



Australian Government

# WorkChoices

## Did you know?

You could be missing out on workplace flexibilities and benefits that your competitors can access through workplace agreements.

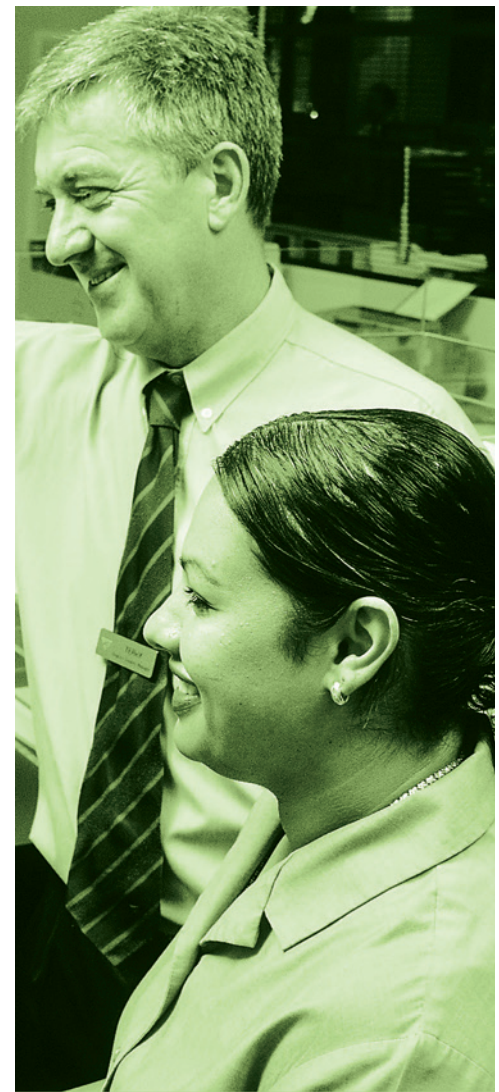
Incorporated organisations are likely to be covered by the new federal workplace relations system – WorkChoices. Employers covered by WorkChoices are able to make workplace agreements that suit their needs and the needs of their employees.

More information about who is covered under WorkChoices is detailed in the “Who is covered?” fact sheet.

## Why make a workplace agreement?

Workplace agreements can help businesses to:

- attract and keep staff;
- reduce turnover costs;
- introduce innovative arrangements that suit both employees and employers;
- improve efficiency and productivity;
- offer operating hours that better meet clients’ needs;
- simplify pay and leave arrangements;
- simplify administration and payroll procedures;
- create more flexible rostering and work arrangements;
- negotiate terms and conditions of employment that are both family-friendly and good for business; and
- improve staff morale.



## WorkChoices and incorporating

**Are you a sole trader  
or a partnership?**

**Do you employ staff?**

**Do you want to enjoy  
the flexibilities and  
benefits available  
through workplace  
agreements?**

## The agreement making process has been simplified.

- Workplace agreements can be lodged online at no charge
- When a workplace agreement is lodged, it immediately comes into operation, and
- The process of varying a workplace agreement is simple and it is easy to change your workplace agreements as your staff and business needs change or grow.

## What types of agreements can be made?

The most common agreements made are:

### Australian Workplace Agreement

An Australian Workplace Agreement (AWA) is an individual agreement between you and your employee that sets out terms and conditions of their employment.

### Employee collective agreement

An employee collective agreement is made between you and a group of employees who will be covered by the agreement.

### Union collective agreement

A union collective agreement is made between you and a union or unions that represent your employees.

## How do I incorporate?

You should first seek advice as to whether you may already be able to take advantage of agreement making under WorkChoices. Call the Workplace Agreements Information Service on **1300 366 632** or the WorkChoices Infoline on **1300 363 264** to find out more.

**NOTE:** If your business is not already covered by WorkChoices and you are thinking of incorporating you should first speak to your lawyer, accountant, or taxation advisor before making any decisions. Incorporating your business will have taxation, reporting and compliance implications for both you and your business, and you should consider your options carefully having regard to your individual circumstances. Your advisor should explain the process and consequences of incorporation carefully so that you are able to make an informed decision as to whether it will suit you and your business.

Incorporation fees were recently reduced from \$800 to \$400. However, you should check with your advisor or the Australian Securities and Investments Commission (ASIC) as to whether there are any other registration fees or ongoing charges, which may apply to you.

## Where do I go for more information?

Agreement making - Office of the Employment Advocate **[www.oea.gov.au](http://www.oea.gov.au)** or **call 1300 366 632**

Becoming incorporated - Australian Securities and Investments Commission **[www.asic.gov.au](http://www.asic.gov.au)**

Australian Tax Office **[www.ato.gov.au](http://www.ato.gov.au)**

For a whole-of-government business service providing essential information on planning, starting or running your business contact **[www.business.gov.au](http://www.business.gov.au)**

WorkChoices **[www.workchoices.gov.au](http://www.workchoices.gov.au)**

Consult your accountant, business or legal advisor.