
- Culture Calibration (with Learning & Development Team) – as per quote.

** subject to change.*



Your Workplace Relations Team

With a century of partnership and a fresh approach, we help clubs to thrive.

We make the complex simple, provide confidence for your leadership team, and we're responsive and easily accessible.

We know clubs.

Your Workplace Relations Services

As a member of ClubsNSW, your club has access to our team of employment lawyers and human resource specialists providing advice and legal representation.

Representation & Advocacy

- in courts and the Fair Work Commission
- attendance and support at your workplace for all employee issues
- negotiation with union and staff on terms and conditions of employment including Enterprise Agreements.

Workplace Advice

- disciplinary and performance concerns
- wages, entitlements and contracts (including independent review of executive contracts)
- ill and injured workers.

Training

- bespoke WR&HR training for club staff, management and boards
- culture calibration for creating a healthy workplace
- WR&HR Seminar Series.

ClubsHR Management System

- your one-stop shop for all your WR needs
- easy onboarding, and staff file management
- custom rostering, instant contract generation, reports and templates
- access to Enterprise Agreement, award wages and more.

See the reverse for complete service listing.

Contact Your Team



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For general enquiries, call the Member Enquiries Centre.



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