



**ClubsWR**  
WORKPLACE RELATIONS

## 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

Your 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 and Advocacy**
- **Workplace Advice**
- **Compliance & Training**
- **ClubsHR Rostering System.**

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

## What our members think ...

On behalf of our board members and team, I would like to take this opportunity to thank you and ClubsNSW for all your help throughout the year. You have been a blessing to our team throughout a difficult time.

*Lidcombe Bowling Club*

I thank you for the assistance and support you have given to me over the past couple of weeks and thank you for the resources and information you have provided.

*Nicole Mullin, Club Old Bar*

## Contact Your Team

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## 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.

- 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, including conciliations and arbitrated hearings.\*

*\*Please note, the provision of advocacy services at arbitrated hearings will be at the discretion of ClubsNSW.*

### 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 rostering and 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

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

#### Contracts

- Contracts of employment
- Individual Flexibility Agreements (IPA)
- 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.

- Enterprise bargaining drafting, negotiation and filing
- WR&HR training for club staff, management and boards
- Employment policy suite review and drafting
- Workplace culture calibration
- Advocacy services at arbitrated hearings.

#### Templates and Guides

- ClubsNSW Workplace Relations Handbook (\$330)\*
- ClubsNSW Policies and Procedures Manual (\$275)\*
- ClubsNSW Job Descriptions and KPIs Manual (\$275)\*

\* *subject to change.*

## What our members think ...

**Perfect — appreciate your prompt action to helping get this across the line.**

*Rachael Baxter  
Belmont 16ft Sailing Club*

**I'd like to say thanks for your help on this matter — a great result for our club as a result of your advice.**

*Matt O'Hara  
Harden Country Club*

**Thanks for all your help. I really appreciate your genuine approach and help.**

*Sharyn Buhagiar  
Revesby Workers Club*

For general enquiries, contact **ClubASSIST** on **enquiries@clubsnsw.com.au** or **1300 730 001**.

**ClubsNSW**