

Your Rights as an Employee in Australia

1. The Australian government has set up the **Fair Work Ombudsman “FWO”** (website: <http://www.fwo.gov.au>) as a central “policeman” to oversee the correct application of Australia’s employment laws (The Fair Work Act 2006 etc) and to investigate disputes between employees and their bosses. Queries can be lodged on line or for phone contact, the FWO offers language translation help. The website contains a lot of useful information about your work rights, which you can readily access on line or download.
2. Your employment is covered under the **Cleaning Services Award 2010** which specifies minimum hourly rates, penalty rates for afternoon shifts, weekends and Public Holidays and rostering provisions, such as the maximum number of hours per shift and per week and rights to take meal breaks. You can find this Award in full on the Fair Work Ombudsman website above. The current rates are shown in the section under “what I should be paid”.
3. You should be provided with a weekly or fortnightly roster by your boss and a timesheet to record and sign off on your work hours. You should receive a payslip within 1 day of being paid that shows the hours and any penalty rates to which you were entitled.
4. You can be paid weekly or fortnightly but your pay should be on a regular schedule and paid into your personal bank account.
5. If you are over 18 and earn more than \$450 per month, you are entitled to **9.5% of your gross wages to be paid into a Registered Superannuation Fund**. This may be done quarterly or monthly by your employer. Your fund should send you a six monthly or annual report showing contributions paid into your account with the fund. You need to give your employer details of your existing fund or let him know he/she will need to set up a new one for you.
6. You should not be subject to force, harassment, coercion or bullying in your workplace. “Modern slavery” such as holding an employee’s passport or forcing them to live in a place nominated by the employer is not allowed in Australia. You have a right to a safe workplace and you have a right to report any concerns to your boss or as in point 8 below.
7. You are free to join a Trade Union if you so desire. The Union normally covering trolley collectors is “**United Voice**” – website <https://www.unitedvoice.org.au>
8. If you have any concerns about your pay or work conditions and you do not feel that your boss has dealt with your issue adequately, you have 3 choices to get help and advice. **All three can be done in confidence**. It is an offence to sack an employee who makes a legitimate complaint about his/her work conditions or pay.
 - a. Call ITM directly on **1800 686 966** – ask for Chris, Dennis or Steve
 - b. If you are working for a Woolworths store, call their Speak Up line on **1800 772 173**
See the Woolworths Speak Up flyer on this site.
 - c. Get online help from the FWO website .