



### Practical Tip:

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The first time you use a new piece of equipment, you should always check the manufacturer's instructions to ensure you are using it correctly. This is especially important for equipment that is used for safety-critical tasks.

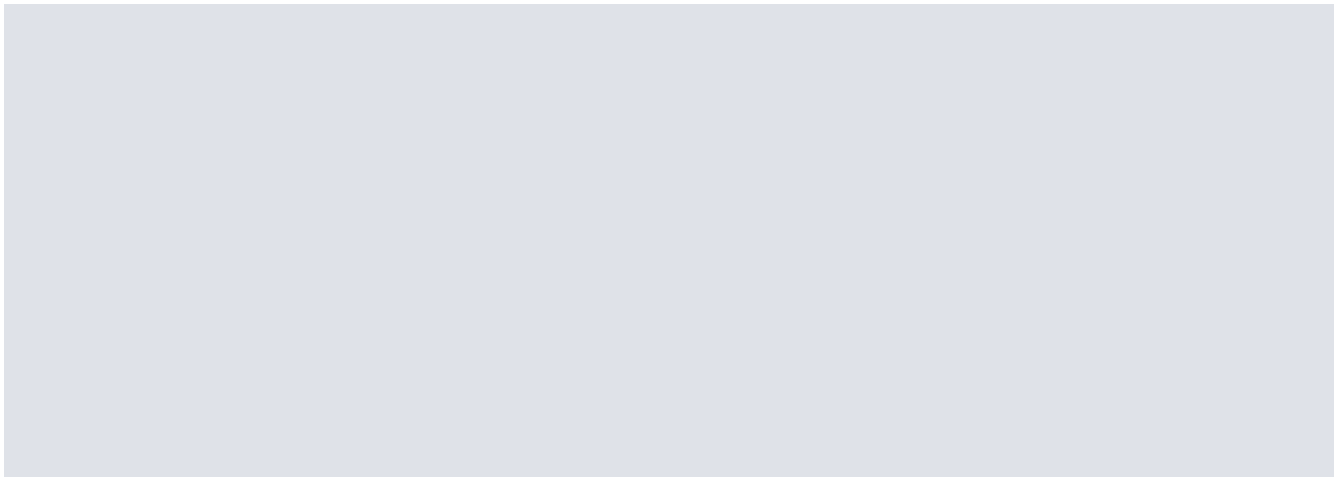
### NEED HELP?

If you are having difficulty with any of the tasks in this handbook, please contact your supervisor or the relevant support team. We are here to help you succeed.

The changes in this handbook apply from 26 August 2024.

**STAGE 1 - CASUAL RECRUITMENT** (iC trSTcerman5n524Tu&E)2t (i4t)11 55ET0eer ti20.1 c -1  
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**Casual Factors**

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## STAGE 2 - CASUAL EMPLOYEE ONBOARDING



What do you need to do when onboarding a casual employee?

Before the employees first day ensure:

<p>1. Complete the casual employee onboarding checklist.</p>
<p>2. Complete the casual employee onboarding checklist. <u>1</u> Complete the casual employee onboarding checklist.</p>
<p>3. Complete the casual employee onboarding checklist. <u>1</u> Complete the casual employee onboarding checklist.</p>
<p>4. Complete the casual employee onboarding checklist. <u>1</u> Complete the casual employee onboarding checklist.</p>



## Common Questions

1. Do employers have to provide the Casual Statement to current employees, who were employed before the Closing Loopholes changes and new casual definition?

Yes, employers must provide a casual statement to all casual employees, regardless of when they were employed, including those employed before the Closing Loopholes changes and the new casual definition.

2. How long does an employer have after an employee's anniversary date (after six months, 12 months of employment etc.) to give the employee the Statement?

Employers must provide a casual statement to casual employees within 12 months of their anniversary date, or 24 months if the employee has been employed for less than 12 months.

3. What if an employer is classified as a small business when a casual employee commences employment but later (for example after six months of the casual being employed) the business has grown, and is no longer classified as a small business (employing 15 or more employees)?

The employer must still provide a casual statement to the casual employee, even if the business is no longer classified as a small business. The employer must provide a casual statement to casual employees within 12 months of their anniversary date, or 24 months if the employee has been employed for less than 12 months.

4. What about casuals who are engaged seasonally, during the Christmas period or holidays etc.? Does an employer have to provide a new Casual Statement every new time they are engaged?

Yes, employers must provide a casual statement to casual employees each time they are engaged, even if they are engaged seasonally, during the Christmas period or holidays etc.



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**Important commencement information**

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**employed prior to 26 August 2024**

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- 26 February 2025
- 26 August 2025

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**Overview of the new regime for employee changing from casual to permanent employment**

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**'Employee Choice' Process (replaces the casual conversion process)**

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## STEP 2 - Considering the notification

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### Consultation

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### STEP 3 – Responding to a notification



Accepting a notification



**TEMPLATE LETTER A - Acceptance of notification to convert to permanent employment**

[Redacted]

[Redacted] D [Redacted]

**Private and Confidential**

[Redacted]

D [Redacted]

**RE: Response to your notification to convert to permanent employment**

I [Redacted]

[Redacted]

[Redacted]

A [Redacted]:

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

