

# Your Workplace Relations Team

## Advice. Support. Representation.

Unlike others, we won't settle a case unless it's in your interests. Best of all, our support is included in your ClubsNSW membership.

We're responsive and easily accessible.

**We know clubs.**

## Your Workplace Relations Services

ClubsNSW membership includes unlimited access to our team of employment lawyers and human resource specialists.

We make the complex simple, providing confidence for you and your leadership team. Our Team can assist with:

### Representation & Advocacy

- in courts and the Fair Work Commission
- attendance and support at your workplace for complex 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.

### Compliance & Training

- Registered and Licensed Clubs Award 2020
- bullying and harrasment
- performance management.

### ClubsHR Management System

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

**See the reverse for complete service listing.**

## Contact Your Team

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**ClubsNSW**

For general enquiries, contact ClubASSIST.

**[clubassist@clubsnsw.com.au](mailto:clubassist@clubsnsw.com.au)**

**1300 730 001**

## 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 Services at Cost

**Contact us for a quote on the following bespoke services. Prices vary depending on the size of your club but start at as little as \$1500.**

- Enterprise bargaining drafting, negotiation and filing
- WR&HR training for club staff, management and boards
- Employment policy suite review and drafting
- Culture calibration.

### Templates and Guides

- ClubsNSW Workplace Relations Handbook (\$125)\*
- ClubsNSW Policies and Procedures Manual (\$110)\*
- ClubsNSW Job Descriptions and KPIs Manual (\$110)\*

\* *subject to change.*