



Fact Sheet – Making a Complaint regarding Work, Pay and Conditions

About Red Tape Busters

At Red Tape Busters we have a proud history of being regarded as specialist grant writers, tender writers, job application writers and we also provide specialised assistance to businesses and non profits via organisational development and support services. We have been in business now since May 2000 and have clients all over Australia and even internationally.

Making a Complaint

The steps involved in making a complaint regarding a workplace issue, pay rates or work conditions could include the following:-

- Keep detailed records of your concerns and complaints.
- Review your Employment Contract or Award conditions to identify if what you are being asked to do is fair, reasonable and in line with the conditions of the contract or the award or that you pay and conditions comply with same.
- Make courteous representations to your employer.
- If not resolved put the matter in writing to the employer.
- Seek support in writing from others in the workplace who support your position.
- Ensure you require the employer to respond in writing.

- Make representations to your Union if you are a member.
- If you are still not happy make representations to Fair Work Australia.
- Make representations to the Work Rights Ombudsman.
- Put your complaint in writing to the Minister for Industrial Relations/Workplace Safety.
- If the issue relates to the Transport industry – make a written complaint to the Minister for Transport.
- Seek expert legal advice.

Disclaimer

While Red Tape Busters Pty Ltd has endeavoured to ensure that all information provided is accurate and up to date, Red Tape Busters Pty Ltd takes no responsibility for any error or omission relating to this information. Information contained in this Fact Sheet is drawn from a variety of sources including Government websites. Further, this information is general in nature and all circumstances are different and therefore you should seek professional assistance and advice as required. This information was sourced in December 2013.

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