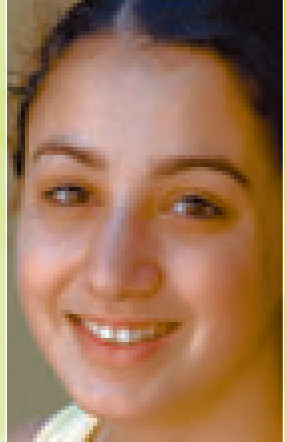
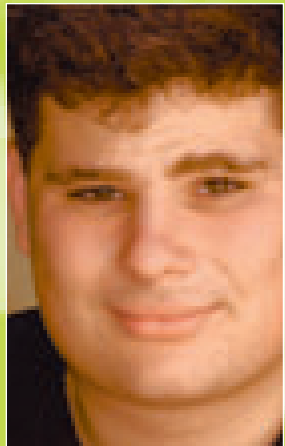




Union Network
www.workingstudents.org.au



→ RIGHTS AT WORK



Produced by

unions nsw
WITH YOU AT WORK

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Acknowledgments

This book was produced in January 2004 by the Labor Council of NSW, the peak body of unions in NSW (www.council.labor.net.au). Thanks to Chris Wright, Amanda Tattersall and Cathy Bloch for writing and editing. The Working Students Union Network will be an ongoing contact point for University and TAFE students. They can be found at www.workingstudents.org.au

The booklet was designed by Lodestar Communications, and printed by ?????.

Disclaimer

The information contained in this booklet is current as at January 2004. Whilst all care and due diligence has been taken in preparing this advice, the NSW Labor Council cannot accept any responsibility for any actions or outcomes users may take from using this advice. We strongly recommend that you seek further advice from your union office.

→ INTRODUCTION

IF YOU'VE GOT A JOB, OR PLAN TO GET ONE IN THE FUTURE, THIS IS FOR YOU.

No matter when or where you work you need to know your rights at work

- your right to be paid properly
- your right to be treated decently
- your right to safe working conditions
- your right to sick leave, annual leave and parental leave
- your right to compensation if you are hurt or get sick through work

These are just some of the rights that you, and all working people are entitled to. They didn't fall from the sky, nor were they gifts from government. They came from union campaigns involving millions of Australian workers.

So if you don't want to be ripped off, pushed around or done over at work, read this handbook. If you're not fussed, pass it on to someone else who cares.

This handbook has been produced by unions in NSW because young workers, particularly students, need to know their rights.

→ **Unions and your rights at work go together**

Being a member of the union in your workplace is the best way to ensure that your rights are protected.

→ **The benefits of union membership**

Union members have better wages and conditions than their non-union counterparts. Non-union workers earn much less and have reduced job security.

The Australian Bureau of Statistics figures show that union members earn on average **14.9 per cent** more than non-members.

Being in a union is better for part-timers, women, young people and casuals. On average, part-time workers' wages are **42.9 per cent** better if they are in a union; women earn **24 per cent** more if they are in a union; 15-19 year-olds are **20.2 per cent** better off; and casuals earn **16.2 per cent** more than those who are not in a union.

→ **Students at work**

The student population has changed significantly over the past 20 years. As the cost of education has increased, more students have taken up work.

Full-time students work an average of 14.4 hours per week during semester.

Working students are often in a vulnerable position and are commonly employed as casuals.

Unions recognise the difficulties facing working students and know the pressures that having to make ends meet can have upon study and other aspects of daily life.

This handbook provides information on how unions can help you find out your rights at work and step in if you have problems with your boss.

Ensuring that your working rights are protected is something that will be even more important when you get a full time job. Now is the time to get into the habit of ensuring that your working life is decent, safe and secure.

→ **What is a Union?**

Unions help workers come together to have a voice at work. By joining forces union members can bargain with their employer to have a say in how their workplace runs. Unions campaign for decent wages and



workplace conditions. Unions believe in the principle that together we can maintain each worker's right to a fair go.

Unions play an important role in wider society. They have a long and respected tradition for supporting socially progressive causes including opposition to war and apartheid, support for the environment and urban conservation, promoting equal pay and defending the rights of migrants, women and young people. They lobby governments to set fairer standards and laws to benefit working people.

