# Checklist for approval and lodgement of enterprise agreements

Notification time begins –Employer/employees decide to bargain/ordered to bargain

⬜ Within 14 days **–** employer gives each employee **Notice of Employee Representational Rights**

⬜ No less than 22 days later **–** employer requests employees vote on the agreement

## Seven-day access period begins – all employees given

⬜ Copy of agreement and any associated documents

⬜ Information about time and location of vote and method which will be used (electronic/ballot)

⬜ Effect of enterprise agreement on current entitlements explained – copy of relevant award available to employees

## Approval process for enterprise agreement

⬜ A vote occurred and majority approved

⬜ Signatures are accompanied by full name and address

⬜ Signatures are accompanied by explanation of person’s authority to sign the agreement

## Lodgement of enterprise agreement with Fair Work Australia – within 14 days of signing

⬜ Signed agreement (plus any Conditional Termination Agreement if relevant)

⬜ Original of Bargaining Agent Agreement(s) attached

⬜ Signed **Employer Declaration** (Form 17 available at www.fwa.gov.au)

⬜ Completed **Application for Approval** (Form 16 available at www.fwa.gov.au)

⬜ Copies of agreement and completed **Application for Approval** given to bargaining representative as soon as possible

Addresses for state and territory offices of Fair Work Australia can be found on   
the Fair Work Australia website <http://www.fwa.gov.au/index.cfm?pagename=headercontact>