

1. affirmative action	the measures taken to eliminate direct and indirect discrimination, and for implementing positive steps to overcome the current and historical causes of lack of equal employment opportunity for women	13. decentralised industrial relations system	employers and employees negotiate wages and working conditions in the individual workplace, through collective or individual bargaining and without the involvement of tribunals
2. ageing of the workforce	refers to the growth in the average population, due to sustained low fertility and increasing life expectancy; as a result, there are proportionally fewer children under 15 in the population, and more in older age groups	14. discrimination	occurs when a policy or practice disadvantages a person or a group of people because of a personal characteristic that is irrelevant to the performance of the work
3. awards	legally enforceable, formal agreements made collectively between employers and employees and their representative at the industry level; they are determined by an industrial court or tribunal and set out minimum wages and conditions of employees	15. employer associations	organisations that represent and assist employer groups; they are usually respondents to the awards covering the employees of their members, and covering employers in the same or related industry
4. award simplification	the process of reducing a number of matters in each award and eliminating inefficient work practices	16. employment contract	a legally binding, formal agreement between employer and employee
5. best practice	refers to business practices that are regarded as the best or of the highest standard in the industry	17. enterprise agreements	are collective agreements made at a workplace level between an employer and a group of employees about terms and conditions of employment
6. better off overall test (BOOT)	requires that each of the employees to be covered by the agreement is better off overall than under the relevant modern award	18. equal employment opportunity (EEO)	the equitable policies and practices in recruitment, selection, training and promotion
7. casual employees	employment that is short term, irregular and uncertain; they are not entitled to paid holiday or sick leave	19. equity	in the workplace is the provision of equal opportunities for all employees to gain access to jobs, training and career paths in the workplace
8. centralised industrial relations system	a collective approach in which disputes are referred to industrial tribunals, such as Fair Work Australia, for conciliation and arbitration	20. female participation rate	refers to the proportion of women aged 15-69 employed actively looking for work
9. code of practice	a statement of the principles used by a business in its operations; it generally refers to practices that are seen as ethical or socially responsible	21. independent contractors	often known as consultants or freelancers, undertake work for others; however, they do not have the same legal status as an employee
10. collective agreements	are made between a group of employees (or one or more unions representing employees) and an employer or group of employers	22. individual contracts	exist when an employer and an individual employee negotiate a contract covering pay and conditions
11. common law	developed by courts and tribunals	23. judicial power	refers to the power of courts to interpret and apply laws
12. constitutional corporation	falls under section 51 of the Constitution of Australia- identified as foreign corporations and trading or financial corporations formed within the limits of the commonwealth	24. log of claims	a list of demands made by workers (often through their union) against their employers; these demands cover specific wages and conditions; employers may also serve a counter-log of claims on the union

25. modern award	an industry or occupation based award, which covers all private sector employers and employees who perform work that falls within their scope; they replace all existing national system awards (except those applying to a single enterprise); they do not cover employees earning higher incomes
26. on-costs	additional costs involved in hiring an employee, above the cost of their wages; these costs traditionally add around 25 per cent of the cost of the wage and include sick leave, holiday leave, leave loading, superannuation, retirement and redundancy payments, and other costs
27. social justice	in the workplace involves businesses being responsible or behaving in a fair and ethical manner towards their employees, customers and the broader community
28. statutes	laws made by federal and state parliaments; eg. laws relating to employment conditions
29. structural change	refers to a change in the nature and pattern of production of goods and services within an economy; this includes a significant growth in the level of services in an economy compared to other services in an economy compared to other sectors
30. trade unions	organisations formed by employees in an industry, trade or occupation to represent them in efforts to improve wages and the working conditions
31. workers compensation	provides a range of benefits to an employee suffering from an injury or disease related to their work; it is also provided to families of injured employees when the injury/disease was caused by, or related to, their work