→ **What unions do**

- Organise working people to get a better deal and to protect their rights
- Ensure that union members know their entitlements by providing information and advice
- Help members have a say at work
- Represent workers to negotiate their conditions at work
- Ensure members are being paid correctly
- Promote and campaign for safe workplaces and strong Occupational Health and Safety laws (OH&S)
- Represent members in any counselling or disciplinary matters, including unfair dismissals
- Assist with specialist industrial advice and legal representation
- Champion social issues such as refugee rights, promoting peace, and defending the rights of disadvantaged people
- Act as a pressure group on behalf of working people and their families at State and Federal Government level

→ **What unions have achieved**

- Legally enforceable wages and conditions through awards and enterprise bargaining
- Paid sick leave
- Paid public holidays
- At least four weeks annual leave
- Regular wage increases
- Equal pay



'UNIONS DO FIGHT FOR BETTER RIGHTS. WHEN AN EMPLOYER PUSHED ME TO SIGN AN AWA, I GOT GOOD UNION ADVICE ON WHAT TO DO.'

Chris

- Maternity/parental leave and personal carers leave
- Occupational health and safety laws
- Workers compensation for injury
- Compulsory superannuation

There is a long history of employers resisting these benefits. Working people only have these benefits because of union action.

→ **Helping working students to join their union**

The benefits and rewards of being a member of a union significantly outweigh the cost of union fees. Unions recognise that it is hard enough for working students to pay their rent and put food on the table let alone fork out for their membership fees.

Most unions offer heavily discounted fees for casual, part-time and temporary employees, significantly lower than the rates for full-time employees.

Some unions such as the Teachers' Federation, Independent Education Union and APESMA offer **free** membership while people are studying to obtain professional qualifications.

If you work in a place where the union is well organised, find the union delegate and ask about the union – how to join, what your entitlements are, how you can become involved.

To join a union, visit **www.labor.net.au**, follow the links to your relevant union, sign up and you are on your way to a better working future.

If there is no union presence in your workplace, then contact your union office and speak to an organiser. You can also contact the Working Student Union Network on your campus. With some help, maybe you can play a role in getting other people in your workplace to join the union too.

→ YOUR RIGHTS AT WORK

THE BASICS

→ Are you getting paid what you're worth?

Employers are legally required to pay no less than the minimum rates of pay set by awards and agreements. If the rates of pay increase your employer is obliged to increase your pay accordingly. To find out which award covers you, go to:

www.industrialrelations.nsw.gov.au/awards/index.html

Your employer must provide you with a pay slip. It must include the amount that you have been paid, the hours you have worked, how much tax has been deducted, how much superannuation has been contributed and other deductions that have been taken out of your pay. Check your pay slip to ensure that you aren't being ripped off.

→ Awards and agreements

Awards are determined by industrial relations commissions and set out the minimum working conditions of employees in specific industries and occupations. You can find out if you are covered by a relevant award by going to www.industrialrelations.nsw.gov.au/awards/index.html

Enterprise agreements (or Certified agreements) set out the employment terms and conditions at a particular workplace, which cannot be less favourable than the minimum employment conditions in the law or a relevant award.

→ What about your hours?

The normal hours of work are usually set out in awards and agreements.

Most awards and agreements say that if you work more than your normal hours you are entitled to overtime, which means that you receive a higher hourly rate of pay for all extra time worked. Beware of unpaid overtime. Many people are cheated by working hours they are not being paid for. So don't work for nothing.

If you work on days or at times that are not the normal hours of work in your industry or workplace (e.g. weekends) you may be entitled to a higher rate of pay.

Employers have to provide you with a roster of when you are required to work and give reasonable notice before the roster begins.

Your employer should consult with you to change your hours or days of work.

You are entitled to a **meal break** of half an hour after five hours continuous work and additional breaks if you work beyond certain time periods. Check your award/agreement for details.

→ How are you being paid?

Your employment contract normally states how you will be paid. It is not legally acceptable to be paid 'in kind' (with goods or services) or 'cash-in-hand'.

'Cash-in-hand' means that you avoid paying taxes on your income. This type of employment may not be



Shifts and Rostering

Workers at a fast-food outlet were told that although they were rostered to begin their shift at 5.00pm, the store was not busy enough. So they had to wait until 5.30pm, and in some cases until 6.00pm, to begin work.

