

## Results of Tasmanian record-keeping campaign

23 July 2012

The Fair Work Ombudsman today released the findings of a campaign focussing on record-keeping and pay slip obligations of employers in Tasmania.

Fair Work inspectors have completed audits of 77 Tasmanian businesses in the hairdressing, legal services and other industries.

Inspectors found 61 businesses (79 per cent) were keeping proper employment records and issuing pay slips in line with workplace laws, while 16 (21 per cent) recorded contraventions. A further three businesses remain under investigation.

Businesses with contraventions were found in Hobart, Launceston, Devonport, Burnie, Ulverstone, Bicheno and the Huon Valley.

The audits follow a similar campaign in 2009-2010, in which 166 Tasmanian businesses across a range of industries were scrutinised and 63 (38 per cent) were found to have record-keeping and pay slip contraventions.

A number of the businesses with contraventions in 2009-10 were re-visited in the follow-up campaign. A breakdown of findings from the latest campaign is as follows:

- Legal services: Of 24 audits completed, 20 businesses (83 per cent) were compliant and four (17 per cent) had contraventions. A further two remain under investigation.
- Hairdressing: Of 28 audits completed, 21 businesses (75 per cent) were compliant and seven (25 per cent) had contraventions. One further business remains under investigation.
- Businesses re-audited: Of the 25 businesses audited, 20 (80 per cent) were compliant and five (20 per cent) had contraventions.

Acting Fair Work Ombudsman Mark Scully says employers with contraventions voluntarily rectified the issues and were assisted to put processes in place to ensure the mistakes are not repeated. No further action was required.

Mr Scully says the improvement in compliance levels since 2009-10 is encouraging.

"It is fundamentally important that businesses maintain proper employment records and issue their employees with pay slips in line with workplace laws," Mr Scully says.

"We treat record-keeping breaches very seriously when they hamper the ability of inspectors to determine whether workers have been paid correctly."

Workers or employers seeking support should get in touch with the Fair Work Ombudsman via the website – [www.fairwork.gov.au](http://www.fairwork.gov.au) - or call the Fair Work Infoline on 13 13 94.

Free documentation is available Online for employers to use when hiring, managing and dismissing staff, including letters of engagement and probation, timesheet and pay slip templates, leave application forms and a self-audit check list.

An 'Industries' section on the website provides extra, specialised information for employers and employees in industries including hair and beauty, retail, clerical and hospitality.

- [Tasmanian Ongoing Record-keeping Audit Program 2010-2011 \(PDF 89.3KB\) \(www.fairwork.gov.au/ArticleDocuments/714/Tas-Ongoing-Record-keeping-Report-2011.pdf.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/714/Tas-Ongoing-Record-keeping-Report-2011.pdf.aspx)
- [Tasmanian Ongoing Record-keeping Audit Program 2010-2011 \(RTF 19.3KB\) \(www.fairwork.gov.au/ArticleDocuments/714/Tas-Ongoing-Record-keeping-Report-2011.rtf.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/714/Tas-Ongoing-Record-keeping-Report-2011.rtf.aspx)

Media inquiries:

Ryan Pedler, Assistant Director, Media & Stakeholder Relations  
(03) 9954 2561, 0411 430 902  
[ryan.pedler@fwo.gov.au](mailto:ryan.pedler@fwo.gov.au)

## Contact us

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

Fair Work Infoline: 13 13 94

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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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