The Fair Work Agency (FWA) – reps' checklist

Here's how you can use the FWA to make sure your members are treated fairly at work (from April 2026).

1. Spread awareness of the FWA and what it does.

- ☐ Make sure members know the FWA exists and what kinds of problems it can help with.
- ☐ Keep track and update members as new rights areas are added to the FWA's powers (e.g. minimum wage, holiday pay, sick pay, etc),
- ☐ Let members know how to contact the FWA in addition to getting support from the union.

2. Help collect evidence for the FWA

- ☐ Encourage members to collect evidence that could be useful to share with the FWA – for example, contracts, rotas, payslips, and messages.

3. Use the enforcement risks to employers in negotiations

- ☐ Remind your employer they could face inspections, fines, naming and shaming, and enforcement costs if they ignore the law.
- ☐ Ask them to rectify any issues such as underpayments or pay arrears before you involve the FWA.