The union delegate called a meeting which decided to send a delegation of workers to talk to the manager. They told the manager that by law, employees are entitled to begin work at their rostered time and do not have to wait until the manager 'is ready' for them. After this meeting the practice stopped and they began shifts on time.

Advice: You should check your pay-slips each week to ensure that the **time paid** matches the **time worked**. A good way to do this is to **keep a diary** to record the dates and times that you have worked and then cross-reference this with your pay-slips. Make sure you record the rostered shift, and any extra time outside that shift that you have worked.

Being paid incorrectly?: If you think you have not been paid correctly, being a union member really helps. Talk to your union delegate or organiser to get their advice. Take your concerns up with management to sort it out as soon as possible. If you're not happy with management's response, go back to your union delegate or organiser for their support.

'IF YOU ACCEPT CASH-IN-HAND, YOU ARE LIKELY TO BE UNDERPAID. AND YOU CAN LOSE OUT BADLY IF YOU ARE SICK OR INJURED.'

Angela



beneficial to you as a worker. Your employer may not be paying you the correct wage rate or your entitlements. Your employer may also refuse to recognise you as an employee, which could prevent you from claiming compensation in case of injury. You might have difficulties proving your financial independence for Centrelink purposes.

If you are working 'cash-in-hand' keep a record of all the hours you work and all the money paid to you. You should seek advice from your union if your employer refuses to recognise you as an employee.

→ **What are your leave entitlements?**

Annual Leave – minimum is four weeks per year.

Sick Leave – minimum entitlement is five days per year, but most awards and agreements provide for more than five days. Sick leave may be taken as carers leave to care for a sick family member.

Maternity/Parental Leave – you and your partner are entitled to a maximum combined 52 weeks leave unpaid.

Bereavement Leave – may be taken on the death of a family member.

Some awards and agreements include additional leave entitlements. The entitlements are in your award/agreement and may include leave for religious holidays, study leave, etc.

→ **Types of work – are you full-time, part-time, casual or on contract?**

Full-time, part-time and casual employment are the main types of employment status. They carry different entitlements.

Full-time Work:

Full-time workers work between 35 to 40 standard hours each week. Full-time employees are paid either a salary or wage based upon an hourly rate. Full-time workers get a full range of entitlements including paid annual leave, sick leave and must be given minimum notice if terminated.

Part-time Work:

Part-time workers work fewer hours than the standard full-time hours specified in the relevant award or agreement.

Some awards and agreements state the maximum as well as minimum hours for part-time workers. Part-time workers accrue similar entitlements to those of full-time workers but on a pro-rata basis

Casual Work:

A casual worker is hired on an hourly or daily basis. Casual workers are employed to perform work of a short-term, irregular or seasonal nature, either working full-time or part-time hours.

Casual employment can be particularly vulnerable. Casual workers are not entitled to paid leave. This is compensated by an hourly loading ranging between 10% and 25% of their hourly rate of pay.

If you are working regular hours with the same employer over an extended period (especially if you have worked for over six months), you should check with your union to see if you are entitled to permanent part-time status.



Different classifications mean different rights

Anna was employed at a community centre. She rang her union to check up on her rights. She explained that she had been working regular hours for the last 12 months. She was employed on a casual basis.

She needed to take time off to study. She wanted to know if she could get paid for this time.

The union told her that she had worked there for enough time to be classified as a permanent part-time employee under the relevant award, with all the entitlements of a full-time employee on a pro-rata basis.



Temporary/Contract Work:

Temporary employees are employed for specific periods of time to complete a particular project or to replace employees that are absent on leave. They work either part-time or full-time hours and are entitled to the same pay, conditions and entitlements as permanent workers for the period that they are employed.

Individual Contracts

Individual Contracts can be common law contracts or Australian Workplace Agreements (AWAs) and are made between an employer and an employee.

Common law contracts set out employment terms and conditions, which cannot be less favourable than the relevant award or the minimum wage (if there is no award).

Australian Workplace Agreements (AWAs) are another form of individual agreement. AWAs are made between employers and employees in the Federal industrial relations jurisdiction.

Unions oppose these agreements because AWAs can be used to diminish the conditions of workers and destroy collective bargaining. It is very important you obtain advice from your union before signing an AWA.

You should seek advice from your union if you are asked to sign an AWA. Unions can assist you as a 'bargaining agent' in negotiations. If you are an existing employee you are allowed 14 days to consider signing an AWA and five days if you are a new employee.

