

LUNCH & LEARN

WITH DAVID BATES

More and more employers are contacting their payroll provider with day-to-day employment law questions, and payroll professionals can be held personally liable under the *Fair Work Act 2009* (Cth) for their client's breaches. This webinar series has been specifically tailored for Australia's bookkeepers, accountants and other professionals providing payroll services.

1. NEW YEAR – FRESH HR START

Date: 1pm to 1.30pm, 7 February 2018

Start the new year off on the right foot by making sure all your HR processes are up-to-scratch! At the conclusion of this highly-informative webinar, attendees will know:

- why well-drafted employment contracts are essential for every business;
- what information must be recorded in time and wages records and shown on employee payslips;
- why identifying all applicable Modern Awards is critical; and
- how to avoid the most common HR-related mistakes.

2. FAIR WORK 101

Date: 1pm to 1.30pm, 28 March 2018

Confused about Fair Work? Then this is the webinar for you. In just half an hour we will provide you with a comprehensive – yet easy-to-understand-overview of the Fair Work system, and how the laws apply to you, your business or your clients. You will learn about:

- the 10 National Employment Standards (NES);
- obligations relating to payslips and time and wages records;
- dismissals and redundancies;
- Australia's unique system of Modern Awards, and
- Enterprise Agreement making.

3. NES EXPLAINED: PART 1

Date: 1pm to 1.30pm, 11 April 2018

The ten National Employment Standards (NES) form the foundation of Australia's workplace relations system. This webinar explores the first five NES, and explains how they work in the real world. In this webinar you will learn:

- how the maximum ordinary working week is defined, and when overtime and penalty rates will apply;
- which employees are eligible to request flexible working arrangements, and what needs to be done when an eligible employee makes a request;
- how personal/carer's leave works in practice, and when employees can take compassionate leave;

- the key differences between paid and unpaid parental leave, and the rights employees have when they take parental leave; and
- how annual leave accrues, and when and how it can be taken and cashed-out.

4. NES EXPLAINED: PART 2

Date: 1pm to 1.30pm, 2 May 2018

The ten National Employment Standards (NES) form the foundation of Australia's workplace relations system. This webinar explores the final five NES, and explains how they work in the real world. In this webinar you will learn:

- when employees can take community service leave;
- how to determine an employee's long service leave entitlement;
- whether employees need to be paid for public holidays;
- about the important differences between dismissals and redundancies, and how much notice an employee must be given when they are dismissed;
- where to access the Fair Work Information Statement and when to distribute it; and
- how the NES interact with Modern Awards and employment contracts.

5. FINDING AND APPLYING MODERN AWARDS

Date: 1pm to 1.30pm, 6 June 2018

Australia's unique system of Modern Awards is a cause of considerable confusion and uncertainty, and finding the right Award can be tricky. In this webinar, we will explain:

- the difference between industry and occupation-based Awards;
- how to find the right Award via a straight-forward, step-by-step process;
- the key differences between penalty rates, allowances and overtime rates;
- why paying flat rates or annualised salaries must always be done with considerable care; and
- how to correctly classify Award-covered employees.

6. CORPORATE GOVERNANCE AND THE DUE DILIGENCE DUTY IN WORK HEALTH AND SAFETY

Date: 1 pm to 1.30pm, 20 June 2018

Understanding the due diligence duty in work health and safety is essential for senior management. In this session, we will explain:

- who holds the due diligence duty within an organisation;
- what you need to do to comply with the due diligence duty;
- how to ensure your Board complies with the due diligence duty; and
- identifying work health and safety issues for senior management and those who report to senior management.

7. A STEP-BY-STEP GUIDE TO DISMISSALS AND REDUNDANCIES

Date: 1 pm to 1.30pm, 1 August 2018

Unfair dismissal and redundancy-related claims can be both costly and time-consuming for everyone involved. This webinar will provide attendees with a comprehensive overview of the rules governing dismissals and redundancies. We will discuss:

- which employees are and are not protected from unfair dismissal;
- the key differences between dismissals and redundancies under the *Fair Work Act 2009* (Cth);
- when and how much notice must be given to employees;
- a step-by-step process for dismissals and redundancies; and
- the benefits of executing Deeds of Settlement and Release.

8. ACCESSORIAL LIABILITY: KNOW THE RISKS

Date: 1 pm to 1.30pm, 5 September 2018

Do you provide payroll or other employment/HR-related advice to a business? If so, you can be held personally liable for all your clients' breaches of the Fair Work laws as an 'accessory'. The Fair Work Ombudsman (FWO) is now actively targeting bookkeepers, accountants, and business advisors, and the risks for you have never been greater. In this webinar, we will:

- explain what accessorial liability is and how it works in practice;
- consider recent cases to determine your level of risk;
- bust some common accessorial liability-related myths; and
- explain the steps needed to be taken to protect oneself from potential prosecution.



9. HR MYTH-BUSTING

Date: 1 pm to 1.30pm, 3 October 2018

Do you really need to give three written warnings before you can fire someone? Ever thought you can only ask for a medical certificate when an employee has been away for at least two consecutive days? Think all employees are subject to a '3 month probationary period'? These are just some of the common HR myths we will bust in this 30 minute webinar.

10. POST-EMPLOYMENT RESTRAINTS

Date: 1 pm to 1.30pm, 7 November 2018

How do you protect your business when employees leave? In this session, we will discuss:

- post-employment restraint provisions;
- the steps employers can take when former employees begin working with or for competitors in breach of restraint provisions; and
- how employers can protect confidential information and company property when an employee leaves.

11. DEALING WITH HARASSMENT, DISCRIMINATION AND BULLYING

Date: 1 pm to 1.30pm, 28 November 2018

In this session, we will explore:

- the impact of discrimination, harassment and bullying in the workplace;
- the relevant legislation you need to know and how to minimise the prospects of being found liable;
- the courts and tribunals which enforce harassment, discrimination and bullying laws;
- the key differences between direct and indirect discrimination, sexual harassment, vilification and victimisation; and
- why good workplace policies are so important.