

## Fair Work Information Statement

The Fair Work Ombudsman has published a new Fair Work Information Statement for employers in the national workplace relations system to give to **all new employees** in accordance with the requirements of the Fair Work Act 2009.

The new form is slightly different to the existing Fair Work Information Statement in that it includes the indexed salary cap for high income employees that would be defined as excluded from the Modern Award system. For example, where an employee earns more than the high income threshold, currently set at \$113,800 per annum and indexed annually, a modern award will not apply.

For compliance purposes it makes good business sense to retain a record that you issued the Fair Work Information Statement to a new employee and this could be performed at the same time all new employees are required to sign tax forms etc.

The Fair Work Information Statement may also be given to an employee by:

- giving it personally to the employee
- sending it by pre-paid post to the employee's residential address **or** a postal address nominated by the employee
- sending it to the employee's email address at work **or** to another email address nominated by the employee
- sending by email to the employee's email address at work **or** to another email address nominated by the employee an electronic link to a website where the Statement is located **or** an electronic link that takes the employee directly to a copy of the Statement on the employer's intranet
- faxing it to the employee's fax number at work, fax number at home or another fax number nominated by the employee
- another method (an employer will need to ensure this meets the requirement to give the Statement to the employee, eg. by courier where there is a signed acceptance by the employee of receipt of the Statement)

Significant penalties of up to \$33,000 under the Fair Work Act 2009 apply to businesses that fail to provide the Fair Work Information Statement to new employees. WE have attached a copy of the NEW Fair Work Information Statement for members' convenience.