→ **NSW safety laws**

The NSW Occupational Health and Safety Act says that employers must provide a safe working environment and take reasonable steps to reduce the chance of accidents or illness at the workplace. Employers must provide workers with a safe workplace and safety equipment where needed.

All employers must identify hazards in the workplace, meaning that employers need to look at all work practices, furniture, equipment, chemicals, workplace design, noise, temperature, and the potential for bullying, harassment and violence.

Employers must consult their workers and union representatives to identify risks and hazards and to take appropriate steps to make the workplace safe.



All trade unions have safety experts that can visit workplaces to help identify risks and improve safety.

Workers also have responsibilities when it comes to OHS. You must ensure that you take all reasonable steps to reduce the chance of causing accidents or illness in the workplace. You must wear any protective clothing if it is provided by your employer, follow all safety procedures and report any practice that is unsafe. Employers and workers can be fined if they do not take reasonable steps to reduce the chance of accidents and illness at the workplace.

→ **Workers compensation**

If someone is injured at work, or becomes sick because of work, they are entitled to workers compensation. They receive their normal weekly wage and reimbursement for any medical expenses whilst they are off work. Workers compensation also covers any accidents that occur on the way to or from work.

The aim is to have the worker back at work as soon as possible. Often a person is able to return to work but can't perform their full range of duties. When this happens, their employer must provide suitable duties until they are able to return to their normal job.

A worker injured at work, or sick through work, must notify the employer as soon as possible so that a claim can be made and payments paid. If there is a dispute about workers compensation, the matter can be taken to a commission by a union for resolution. Unions also have solicitors who can provide free legal support to members.

For all you need to know about workplace safety go to www.unionsafe.labor.net.au



LESSONS FROM THE REAL WORLD

A painful lesson about health and safety

Twenty-one year old Melinda was working at a fast food chain for about five weeks. She was asked to clean a bacon fryer and steamer unit. She mistakenly believed that both sections of the unit contained hot oil, when in fact the fryer held hot cooking oil, while the steamer held hot water.

She tried to find the oil drum to dispose of the hot oil, but found that it was outside the premises with the back door locked. Melinda then asked the cook and restaurant manager what to do with the oil. He told her to put it in the bain-marie, a metal bucket-like utensil on the floor.

Firstly she emptied the hot water into the bain-marie (under the impression it was hot oil) and then poured the hot oil into the same container. When the hot oil hit the hot water it exploded, splashing her.

She suffered severe burns to her body, was admitted to hospital for treatment, and was off work for more than four weeks as a result of her injuries.

The accident was a failure of the company's OHS procedures. The employer was fined. Melinda was paid workers compensation for her time off work and to cover her medical bills.

An accident like this is not rare. Unions take health and safety very seriously. One person is killed every two days at work.

'I HAD UNPLEASANT COMMENTS AND ACTIONS FROM MY BOSS. BECAUSE I WAS I CASUAL, I THOUGHT I DIDN'T HAVE RIGHTS.'

Caroline



→ Discrimination

Discriminating against someone at work is unlawful.

Discrimination is treating people unfairly or harassing them because they belong to a particular group. It is against the law in NSW for any employer, including the Government, to discriminate against an employee or job applicant because of their age, sex, pregnancy, disability (includes past, present or possible future disability), race, colour, ethnic or ethno-religious background, carers responsibilities, descent or nationality, marital status, sexuality, or gender identification.

If you feel you have been discriminated against at work, contact your union or the NSW Anti-Discrimination Board on (02) 9268 5555.

Sexual harassment is a type of sex discrimination and is against the law. It is verbal or physical behaviour that has a sexual element, is unwelcome and non-reciprocated, and offends, humiliates and/or intimidates.

Sexual harassment can include unwelcome jokes and comments of a sexual nature, leering and whistling, displaying of offensive pictures and publications, subtle or explicit requests for sexual activity, unwanted and unnecessary physical contact, harassment around a person's presumed or actual sexuality and intrusive questions about private life.

All employers must provide a harassment-free workplace. If they don't, they may be held legally responsible for sexual harassment committed by their employees.

