



Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation

Date of last amendment : 06/06/2022

## Fair Work and Casual Information Statements

### For employees:

Employers have to give every new employee a copy of the Fair Work Information Statement (the Statement) before, or as soon as possible after, they start their new job.

**The Statement provides new employees with information about their conditions of employment.**

### The Statement 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.

### Providing the Statement

#### The Statement can be given to new employees:

- in person
- by mail
- by email
- by emailing a link to our website (policies)
- by fax

**A copy of the Fair Work Information Statement can be downloaded from this link below:**

<https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement>

### For casual employees:

#### Who is a casual employee?

From 27 March 2021, changes to workplace laws relating to casual employees mean that you are a casual employee if:

- you are offered a job
- the offer does not include a firm advance commitment that the work will continue indefinitely with an agreed pattern of work
- you accept the offer knowing that there is no firm advance commitment and become an employee

Find out more about the new workplace laws relating to casual employees, including what a firm advance commitment means, at **[www.fairwork.gov.au/reforms](http://www.fairwork.gov.au/reforms)**

### The right to become a permanent employee (casual conversion)

As a casual employee, you have the right to become a permanent (full-time or part-time) employee in

some circumstances. This is known as 'casual conversion'. This can be a requirement for your employer to offer you casual conversion, or a right for you to request it.

### **Small businesses**

If you are employed by a small business (fewer than 15 employees), your employer does not have to offer you casual conversion, but you can make a request to your employer if you meet the requirements for making a request. Unlike employees who work for a business with 15 or more employees, you don't have to wait until 27 September 2021 before you can make a request. Find out more information about what a small business employer is and the rules for making a request at **[www.fairwork.gov.au/reforms](http://www.fairwork.gov.au/reforms)**

**A copy of the Casual Fair Work Information Statement can be downloaded from this link below:**

<https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/casual-employment-information-statement>

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