



Government
of South Australia

SafeWork SA

Industrial Relations in South Australia

南澳州劳资关系

Bill Bourke
Chief Adviser, SafeWork SA

南澳州劳工安全局
首席顾问

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- All employees working in Australia including people from overseas, have basic rights and responsibilities at work.

在澳大利亚工作的所有员工，包括来自海外员工，享有就业的基本权利与义务。

- Our role is to make sure these rights and responsibilities are:

我们的任务是确保这些权利和义务得到：

- protected 保护
- understood 理解
- and enforced 和履行



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ROLE OF SAFEWORK SA

南澳劳工安全局的职责

- Provide information services
提供信息服务
- Investigate complaints
调查顾客投诉
- Targeted education and compliance campaigns
有针对性开展教育和遵守法规活动
- Take legal action to enforce compliance
采取法律手段加强合规



10 National Employment Standards (NES)	十大全国就业准则(NES)
Maximum weekly hours	每周最高工作小时数
Request for Flexible Working Arrangements	灵活工作安排要求
Parental Leave	育婴假
Annual Leave	年假
Personal/Carer's and Compassionate Leave	个人原因、照顾他人以及抚恤假
Community Service Leave	社区服务假
Long Service Leave	长期服务假
Public Holidays	公共假日
Notice of Termination and Redundancy	解约或裁员通知
Provision of Fair Work Information Statement	提供公平劳动资料声明



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MODERN AWARDS 现代行业雇用条款制度

- Modern awards set the terms & conditions of employment, including wages.
这些制度规定了包括薪金在内的一些雇佣条款和条件。
- Eg General Retail Industry Award – ordinary hours of work, overtime, time off, working on weekends, uniform allowances, public holidays.
例如，普通零售业雇用条款制度规定——普通工作时间、加班、休假、周末工作、统一津贴、公共假期
- Covers employers throughout Australia in the general retail industry and their employees in the classifications provided by the award.
还覆盖了整个澳大利亚普通零售业雇主和雇员其他待遇条款种类。



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General Retail Industry Award

普通零售业雇佣条款

- **Full-time employees** 全职雇员
 - engaged to work 38 hours per week
每周38小时的工作时间
- **Part-time employees** 兼职雇员
 - regular, ongoing basis less than 38 hours per week
每周低于38小时规则的、持续的工作
 - Must be engaged for a minimum 3 hours per shift
每班最低3小时的工作时间
- **Casual employees** 临时雇员
 - engaged and paid based on the hours they work
根据工作小时数领取工资
 - Each shift must be at least three hours
每班至少3个小时



General Retail Industry Award

普通零售业午休条款

Breaks 午休

- An unpaid meal break of 30 mins to 1 hour after 5 hours work.
五小时连续工作后享受不带薪30分钟到一小时的午休。
- The period can be shortened to 30 mins by mutual agreement.
午休可以在双方同意的基础上缩短至30分钟。
- Depending on the number of hours worked an employee may be entitled to a paid 10 minute rest break.
参考具体工作时间，员工可享受10分钟带薪休息。
- 12-hour break between ending and starting work on the next day.
前一天工作结束，第二天工作开始的间隔需达到12小时。



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Records Employers Must Keep

雇主需备案的内容

Who and when	雇员姓名、雇佣时间
Type of employment, hours and pay rates	工作类别、小时数和薪资水平
Other monetary entitlements	其他薪资待遇
Leave	休假
Superannuation	养老金
Termination	合同终止
Payslips	工资单



Pay slips should include

工资单应包括以下内容

Employer / entity name

雇主/机构名

Australian Business Number

澳大利亚商业号码

Employee name

雇员姓名

Date of pay

发薪日期

Period of pay

薪资起止时间

Pay before tax (gross)

税前薪资 (毛)

Pay after tax (net)

税后薪资 (净)

Hourly rate / annual salary

小时/年薪资标准

Deductions

扣除项

Superannuation

养老金



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Assistance and Advice

帮助和建议

- Fair Work Online www.fairwork.gov.au
公平就业网: www.fairwork.gov.au
- Fair Work Infoline 13 13 94
公平就业热线: 13 13 94
- Translating service 13 14 50
翻译服务热线: 13 14 50
- SafeWork SA website – www.safework.sa.gov.au
南澳州劳工安全局网址www.safework.sa.gov.au
- SafeWork Help and Early Intervention Centre
南澳州劳工安全局帮助和早期干预中心
- Phone: 1300 700 525
电话: 1300 700 525