Sexual harassment can harm your working and personal life and you have a right to insist it stops. Here are some options for things you can do:

- resolve the situation quickly yourself by explaining to the person who is harassing you that their behaviour is unwanted
- speak to your employer
- contact your union for advice or visit www.labor.net.au



→ **Superannuation**

Superannuation is a savings scheme so workers have money when they retire.

All employers must make contributions of no less than 9% of what you earn into your approved superannuation fund unless:

- You are under 18 years old and work less than 30 hours per week
- You earn less than \$450 per month (including tax)
- You perform work of a domestic or private nature and work 30 hours per week or less

If you are not getting superannuation payments you are being robbed 9% of your entitlements. Retirement may be a distant prospect, but it's your money. You should contact your union so they can pursue your superannuation payments. Also, speak to your union as to which fund is best for you.

You have this entitlement because unions fought to extend superannuation from a minority of managers and public servants to the entire workforce.

→ **Leaving a job and Unfair Dismissal**

Either you or your employer can end your employment.

If you quit your job you must give notice to your boss in advance, usually two weeks before you finish work depending on your award or agreement.

Your employer must give you a reason if you are sacked.

If you are sacked from your job, talk to your union delegate or your union office immediately. You may have rights under unfair dismissal laws if due process has not been followed. You have 21 days in which to file for unfair dismissal.

If your dismissal is found to be unfair, you may have rights to reinstatement or compensation.



LESSONS FROM THE REAL WORLD

Unfair dismissal

Jenny worked in a supermarket and was sacked for no reason. She thought it was unfair. She rang her union for advice, but as she was not a union member, they could not help her. As a non-member, she had three options. She could:

1

Represent herself in the Industrial Relations Commission. Apart from the fact that it would be very difficult and stressful to represent herself, her lack of experience reduced her chances of winning.

2

She could engage a solicitor or an industrial advocate. She would have to meet expenses herself and the cost of legal fees could possibly absorb most of any settlement monies she might obtain if she were successful.

3

Do nothing.

If she had been a union member, she would have received expert advice, professional representation in the Industrial Commission, and the full benefit of any money settlement. Most importantly, the union may have been able to intervene with the company and get her job back.

→ Your rights as an apprentice or trainee

When you sign a traineeship or apprenticeship you are signing a formal training agreement or contract of training that spells out your rights and obligations.

Part of your training agreement requires that a **written training plan** be drawn up between your employer and registered training organisation (eg TAFE). The training plan must then be given to the State Training Authority when the agreement is registered. Make sure your employer registers you with the Apprenticeship Board (Phone 132 811). Registration of all workers is a legal requirement.

Wage rates for trainees are set by the National Training Wage Award or State equivalent. This sets out rates of pay for full-time, part-time and school-based traineeships.

If you are a trainee, wage rates depend on the year of schooling completed, length of time out of school and the skill level of the traineeship.

Conditions of employment, other than rates of pay, are set by the award or agreement for that industry.

If you are an apprentice, the industry award or agreement applying in your workplace sets your wages and conditions. Apprentices normally earn a percentage of the base rate of pay, ie the minimum rate of pay for a tradesperson in your line of work.

You should keep a diary of all hours you work, your pay slips and any other important information in case there is any disagreement with your employer.

If there is any dispute about your rights, wages and conditions as a trainee or apprentice, contact your union or the Labor Council of NSW.

→ Youth Allowance

Who is eligible?

In order to qualify for Youth Allowance you need to fulfil certain criteria based on age, citizenship and independence. There are detailed criteria set out by Centrelink (contact them for further information on www.centrelink.gov.au or 132 490).





'IT'S IMPORTANT TO MAKE SURE YOU ARE GETTING EVERYTHING YOU'RE ENTITLED TO - AT WORK AND FROM GOVERNMENT ASSISTANCE.'

Rosie

Here is an overview of Youth Allowance eligibility:

Age:

You must be either:

- a full-time student undertaking at least 75 per cent of a full-time study load or attending a minimum of 15 hours a week of face-to-face study.
- be aged 16-24 and considered 'independent', or
- a full-time student aged 25 and over who was receiving Youth Allowance immediately before turning 25 and is still doing the same course

Citizenship/residency status:

You need to be either:

- an Australian citizen, or
- holder of a permanent resident visa

Independence:

You are considered independent if you are 16 or over and are:

- out of school at least 18 months and earned at least \$15,990 in an 18 month period before lodging a claim; or
- worked to support yourself for at least 18 months, working full-time at least 30 hours a week during the preceding two years; or
- worked part-time for at least 15 hours a week for at least two years since last leaving school; or
- are 25 or older and a full-time student

You can still get Youth Allowance if you do not fulfil the independence criteria but you will be subjected to a Parental Income Test and a Family Actual Means Test, which will be taken into account when working out how much you get paid.

