Fair Work Information Statement

Do Schools need to comply?

Yes, under the Fair Work Act 2009 (Cth).

Conditions of compliance:

You are obliged to give each new employee a Fair Work Information Statement before, or as soon as possible after, the employee starts employment.

The Statement contains information about:

- The National Employment Standards (NES)
- The effect on an employee’s NES entitlements when there is a transfer of business
- Agreement making under the Fair Work Act 2009 (Cth)
- Individual flexibility arrangements
- The right to freedom of association
- Termination of employment
- Right of entry (including the protection of personal information by privacy laws)
- The role of the Fair Work Ombudsman and Fair Work Australia.

If you have to comply, what do you have to do?

You are obliged to give each new employee a Fair Work Information Statement before, or as soon as possible after, the employee starts employment. A copy of the Statement can be downloaded from the AISSA website or from Fair Work Online at the links below.

How may the Workplace Relations Fact Sheet be provided to employees?

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

- Giving it personally to the employee.
- Sending it by prepaid 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 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 the page on the Fair Work Ombudsman’s 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.
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Whatever method is used to give the statement to an employee, it is recommended that you retain details of how and when the Statement was given.

**What are the consequences if you don’t comply?**

If you do not give a copy of the Statement to a new employee before, or as soon as possible after the employee starts employment, you are contravening the terms of the NES. Penalties for contravening the terms of the NES may be up to $6,600 for an individual and $33,000 for a corporation.

**Useful links:**