



Employment Relations

ADVICE AND SERVICES



The voice of the motor industry

The Employment Relations team at MTA ACT are able to assist you in all stages of your employment relations decisions. All advice forms part of your MTA ACT membership, so we urge all Members to utilise this service to prevent the wrong decisions from being made.

By getting the right advice, you can prevent costly claims. By seeking our advice, we may be able to protect you from an underpayment, Workers Compensation, Unfair Dismissal or General Protections claim.

Industry specific advice

Pre-employment advice

- Provide yearly pay guide and industry relevant rates.
- Advice on all conditions of employment.
- Classification of staff under the relevant Award.
- The drafting and reviewing of multiple employment related documents such as Letters of Offer and Employment Contracts.
- Providing documentation required for the employment life cycle.

Advice during employment

Assisting with the day to day Human Resource issues you face, including information on:

- Probationary periods.
- Disciplinary procedures.
- Abandonment and frustration of employment.
- Responding to employee enquiries, requests or complaints.
- Drafting of Contracts of Employment and other agreements for existing staff.
- Template Policies and Procedures for you to implement in your business as needed.

- Workers Compensation claims.
- Transfer of employment.
- The redundancy process.
- Work Health and Safety (WHS) Policies and Procedures and information on how to set up a WHS Management System.
- Tailored training courses on a range of Employment Relations topics.

Payroll enquiries

- Advice on wages and allowances payable to your employees.
- Leave entitlements.
- Overtime.
- Explaining jury duty and community service leave.

Post-employment advice

- Required notice periods when an employee resigns or is terminated.
- Calculating annual leave and long service leave entitlements.
- Representing you in Unfair Dismissal and General Protection claims and claims relating to discrimination, harassment and bullying, underpayment claims etc.

Services available

(Contact MTA ACT for current pricing)

- **WHS Audits:** To ensure you are complying with the *Work Health and Safety Act and Regulations*, a WHS Audit can be conducted at your business. These audits are conducted by qualified consultants who provide a written report with recommendations after the audit has been conducted.
- **Representation in Industrial Disputes:** Our experienced Advisors are able to represent you in industrial disputes you may face. Representation is available at a competitive rate in relation to Unfair Dismissal claims, General Protections claims, underpayment claims and other related matters.
- **Personalised Employment Relations Training:** One of our experienced Advisors is able to come to you, to inspect your employee records. An independent audit can be conducted to review your compliance with the *Fair Work Act, Fair Work Regulations* and any applicable Award. After the audit has been conducted, recommendations will be provided and we will assist you in rectifying any problems found.
- **Training Courses:** Courses are available for Members on Know Your Award, Recruitment, Bullying and Harassment, Managing Termination and WHS. Such courses can be tailored for individual Member needs as required including conducting in-house training of payroll and human resource staff.



Call **02 9016 9000** or
email eradvice@mtaact.com.au
to get in touch with an experienced
Employment Relations Advisor

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