

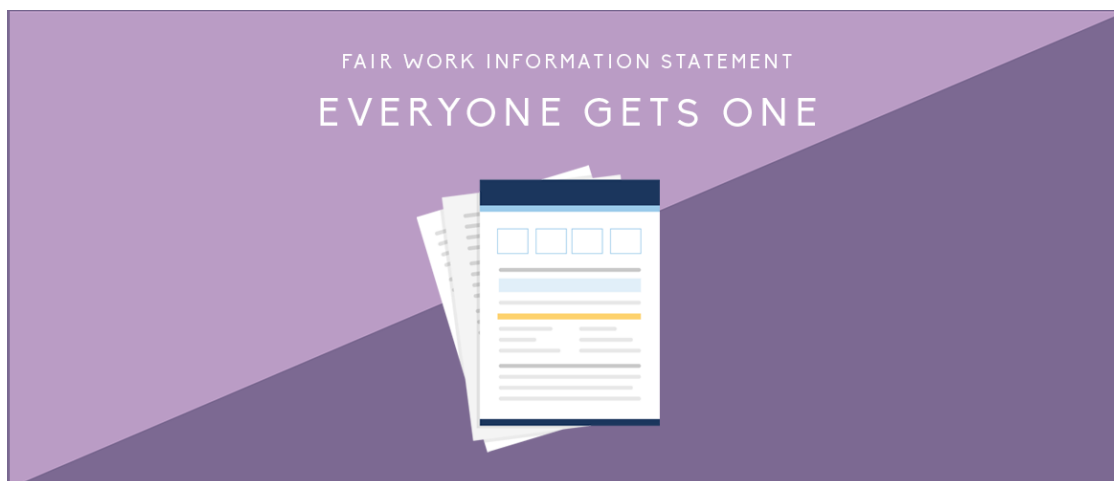


e-News

Monday, 19th February 2024

Newsletter No 130

3 x Fair Work Information Statements - which one for your employees?



Once upon a time, there was only one Fair Work Statement (FWS). But now there are three of them! As an employer, you need to know which one to give to your employees. This could be only one depending on your employment situation, or all three. But before we look at the three statements, let's quickly revisit the background of the FWS for those who may not be across it.

The FWS provides information to new employees about the conditions of their employment, including details about the [National Employment Standards](#). The FWS must be given to new employees before or as soon as they begin working for you.

3 Fair Work Statements

As mentioned above, there are now 3 x statements. Let's look at each one.

1. [The Fair Work Information Statement](#). This is the most well-known statement as it has been around for some time now. The FWIS has information on:
 - the [National Employment Standards](#)
 - right to request flexible working arrangements
 - modern awards
 - making agreements under the Fair Work Act 2009
 - individual flexibility arrangements
 - freedom of association and workplace rights (general protections)
 - termination of employment
 - right of entry
 - the role of the Fair Work Ombudsman and the Fair Work Commission.
2. [The Casual Employment Information Statement](#). The CEIS has information about:
 - the definition of a casual employee
 - when an employer has to offer casual conversion
 - when an employer doesn't have to offer casual conversion
 - when a casual employee can request casual conversion
 - casual conversion entitlements of casual employees employed by small business employers
 - the role of the Fair Work Commission to deal with disputes about casual conversion.

Employers aren't required to give casual employees the CEIS more than once in any 12-month period (for example, if an employer employs a casual employee temporarily at different stages in a 12-month period, they only need to give them the CEIS once).

3. [The Fixed Term Contract Information Statement](#). The FTCIS has information about:
 - what a fixed-term contract is
 - limitations on the use of fixed-term contracts
 - exceptions to the limitations
 - how to resolve disputes about fixed-term contract limitations and exceptions.

How to Give these Statements to your Employees

Fair Work states that you may provide these statements in the following ways:

- in person
- by mail

- by email
- by emailing a link to [this page](#) of their website
- by emailing a link to a copy of the FWIS available on the employer's intranet

Depending on the employment status of your employees, you may need to provide the FWS only. However, if you employ a mix of employees i.e. full-time, part-time, casual, and/or fixed-term contract, it may be necessary to provide all three statements as described above. Remember, providing the FWSs is not optional - it is compulsory. Failure to do so may incur penalties - see [here](#).

In Other Bookkeeping_BAS News...

Our Key Dates Page has been Updated for Q3 2023-24 - [see here for important due dates](#).

Can I Claim the GST on That page updated: Some new items have been added to this list including reimbursements to employees, motor vehicle sales and purchases, and export of goods for consumption and use outside of Australia.

Fuel Tax Credits Increase: From 5 February, the rates for fuel tax credits were increased in line with the fuel excise duty indexation. Use the fuel tax credit calculator to correctly calculate your claims according to the duty rate for the relevant period. <https://bit.ly/42yHIAs>

Next BAS due date: The next quarterly BAS for **October to December 2023**, is due by **28th February 2024**. This applies regardless of the way you or your agent lodge BAS.

Next IAS due date: The next monthly IAS for **January 2023**, is due by **21st February 2024**.

Your Online Services - you will Control who has Access from 13 Nov: If you engage a new agent, change to a new agent, or need to make changes to what your agent is authorised to do for you, you will need to go through the Agent nomination process. [Read more here for further details](#).

PayDay Super is Coming: From 1 July 2026, employers will be required to pay their employees' super at the same time as their salary and wages. This will be known as "Payday Super".

Super now part of the NES: [Super is now an entitlement under the National Employment Standards \(NES\)](#). This means that most employees covered by the NES can take court action under the Fair Work Act to recover unpaid super unless the ATO has already commenced proceedings about that super.

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PO Box 3128

Grovedale VIC Australia 3216

1300 660 655

louisem@e-bas.com.au



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