

FWO seminar to assist Glen Eira employers

4 May 2012

The Fair Work Ombudsman will conduct an information seminar for small business owners at Glen Eira in Melbourne's inner eastern suburbs to assist them understand key features of workplace laws.

It will be held on Monday, May 14 at 9.15am at the Glen Eira Town Hall on the corner of Glen Eira and Hawthorn roads.

The seminar will focus on the Fair Work system and include information on:

- National Employment Standards (NES),
- Terms and conditions of employment,
- General protections and obligations,
- Independent contractors versus employee obligations, and
- Enterprise agreements.

Employers interested in attending the seminar should contact the Glen Eira Council's Service centre on (03) 9524 3333 to register as spaces are limited. A \$10 seminar fee includes morning tea.

Fair Work Ombudsman Targeted Education and Compliance Co-ordinator, Steve Mastwyk says the aim of the session is to provide local employers with information on how to understand and comply with national workplace laws.

"We are very serious about our job of building knowledge and fairer workplaces, and seminars such as these will help us ensure the community understands its rights and obligations," Mr Mastwyk said.

"It is important employers understand their obligations and are paying staff their full entitlements, including the correct minimum hourly rate and penalty rates."

Mr Mastwyk says the Fair Work Ombudsman has a range of user-friendly resources to assist employers both comply with workplace laws and also operate their businesses according to best practice.

Workers or employers seeking assistance should attend the seminar or visit the Fair Work Ombudsman website - www.fairwork.gov.au.

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 and a self-audit check list.

An 'Industries' section on the website provides extra, specialised information for employers and employees in the retail, cleaning, clerical, hair and beauty, security, horticulture, vehicle, fast food and hospitality industries.

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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

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