'SOME EMPLOYERS TRY TO TAKE ADVANTAGE OF YOU. YOUNG PEOPLE NEED UNIONS AND WE NEED TO KNOW WHERE WE STAND.'

Joel



How much can you get on Youth Allowance?

Below is a list of the **maximum** payments for those on Youth Allowance:

Status	Maximum Allowance Paid Per Fortnight
Under 18, at home	\$169.70
Under 18, away from home	\$310.10*
18 and over, away from home	\$310.10*
18 and over, at home	\$204.20
Single, with children	\$406.40*
Partnered, no children	\$310.10*
Partnered with children	\$340.60*
Single, living at home	\$250.70
Single, living away from home	\$376.70
Partnered, no children	\$340.60

* Rent Assistance may be paid on top of this amount. You can receive a fortnightly payment of up to \$94.40 if you are single or \$125.30 if you have dependent children. These amounts depend on how much rent you pay and whether or not you are in share accommodation. All information on pages 17-18 current January 2004.

How does your earnings affect your youth allowance?

You can earn up to \$236 a fortnight without your allowance being reduced.

If you earn between \$236 and \$316 a fortnight, your allowance will be reduced by 50 cents in the dollar.

If you earn more than \$316 a fortnight, your payment will be reduced by 70 cents in the dollar.

For more information or to make a claim visit www.centrelink.gov.au or call 132 490.

→ WHICH UNION FOR YOU?

Australian unions are organised by industry. All workers have a right to join their relevant union. It is illegal for employers to discriminate against workers who are members of a union. Unions fight for the rights of workers and support them to resolve issues at work.

It is best to contact the Labor Council of NSW on 1800 688 919, visit www.labor.net.au or email mailbox@labor.net.au to find out which union is right for your industry.

But here is a guide:

- Students who work in the **HOSPITALITY** industry are generally covered by the Liquor, Hospitality and Miscellaneous Workers Union (LHMU) (www.lhmu.org.au)
- Students who work in the **RETAIL** industry are generally covered by the Shop, Distributive and Allied Employees Association (www.sda.org.au)
- Students who work in **CALL CENTRES** will be in one of several unions, depending on the type of work the call centre does. They could be in the Australian Services Union, National Union of Workers, Finance Sector Union, Community Public Sector Union, or Communications Electrical and Plumbing Union.
- Students who perform **ADMINISTRATIVE AND CLERICAL JOBS** are generally covered by the United Services Union (www.usu.org.au)
- Students who work in **WAREHOUSES** or packing, are generally covered by the National Union of Workers
- Students who work in **IT** should contact the IT Workers Alliance by visiting <http://itworkers-alliance.org> to find out their relevant union.
- Students who work in **COMMUNITY SERVICES** are generally in the Australian Services Union (Services Division) (www.asuservices.labor.net.au)

continued

Students studying for professional qualifications can join their union while they are a student. Unions include:

- For education students, the NSW Teachers Federation or Independent Education Union (www.nswtf.org.au or www.ieu.org.au)
- For nursing students, the NSW Nurses Association (www.nswnurses.asn.au)
- For architecture, science, engineering students, APESMA (Association of Professional Engineers, Scientists and Managers) (www.apesma.asn.au/students_graduates)
- For journalism students or performance studies students, the Media Entertainment and Arts Alliance (www.alliance.org.au)
- For lawyers, the Public Service Association (www.psa.labor.net.au)
- For community workers, the Australian Services Union (Services Division) (www.asuservices.labor.net.au)
- For public servants, the Public Service Association of NSW (www.psa.labor.net.au) or, for Commonwealth public servants the Community Public Sector Union (www.cpsu.org.au)

Trades people and apprenticeships are covered by industry unions such as:

