

Workforce Services for AMIC Members



The AMIC Workforce Services Team is resourced with experienced staff who can provide comprehensive advice to meet members' needs across all aspects of HR & IR.

Wages, Awards and Agreements

- Wage calculations, including leave and termination payments
- Interpretation of awards and leave issues
- Enterprise bargaining advice

Employment Relations and Industrial Relations

- Recruitment, termination, unfair dismissal and discipline matters
- Traineeships and apprenticeships
- Discrimination, harassment, and equal employment opportunity issues
- Industrial dispute resolution
- HR audits
- Templates and advice on a large range of workplace policies and procedures (eg. alcohol and other drugs in the workplace),
- Policy advice and development
- Handling inquiries and investigations from industrial inspectors
- Assisting members in industrial commissions and courts, including case preparation
- Advocacy and lobbying of Federal/ State governments and departments on workforce issues

Workplace Health & Safety, and Workers Compensation

Workers Compensation and WH&S advice, including risk management, injury management and policy implementation.

Additional member benefits

- All general enquiries are included as a member benefit
- AMIC support includes up to four hours preparation and representation before tribunals, and commissions on employment relations issues, by a member of the AMIC Workforce Services Team
- AMIC develops and conducts, webinars, seminars, and tutorials on various aspects of employment conditions and requirements
- Access to member portal, which provides resources, webinars, wage sheets, campaigns, events, e-newsletters, the Meat Industry Award and more
- There is one Meat Industry Award which applies to all members (except sole traders/partnerships in Western Australia). AMIC is in a unique position to provide advice on this Award.
- AMIC can also advise on the various Federal and State legislation that applies to members.

The Employment Handbook

Also available in the member portal is the Employment Handbook, which is a comprehensive list of policy templates provided in WORD so they may be edited for use by your business and placed on business letterhead.

If you sought this information from a HR/IR organisation or consultant, it would cost (conservatively) in excess of \$5,000.

However, to AMIC members it is **FREE**.

For further information please contact Steve Caslick Workforce Services Officer on scaslick@amic.org.au or M. 0429 040 128 T. 02 9086 2212