

## Fair Work inspectors to make educational visits to employers in Sydney's west

21 February 2011

The Fair Work Ombudsman will make educational visits to about 50 businesses across Auburn, Winston Hills and Baulkham Hills this month.

Fair Work inspectors will be providing information packs to employers previously covered by the NSW industrial relations system but who are now under the national workplace relations system.

Fair Work Ombudsman Executive Director Michael Campbell says the informal visits will assist employers to understand national workplace laws, including the National Employment Standards and Modern Awards.

"Information packs being distributed include helpful resources such as fact sheets, templates and Best Practice Guides - providing advice on practical steps employers can take to adjust to the new system.

"We are very serious about our job of building knowledge and creating fairer workplaces and we are strongly focused on ensuring the community understands its workplace rights and obligations.

"The best advice I can give to business operators is to get the basics right and everything else should start to fall into place.

"By the basics, I mean knowing what Award applies to your employees, the correct classifications and pay rates," he says.

The Fair Work Ombudsman has a number of tools on its website - [www.fairwork.gov.au](http://www.fairwork.gov.au) - to assist employees and employers to check minimum rates of pay.

Small to medium-sized businesses without human resources staff can also ensure they are better equipped when hiring, managing and dismissing employees by using free template employment documentation available online.

The 'Industries' section on the Fair Work Ombudsman's website provides information specifically tailored for employers and workers in the retail, cleaning, clerical, hair and beauty, security and horticulture industries.

A series of Best Practice Guides have also been developed by the Fair Work Ombudsman to assist employers make better use of the provisions of the Fair Work Act and better understand other aspects of workplace laws.

The guides cover work and family, consultation and co-operation, individual flexibility arrangements, employing young workers, gender pay equity, small business, workplace privacy, managing underperformance, effective dispute resolution and improving workplace productivity in bargaining.

Employers or employees seeking assistance or further information can also contact the Fair Work Infoline on 13 13 94 from 8am-6pm weekdays. For translations, call 13 14 50.

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## Contact us

Fair Work Online: [www.fairwork.gov.au](http://www.fairwork.gov.au)

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

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The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.