

Fair Work inspectors to make educational visits to employers in Wollongong

4 June 2012

The Fair Work Ombudsman will make educational visits to 35 businesses in Wollongong's CBD and the suburb of Figtree over the next 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 Nicholas Wilson 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 federal system," he said.

"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 workplace relations 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."

The Fair Work Ombudsman provides a single point of contact for people working or running a business in Australia to get accurate and timely information about their workplace rights and obligations.

Workers or employers seeking support should get in touch with the Fair Work Ombudsman via the website - www.fairwork.gov.au - or call the Fair Work Infoline on 13 13 94.

A free interpreter service is available on 13 14 50 and information on the website is translated into 27 different languages.

The website has a number of tools and resources including PayCheck Plus and an Award Finder to assist business-owners calculate the correct pay for their employees.

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, a self-audit check list and workplace complaint form.

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, horticulture and vehicle industries.

Follow the Fair Work Ombudsman on Twitter [@fairwork_gov_au](https://twitter.com/fairwork_gov_au) (http://twitter.com/fairwork_gov_au) or find us on Facebook (<https://www.facebook.com/fairwork.gov.au>).

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Contact us

Fair Work Online: 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

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.