- Construction, Forestry, Mining and Energy Union (construction workers) (www.cfmeu.asn.au/construction/)
- Electrical Trades Union (electricians) (www.etunsw.asn.au)
- Australian Manufacturing Workers Union (metal workers eg. fitters and turners, tool making; printers; process food workers; laboratory workers; jewellers; optical industry) (www.amwu.asn.au)
- Australian Workers Union (hairdressers) (www.awu.net.au)
- Communications, Plumbing, Electrical Union (plumbers) (www.cepu.asn.au)
- Liquor Hospitality Miscellaneous workers union (childcare workers, hospitality workers) (www.lhmu.org.au)
- For local government employees, the United Services Union (www.usu.org.au)
- For academics and tutors, the National Tertiary Education Union (www.nteu.org.au)

This is just a brief guide. To be sure contact the Labor Council on 1800 688 919, www.labor.net.au or email mailbox@labor.net.au



**'I FEEL SAFER AS A UNION MEMBER.
I KNOW I CAN CALL SOMEONE IF I
HAVE A PROBLEM AT WORK.'**

Michael

→ **Need advice but not sure who to ask**

Here are some useful contacts for getting information about your rights at work.

Labor Council of NSW

Peak body for trade unions in NSW

Contact to find out which union you should be in and for general advice about unions.

Phone: (02) 9264 1691

Freecall: 1800 688 919

Email: mailbox@labor.net.au

Web: www.labor.net.au

www.council.labor.net.au

Ask Neale

An online help desk for your rights at work: www.labor.net.au/askneale/

ACTU Member Connect Hotline

Central help line for workers: 1300 362 223

Office of Industrial Relations

Awards Online (to find out your award and your rights)

www.industrialrelations.nsw.gov.au/awards/index.html

Wageline: 1300 363 264

Award Enquiry Service: 1316 28

UnionSafe

Unions have a dedicated website that provides information about safety and workers compensation

www.unionsafe.labor.net.au



Working Womens Centre

Community legal centre providing assistance and advice to women on work related issues. The Centre has a volunteers programme and also takes in student placements from time to time.

Phone: (02) 9319 4977

Freecall: 1800 062 166

Email: info@workingwomenscentre.com.au

WorkCover

Provide advice and assistance on Occupational Health and Safety.

Phone: 131 050

Welfare Rights Centre

Assist with enquiries relating to social security payments.

Phone: (02) 9211 5300

Centrelink

Phone: 132 490

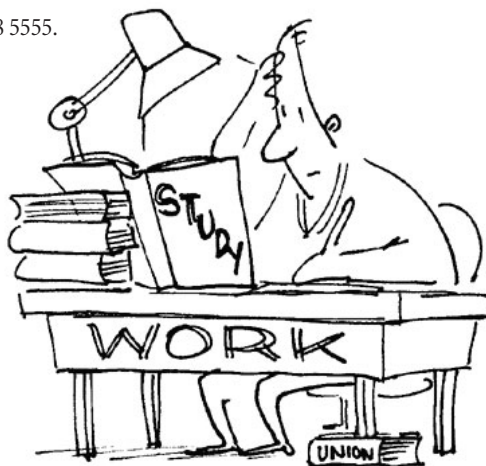
Web: www.centrelink.gov.au

Anti-Discrimination Board and Human Rights and Equal Opportunity Commission

For discrimination enquiries and information.

Anti-Discrimination Board: (02) 9268 5555.

HREOC: (02) 9284 9600



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*Every dollar up to and including \$3000 earns 0.25% p.a. Interest rates as at 11/02/04 and subject to change. Terms and conditions available on request. Fees and charges apply. The information contained in this advert has been prepared without taking account of your objectives, financial situation or needs. Before acting on the information, you should consider the appropriateness, having regard to your own financial circumstances. You should obtain and consider the Product Disclosure Statement (PDS) for the InterestME Savings Account prior to acquiring this product. Copies of the PDS are available from Members Equity from 11/03/04. AFS Licence: 229500 Members Equity Pty Ltd ABN 56 070 887 679 12779 AD04 C116/1/0204



Union Network
www.workingstudents.org.au

The **Working Students Union Network** is made up of University and TAFE students in NSW who want to learn about their rights at work and the union movement. It alerts people to union movement and to social movement events, and assists students to overcome difficulties at work. It helps working students to find out more about their union and become union active.

To find out more, visit the website
www.workingstudents.org.au
or email workingstudents@labor.org.au